

# CONSTITUTION OF THE CANTERBURY ICE HOCKEY ASSOCIATION



LAST UPDATED 20<sup>th</sup> April 2011

# The **CANTERBURY ICE HOCKEY ASSOCIATION** Inc.

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### **NAME**

1. The name of the Association shall be "The Canterbury Ice Hockey Association Incorporated", and shall hereafter be referred to as the Association.

### **OBJECTIVES**

2. The objectives of the Association shall be:
  - (a) to organise, promote, publicise and grow the sport of ice hockey in Canterbury making it accessible to all ages and skill levels.
  - (b) to arrange, manage and control competition matches between affiliated clubs/ bodies/ leagues or representative teams under the rules adopted by the Canterbury Ice Hockey Association , the New Zealand Ice Hockey Federation and the International Ice Hockey Federation with a strong focus on Fair Play and Respect making it safe for all to play and enjoy.

### **AFFILIATION**

3. The Association shall be affiliated with the New Zealand Ice Hockey Federation Incorporated. Delegates shall be elected each year to represent the Association on the Committee of the New Zealand Ice Hockey Federation.

## **MEMBERSHIP**

4. The Association shall consist of:

- (a) Normal Members: Membership of the Canterbury Ice Hockey Association shall be open to all persons who are interested in the objectives of the Association.
- (b) Affiliated Clubs/ bodies/ leagues: Applications for membership by incorporated clubs/ bodies/ leagues to be in writing, and accompanied by a copy of the club's/body's/league's rules, and considered at Annual General Meetings. A club/body/league shall be elected only if seventy-five (75) percent of the votes taken are in favour of its election.
- (c) Life Members: Nomination for Life Membership to be in writing and if approved by the committee, may be considered at the Annual General Meeting, in recognition of outstanding services rendered to the Association. A Life Member shall be elected if seventy-five (75) percent of the votes taken are in favour of his/her election. A Life member shall be entitled to all the privileges of the Association.
- (d) Right of Registration The Association reserves the right to refuse registration to any player or person that has previously brought the game of Ice Hockey or any other sport into disrepute or has demonstrated behaviour and attitude directly in contrast to our objectives.

## **RESIGNATION AND FORFEITURE OF MEMBERSHIP**

5.

- (a) A member may resign from membership at any time by giving notice to the secretary of the Association of his/her intentions to do so, but resignation shall not relieve a member from liability to pay any amounts that may be due to the Association.
- (b) Any member acting in a manner considered detrimental to the interests and objectives of the Association may be expelled from the Association by a motion of the Committee, which shall give the member concerned a minimum of twenty-eight (28) days written notice of the charges, and shall permit the member to be heard in defence, either in person or by a representative.

## **ALTERATION OF THE CONSTITUTION**

- 6. This constitution shall not be altered, added to, or rescinded save at an Annual General Meeting. No motion to alter, add to, or rescind the Constitution shall be deemed in order unless the proposed motion shall have been included in the business to be transacted, in the notice convening the meeting.

## **MEETING AND VOTING THEREAT**

7.

- (a) The Annual General Meeting of the Association shall be held no later than the 31 March, on a date to be specified by the Executive Committee.
- (b) The business of the Annual General meeting shall be:
- to receive and consider the annual statement of accounts and Auditor's report thereon.
  - to receive and consider the report of the Chairperson.
  - Affiliated clubs/ bodies/ leagues are advised of their membership commitment to the executive committee
  - to appoint an Auditor
  - to transact any other business which lies within the objectives of the Association.
- (c) A General Meeting of the committee may be convened by the President at any time. If a meeting has not been convened by the President within seven (7) days of a requisition by any five (5) members of the Committee, a meeting may be convened by the persons themselves making such a requisition.
- (d) A General Meeting of the Committee shall be convened by notifying Committee members thereof at least seven (7) full days before such meeting specifying the time and place of the meeting, and briefly the business to be transacted to every member of the committee.
- (e) A Special General Meeting of the Association may be requested by five members of the Association upon giving the Secretary in writing, full details of the business to be discussed. If the Special General Meeting is not convened within fourteen (14) days after a requisition for that purpose has been sent to the Secretary, the five members making the requisition may convene a meeting themselves.
- (f) At Annual and Special General Meetings, eleven (11) financial members present shall form a quorum. At General Meetings, seven (7) voting members shall form a quorum. In the event of equality of votes the Chairperson, in addition to any vote he or she may have exercised as a member, shall have a casting vote.
- (g) Notice of the CIHA Annual and Special General Meetings shall be sent to all members, associates, and life members by a means decided by the CIHA committee. This notice shall include: the date, time, venue, and any resolutions to be presented at the meeting. This notice should be sent a minimum of 7 days before the proposed meeting
- (h) At Annual and Special General Meetings, every financial member shall be entitled to be present and the voting rights shall be as follows: One (1) vote for every-financial member present.
- (i) Voting at a meeting shall be either by a show of hands or a poll at the Chairperson's discretion, provided however that if in respect of any questions, six (6) or more present and voting so demand, a ballot shall be held to decide that question. In either case a majority of the votes cast are required to be in favour of a motion for it to be carried. At a poll voting by proxy will be permitted providing the

member wishing to utilise a proxy advises the Secretary prior to the commencement of the meeting. No person shall be entitled to act as a proxy for more than one other member at any meeting.

- (j) Subject to these rules, all questions arising at a meeting of the committee shall be decided by a majority of the votes cast, the chairperson to have the casting vote in the event of an equality of votes.

## **MANAGEMENT**

8.

- (a) The control and management of the affairs of the Association shall be vested in an Executive Committee, which shall consist of not more than 11 Committee members. The Executive Committee shall, subject to these rules, have full power to take such steps and apply the funds of the Association in such a manner as they deem expedient for the promotion of its objectives.
- (b) Nominees for the Executive Committee must be financial members of the Association with no outstanding debts to the Association.
- (c) Committee members only shall elect the following Executive officers, from amongst the Executive Committee: (i) a President (ii) a Vice-President (iii) a Secretary (iv) a Treasurer.
- (d) An Auditor shall not hold office as President, Vice-President, secretary, Treasurer or act on the Committee whilst holding the office of Auditor.
- (e) A person holding any office of the Association including membership of any sub-committee shall cease to hold such office or membership if he or she ceases to be a financial member of the Association. Subject to the foregoing, a person elected to any such office shall hold same until the next Annual General Meeting.
- (f) A casual vacancy in any of the offices of the Association may be filled by the Committee and the person elected shall remain in office until the next Annual General Meeting. The Committee shall have power to appoint from among financial members of the Association additional members not exceeding two (2) providing the Committee is unanimous in its decision.
- (g) The President shall be chairperson of the Executive Committee and the President, Vice-President, Secretary and Treasurer shall be ex-officio members of all sub-committees elected by the Executive Committee.
- (h) The Executive Committee at the first or any meeting after the Annual General Meeting may appoint subcommittees, whether members of the Committee or not, who are financial members of the Association, to deal with specific matters such as detailed by the executive committee.
- (i) Each sub-committee shall elect from among its own members a Chairperson and a Secretary. Each subcommittee shall have at least one member of the Committee among its members who shall represent it at Committee meetings.

## **COMMON SEAL**

9. The seal of the Association shall be in the custody of the Secretary who shall affix it to any such documents as may be authorised by the Executive Committee.

## **CONTROL AND INVESTMENT OF FUNDS**

- 10.
- (a) Annual subscriptions of normal members and affiliated clubs/ bodies/ leagues and the basis for computing same shall be fixed at Annual General Meetings.
  - (b) Annual subscriptions shall become due at the time of registration in each year.
  - (c) All sums received on behalf of the Association by any person other than the Secretary or Treasurer of the Association shall, as soon as possible be transmitted to the Secretary or Treasurer of the Association.
  - (d) All sums received on behalf of the Association by the Secretary or Treasurer shall, as soon as possible, be paid into the Association's banking account.
  - (e) The Treasurer shall keep the Association's banking accounts herein called "The Association's Banking Account" as may be sanctioned by the Executive Committee.
  - (f) All payments on behalf of the Association shall be made out of the Association's Banking Account; and the Treasurer shall arrange that such banking account shall not be drawn on save by cheques signed in such manner as the Committee may from time to time decide.
  - (g) The Treasurer shall pay all monies into the Association's Banking Account and shall keep full account of all monies received or paid by him/her. He/she shall prepare a statement of such account no less than seven days prior to the Annual General Meeting-.
  - (h) The annual accounts and financial statement of the Association shall be audited by the Auditor, who shall be appointed at an Annual General Meeting.
  - (i) The Association's financial year is from the 1<sup>st</sup> January to 31<sup>st</sup> December.

## **POWER TO BORROW MONEY**

11. The Association shall have the power to borrow money by way of mortgage or in any other manner sanctioned by the Executive committee.

## **DISPOSITION OF PROPERTY ON WINDING-UP**

12. In the event of winding up the Association, the property and assets of the Association, after all expenses have been met, shall be passed on to the New Zealand Ice Hockey Federation

## **GENERAL**

- 13.
- (a) Subject to these rules, every affiliated club/body/league shall be free to determine its own constitution but a copy of any alteration in the constitution and government of affiliated clubs/ bodies/ leagues shall be sent to the Secretary of the Canterbury Ice Hockey Association within seven days of being adopted.
  - (b) The definition of amateur status shall be defined from time to time by the Committee; however a person managing a commercial ice rink or skating for monetary gain shall be deemed a professional.
  - (c) Only members in good standing of the Canterbury Ice Hockey Association may participate in events held with the approval of the Association, or become candidates for any competition conducted by the Association.
  - (d) The Committee shall have the power to frame By-Laws from time to time as it sees fit to meet local conditions which may not have been provided for in these rules, provided that such By-Laws are consistent with the stated objectives of the Canterbury Ice Hockey Association and this Constitution.
  - (e) No member of the Committee, or the Auditor, shall be liable for any loss or expense happening to the Association, unless such loss or expense arises from that person's wilful default.

## CIHA BY-LAWS

1.11.89 The CIHA is responsible for appointing its members to represent the Association on the NZIHF committee.

24. 03.2010.

Officers positions on the CIHA Executive committee be limited a maximum term of 3 years.

20.04.2011

Procedure used in the Formation of the CIHA Executive committee.

Criteria considered when developing this proposal Included;

- Ideal Committee size is 11 people.
- Need to ensure the CIHA structure reflects appropriate representation from within the playing ranks of Canterbury ice hockey
- Need to allow for future change in the relative numeric strengths of affiliated member groups.
- Need for fair representation
- Need to unfair avoid a void unfair dominance by any group within CIHA
- Need to recognise that the CIHA does not have a legal monopoly on ice hockey in Canterbury and therefore is dependant on voluntary association. This highlights the need for the CIHA to be seen to be fair to all participating groups.
- Accordingly, the following is proposed:

1] CIHA Committee shall comprise 11 delegates

2] Delegates must be a current financial member of one of the leagues/groups

3] Affiliated leagues/groups shall be entitled to elect the 11 delegates according to the following formula:

- 5% registration threshold = 1 delegate
- 14% registration threshold = 2 delegates
- 27% registration threshold = 3 delegates
- 39% registration threshold = 4 delegates (maximum)

4] A member who belongs to multiple leagues/groups shall be entitled to be counted by each league/group that they are a current financial member of

5] Emerging league/group not meeting the minimum 5% threshold can align their voting entitlement with an existing member league/group, subject to mutual agreement, until achieving the minimum threshold for delegate entitlement.

8] For the purposes of the above calculations, any member league/group having more than 39% of the total shall have those members disregarded when calculating above entitlements. i.e. maximum representation is 4 delegates.

9] In the event of delegate entitlements totalling less than 10, extra delegates to be assigned to member league/group on the basis of nearness to next entitlement.

10] Leagues/groups for the following year will be defined annually at the CIHA AGM

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