



HIBISCUS COAST ASSOCIATION FOOTBALL CLUB INCORPORATED CONSTITUTION

NAME: The name of the club shall be known as the HIBISCUS COAST ASSOCIATION FOOTBALL CLUB INCORPORATED.

COLORS: The colours of the club shall be emerald green and white trim.

TERMINOLOGY: All references to "committee" within this document shall be taken as meaning "Executive Committee" unless specifically stated as being otherwise. The Executive committee is defined further in Rule 2 and Rule 8.

PURPOSE: The Club has been set up to provide a benefit to the community through the operation of an Association Football Club. Any income, benefit or advantage will be used to advance the charitable purposes of the organisation.

OBJECTS: The objects for which the club is established are:

- To promote, foster and conserve the game of Association Football and any other sports or pastimes that the committee may decide upon from time to time.
- To provide grounds on the Hibiscus Coast, or elsewhere, as may be determined by the committee, in the interests of the club.
- To provide any other necessary conveniences, appertances or chattels in connection with the objects and activities of the club.
- To maintain the foregoing for the purposes of the club and its activities.
- To purchase, take on lease or otherwise acquire any lands, buildings or other properties which may be required for the purposes of the club or its activities, and to sell lease or mortgage or otherwise dispose of or charge the same in the best interests of the club.
- To do all such lawful things are incidental, or conducive to the attainment of the foregoing objects.

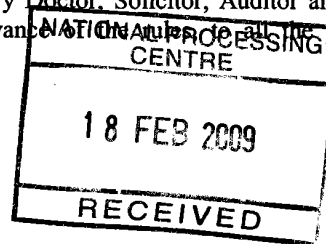
MEMBERSHIP: RULE 1 The membership of the club shall consist of Life Members, Honorary Members, Ordinary Members and Associate Members

LIFE MEMBERS: Life Members may be elected by the club at any Annual general Meeting provided the recommendation for the conferring of Life membership has been considered by the committee and endorsed by a majority of them. Life members are not to exceed twenty five in number at any one time and shall be entitled, subject as hereinafter appears, to all the privileges of membership without charge, as set out in these rules for their respective lifetimes.

HONORARY MEMBERS: Honorary members may be elected to the club at any Annual General Meeting of one year, provided the recommendation for the conferring of Honorary membership of the club can be conferred only on the Patron, Honorary Doctor, Solicitor, Auditor and up to five others, and shall entitle them, subject to their observance of the rules, to all the privileges of membership without charge as set out in these rules.

ORDINARY MEMBERS: Shall be divided as follows

- Senior playing members
- Junior playing members
- Non-playing members



Any person may be elected to ordinary membership by reason of their willingness to support the club and if their application is accepted by the committee on the Club Membership form. In paying the prescribed subscription they shall be entitle to all the privileges of membership as set out in these rules.

SENIOR PLAYING MEMBERS: A playing member shall be one who is actively engaged in playing Association Football and whose application for membership on the prescribed form has been accepted by the committee and who has paid the requisite subscription as outlined in Rule 3. No playing member may play Association Football for any other club during the playing season without prior consent of the committee, through their team manager.

*Geoff Goat
VICE-PRESIDENT*

*Quarone Smart
PRESIDENT*

*Staine Morlem
TREASURER*



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JUNIOR PLAYING MEMBERS: Shall be under the age of 17 years on the 31 December of the current year and actively engaged in playing Association Football and whose application for membership on the prescribed form has been accepted by the committee and who has paid the requisite subscription as outlined in Rule 3. No Junior playing member may play Association Football for any other club during the playing season without prior consent of the committee. A Junior playing member shall be entitled to attend General Meetings of the club, but shall not be entitled to vote thereat.

NON-PLAYING MEMBERS: Non-playing members may be approved by the committee. A non-playing member shall be subject to these rules, and be entitled to all of the privileges of the club upon paying the subscription approved by the Annual General Meeting and shall be entitled to vote.

THE CLUB: RULE 2

The management of the Club shall be vested in a Committee, which shall consist of financial members comprising:

- A President, who can be the Chairperson
- Vice-President
- Secretary
- Treasurer
- Director of Football
- Men's Club Captain
- Ladies Club Captain, as required
- Junior Club Captain
- Small Whites Club Captain, as required

Six (6) other committee members who have served on a sub-committee for a least one term.

A chairperson shall be elected by this committee from among the members who will govern the meetings under the accepted rules of debate, but shall not have the casting vote unless they are also the President

- a) The members of the committee, except for those elected on Sub-Committees, shall be elected at the Annual General Meeting and shall hold office until the following Annual General Meeting or until removed by a Special General Meeting or as hereinafter provided.
- b) Members of the committee shall automatically retire at the following Annual General Meeting but those doing so desiring may be eligible for re-election.
- c) Books of accounts shall be from 1st October to 30th September of the following year.
- d) In the event of any position not being filled from the floor at the Annual General Meeting the committee shall have the power to co-opt persons to fill any vacancy that has arisen or from time to time may arise PROVIDED THAT the person so nominated shall have given their consent in writing and have been a member of the club for at least 28 days beforehand.
- e) Any member of the committee, who without prior leave of absence abstains from attending three consecutive committee meetings duly and properly convened, may be deemed to have resigned and the vacancy so occasioned shall be filled by the committee.
- f) Control of appropriate club business and its activities may be vested in Sub-Committees. Any findings, recommendations or action taken by sub sub-committees may be subject to rescission by the Executive committee.
- g) A Junior Sub-Committee shall be formed each year to manage the junior side of the club subject to Rule 9 of the Constitution. Two members from the Junior Sub-Committee shall be elected from amongst themselves to attend the committee meetings of the club.
- h) A Senior Sub-Committee shall be formed each year to manage the senior side of the club subject to Rule 10 of the Constitution. Two members from the Senior Sub-Committee shall be elected from amongst themselves to attend the committee meetings of the club.
- i) A Social Sub-Committee shall be formed each year to manage the senior side of the club subject to Rule 11 of the Constitution. One member from the Social Sub-Committee shall be elected from amongst themselves to attend the committee meetings of the club.
- j) Any member elected to the committee must be willing to serve on any Sub-Committees so formed for any specific purpose by the committee.
- k) Any club member may, in writing and with at least 48 hours notice, inspect or view the books of the club PROVIDED THAT the member shall not be allowed to take written notes of any transactions of the club's business.
- l) The committee shall have the power to borrow up to \$3,000 as per Rule 19

Handwritten signature of Geoff Gray
GEOFF GRAY
VICE PRESIDENT

Handwritten signature of Graeme Smart
GRAEME SMART
PRESIDENT

Handwritten signature of Claire Morley
CLAIRE MORLEY
TREASURER



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- m) The Executive Committee shall be entitled to an honorarium with a maximum of \$500 per committee member up to a limit of \$5,000 per complete executive committee. This honorarium to be paid after the completion of each year's service and subject to approval by the executive committee. This honorarium is to be taken as club fees, spending of club credits or any club facility.

SUBSCRIPTION:
RULE 3

- a) Members shall pay subscriptions as may be determined by the committee and confirmed at the Annual General Meeting.
- b) Junior and Senior playing fees are payable on or before the 30th April each year.
- c) The committee shall have the power to remit the whole or any part of any subscription of any member or to allow time for the payment thereof.
- d) No member whose subscription is in arrears can compete for any club prize.
- e) Any member whose subscription is unpaid after the 30th April of the following season shall cease to be a member and their name shall be erased from the books of the club but may be replaced by the committee on payment of all arrears. He/she may also be liable to a joining fee as levied by the committee.
- f) The erasure of any members name from the books of the club shall not relieve that member from his/her liability for arrears of subscription or of moneys or property of the club.

EXPULSION:
RULE 4

Any member infringing the laws of United Soccer 1 or the Rules of the Constitution of this club or otherwise misconducting themselves shall be reported to the committee who may after hearing all relevant matters order such person to be expelled from the club. A member under such order of expulsion shall have the right of appeal to a Special General Meeting called for such purpose, notice of which must be given within 10 days of the date of expulsion. The voting of the majority of members present at such meeting may confirm or reject such expulsion.

FINANCE:
RULE 5

- a) The general funds of the club shall be kept in a Trading or Savings bank account as approved by the committee.
- b) All club cheques must be signed by any two of the following; the Treasurer, Secretary or President, or a nominated committee member.
- c) The committee may create a special account for any particular purpose and may pay into such fund from time to time such funds as it deems fit.
- d) Any special accounts shall be kept in a separate bank account from the general club funds and shall be controlled by three committee members, two of whose signatures shall be necessary to operate the account.
- e) Moneys once paid into any such special account shall not be utilised for any other purpose for the club without the permission of the majority at a Special General Meeting held for such purpose.
- f) Any payments made to a member of the organisation, or personal associated with a member, must be for goods and services that advance the charitable purpose and must be reasonable and relative to payments that would be made between unrelated parties.

MEETINGS
CONDUCT OF:
RULE 6

ALL meetings shall be conducted in accordance with the generally accepted rules of chairmanship and debate.

ORDINARY COMMITTEE MEETING:

1) STANDING ORDERS

- Apologies.
- Reading and confirmation of minutes.
- Business arising from such minutes.
- Correspondence – Inwards and Outwards
- Sub-Committee reports.
- Accounts for payment and finance report.
- General Business

- 2) Any six members of the committee to form a quorum at committee meetings.
- 3) Any meeting shall lapse if no quorum be present within 30 minutes after the appointed time for commencement of meeting.
- 4) Permission to alter or rescind a resolution of the committee must be unanimous otherwise 7 days



*Elaine Morkley
Treasurer*

*Geoff Grant
Vice President*
*Frances Smart
President*



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notice must be given by the member proposing the alteration of rescission.

ANNUAL GENERAL MEETING

1) STANDING ORDERS

- Apologies.
- Reading and confirmation of previous minutes.
- Business arising from such minutes.
- President's Report.
- Treasurer's report and Balance Sheets.
- Election of officers.
- Remits.
- General Business.

- 2) A quorum at any General Meeting shall consist of no less than 15 financial members.
- 3) In the event of more nominations being received than the number of vacancies, the Secretary shall make provision for taking of a ballot.
- 4) Only financial members of the club, including non-playing members but excluding Junior playing members, may participate in voting should the necessity arise. Fees cannot be accepted at an Annual or Special Meeting in order to record a vote.
- 5) At any General Meeting of the club each financial member shall have one (1) vote which must be given personally. Every question submitted in the first instance shall be determined by the voices. In the event of a poll being demanded the question shall be decided by a show of hands. A secret ballot shall be held if demanded by financial members.

SPECIAL GENERAL MEETINGS:

- 1) Conduct of Special General meetings will be in accord with that already described for Annual General Meetings.

SPECIAL COMMITTEE MEETING

- 1) ONLY the business stated in the notice can be discussed at the meeting.
- 2) A quorum of at least six members are required before the meeting can proceed.

ORDINARY COMMITTEE MEETING

The Secretary shall notify each member of the committee the date, time and place of each meeting. No agenda need be given. Committee members unable to attend must notify the President or Secretary at least one hour before the time due of their inability to attend.

CALLING OF MEETINGS: RULE 7

ANNUAL GENERAL MEETING


The Annual General Meeting of the club shall be held on or near to the 14 of November in each year. Notice of any such meeting must be made known to members either by:

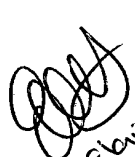
- advertising twice before the date set for the meeting in the local circulars (which may include the New Zealand Herald or local Rodney media publications), which shall be deemed and taken as sufficient notice to each individual member.
- or directly to each member through electronic or posted media.

SPECIAL GENERAL MEETING

A special General Meeting shall be called within 21 days by the Secretary upon instructions from the committee or by at least 15 financial members of the club. The reason for calling special General Meeting must be in writing with the reasons contained therein.


GEOFF SMITH
VICE-PRESIDENT


GRAEME SMART
PRESIDENT


Elaine Morken
Treasurer



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SPECIAL COMMITTEE MEETING

The President or Secretary or three committee members may requisition the President or Secretary to call a Special committee meeting PROVIDED THAT at least 24 hours notice is given of such meeting and that the reason for calling a special meeting is given in writing.

**DUTIES OF THE
COMMITTEE:
RULE 8**

The duties of the committee shall be defined as follows:

- a) To administer the business of the club to the best of their abilities without fear, prejudice, favour or personalities.
- b) To uphold the aims, objects and rules of the Constitution and any by-laws that from time to time may be made.
- c) To work for the benefit of the club at all times.
- d) To ensure that full and correct minutes of all meetings of the club are kept.
- e) To ensure that all officers or the club are discharging their obligations to the club in an efficient, honest and thorough manner.
- f) To ensure that all monetary transactions are carried out in a business like manner.
- g) To serve on any Sub-committee.
- h) To suspend, reprimand, caution or expel any member for infringement of the constitution rules or by-laws of the club.
- i) To reject from membership any person applying for membership who in the opinion of the committee is regarded as unsuitable or not in the best interests of the club, subject to Rule 4.
- j) To control any investment of club funds.
- k) To recommend to the Annual General Meeting the appointment of an Honorary Solicitor, Honorary Doctor, Honorary Auditor, Patron, and up to five others in Honorary capacity who would work in the best interests of the club.
- l) Vice Patrons: The committee may appoint such persons as it thinks fit for the current year in recognition of services or financial assistance rendered to the club. Such Vice Patrons in not being members of the club shall be entitled to vote, but in other respects shall be entitled to all rights and privileges and facilities as if they were financial members or the club.
- m) To adjudicate in all, or any, disputes or differences arising in the interpretation of these rules or any decision being needed on a matter not particularly dealt with within these rules and any decision reached will be final and binding.
- n) To fill any vacancy on the committee or Sub-committee subject to Rule 2.
- o) In the absence of the chairman the members present shall appoint one of their number to be chairman of the meeting and whilst so acting they shall have all the powers and carry out the duties of the chairman.
- p) To employ staff as may be required from time to time and to pay such staff remuneration for their services.
- q) To ensure no member of the Club, or anyone associated with a member, is allowed to take part in, or influence any decision made by the organisation in respect of payment, to, or on behalf of, the member or associated person of any income, benefit or advantage.

**JUNIOR SUB-
COMMITTEE:
RULE 9**

- a) The Junior side of the club for all intents and purposes shall be considered a sub-committee of the Executive committee and all members shall abide by the Rules of the Constitution.
- b) They shall elect their own officers for the purpose of running their side of the clubs affairs except that the Junior club captain (and Small Whites club captain if applicable) shall be elected at the Annual General Meeting.
- c) They must raise and control their own funds for specified purposes subject to approval by the committee being first had and obtained PROVIDED THAT any amounts not required for such specified purposes shall be used in furthering the objects of the club.
- d) Administer its own affairs and present a monthly financial summary and an annual Balance Sheet and Statement of Income and Expenditure to the Executive committee.
- e) Any points of contention which cannot be settled amicably within their own ranks shall be referred to the Executive committee whose decision shall be final and binding.
- f) Two members of the Junior Sub-Committee are to be elected to the Executive committee. Such members shall have the same equality as any such member of the Executive committee.
- g) The committee members elected are to be ratified by the Executive Committee.

George Grant
VICE PRESIDENT

Graeme Smart
PRESIDENT

Elaine Morley
TREASURER



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SENIOR SUB-COMMITTEE: RULE 10

- a) The Senior side of the club for all intents and purposes shall be considered a Sub-Committee of the Executive committee and all members shall abide by the Rules of the Constitution.
- b) They shall elect their own officers for the purpose of running their side of the club's affairs except that the Men's and Ladies club captains shall be elected at the Annual General Meeting.
- c) They must raise and control their own funds for specified purposes subject to approval by the committee being first had and obtained PROVIDED THAT any amounts not required for such specified purposes shall be used in furthering the objects of the club.
- d) Administer its own affairs and present a monthly financial summary and an annual Balance Sheet and Statement of Income and Expenditure to the Executive committee.
- e) Any points of contention which cannot be settled amicably within their own ranks shall be referred to the Executive committee whose decision shall be final and binding.
- f) Two members of the Junior Sub-Committee are to be elected to the Executive committee. Such members shall have the same equality as any such member of the Executive committee.
- g) The committee members elected are to be ratified by the Executive Committee.

SOCIAL SUB-COMMITTEE: RULE 11

- a) The social side of the club for all intents and purposes shall be considered a sub-committee of the club, and all members shall abide by the Rules of the Constitution.
- b) They shall elect their own officers for the purpose of supporting the club and its activities.
- c) They must raise and control their own funds for specified purposes subject to approval by the committee being first had and obtained PROVIDED THAT any amounts not required for such specified purposes shall be used in furthering the objects of the club.
- d) Administer its own affairs and present a monthly financial summary and an annual Balance Sheet and Statement of Income and Expenditure to the Executive committee.
- e) Any points of contention which cannot be settled amicably within their own ranks shall be referred to the club committee whose decision shall be final and binding.
- f) One member of the Social Sub-committee is to be elected to the Executive committee. Such members shall have the same equality as any other member of the Executive committee.
- g) The committee members elected are to be ratified by the Executive Committee.

DUTIES AND POWER OF THE PRESIDENT: RULE 12

The President shall be the nominal and titular head of the club and be "ex officio" member of all sub-committees. Duties include:-

- (a) Supervise the business and affairs of the club, its committee and sub-committees.
- (b) To obey all such lawful instructions and to do and perform all such lawful things and acts as may be given or required.
- (c) To preside over all Annual and Special General meetings of the club, and to keep order thereat.
 - 1) prepare and submit to the Annual General Meeting a report of the club's activities during the year.
 - 2) To decide the order of the business, put motions and declare the result of same and determine all points of order.
 - 3) To exercise a deliberative vote. In the case of equality of voting a casting also, at all meetings of the club.
 - 4) To determine the method of voting on all subjects which may be requiring a vote.
 - 5) To order the removal from a meeting of any person obstructing the business of the meeting or behaving in a disorderly manner, or of any person not entitled to be present.
 - 6) To appoint scrutineers for the taking of ballots.
 - 7) To ascertain that only financial members of the club may vote at any Special or Annual General Meeting co called.

DUTIES OF THE VICE-PRESIDENT: RULE 13

The Vice-President shall render all assistance to the President and in the absence of the President one shall be appointed acting President by the committee and shall have all the powers in carrying out the duties of the President.

DUTIES OF THE SECRETARY: RULE 14

- a) It shall be the duty of the Secretary to call and attend all meetings of the club and committee, and with the assistance of a Minute Secretary, take and keep accurate and correct minutes of all business conducted at such meeting.
- b) To conduct the correspondence and affairs of the club and its sub-committees where this may be necessary.



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- c) To give all committee members notice of all committee meetings.
- d) To give all members of the club notices of Annual or Special General Meetings by placing an advertisement in the local circulars and the New Zealand Herald.
- e) To ensure that a correct register is kept of all members names, addresses, telephone numbers and the date of joining the club, fees paid and of their withdrawal or resignation as the case may be.
- f) To obey all such lawful instructions and to do and perform all such lawful things and acts as may be given or required to be done by a meeting of the club or committee of the club.
- g) To ensure safe custody of the Common Seal of the club with the Honorary Solicitor and to ensure that the said Seal shall not be affixed to any documents except by the authority of the committee and in the presence of two members thereof who shall also subscribe their signatures to every document so sealed.

DUTIES OF THE TREASURER: RULE 15

- a) The Treasurer shall keep the accounts of the club and shall pay all accounts of the club passed for payment by the committee. The Treasurer in the name of the club shall collect all moneys due to the club and deposit same in the club's bank accounts.
- b) All cheques or withdrawals from the club's bank account are to be signed by the Treasurer and countersigned by either the President or Secretary after payment has been authorized.
- c) The Treasurer in the name of the club shall prepare and present at the committee and sub-committees once a month a statement of accounts.
- d) The Treasurer shall keep a record of all club assets and show the value of the same.
- e) The Treasurer shall issue receipts for all moneys handled on behalf of the club.
- f) The Treasurer shall prepare and submit to the Honorary Auditor an Annual balance sheet and statement of accounts for the year prior to the Annual General Meeting. When these have been duly audited and confirmed he shall present them to the Annual General Meeting together with any comments or instruction from the Auditor.

DUTIES OF THE CLUB CAPTAINS: RULE 16

- a) The Club Captains (Junior and Senior) shall be the representatives of the playing members of the club. They shall bring to and deliberate on the committee any matters which any playing member of the club requires clarification and shall take back any replies to the playing members of the club.
- b) They shall be entitled to one vote each on the committee.
- c) They shall be nominated and elected to this position at each Annual General Meeting.
- d) A Club Captain need not be a playing member to hold this position in the committee.
- e) They shall be responsible for convening their respective sub-committee.
- f) They shall ensure that all club playing gear is accounted for at the end of the playing season

COACHES: RULE 17

- a) The official coach of the club shall be Director of Football. He/She shall be selected and appointed at the Annual General Meeting.
- b) Team coaches shall be members of the club and be responsible for the coaching and training of their respective teams, and to the appropriate sub-committees.
- c) The players attending coaching and training sessions will be responsible to their coaches.
- d) Coaches will be responsible to the committee for any breach of contract and shall be dealt with accordingly by committee.
- e) Coaches will be entitled to all the considerations of membership of the club whilst holding this position.
- f) If no manager be appointed, the coach shall assume responsibilities of the manager.

George Gray
VICE PRESIDENT
MANAGERS:
RULE 18

Graeme Smart
PRESIDENT

Clare Moly
TREASURER

- a) The committee off the club or appropriate sub-committee shall appoint a manager to control each team entered in the competitions of the Auckland and North Harbour Football Assoc. matches over which the committee has jurisdiction. The duties of the manager may be varied by the committee from time to time as occasions arise.
- b) No team manager may make arrangements for their team to lay matches which have not had prior consent of the committee or appropriate sub-committee.
- c) The team manager is responsible to ensure that players attend training or coaching sessions held by the team coach.
- d) Managers shall be responsible for the behaviour and good conduct of the team and report to the committee any members who do not abide by the Rules of the Constitution.
- e) The manager shall ensure that any member of the team of which he/she is in charge, who received an injury, receives proper attention and if necessary is safely transported to the player's place of residence.



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- f) The manager shall liaise with the coach on players selected to ensure eligibility of such players in regard to registration, suspensions etc.
- g) A team manager cannot play a player from another team without prior liaison with the manager of that team.
- h) The manager will ensure that the complete gear is returned to the appropriate club captain or their nominee at the end of the playing season.
- i) Each team manager is to ensure that if their team is the last to play on club grounds that any club equipment is taken in and stored in a convenient place and that the club property is left in a tidy and secure manner, and all lights switched off.

BORROWING POWERS: RULE 19

The club may by way of resolution of the committee presented at the Special Meeting convened for this purpose borrow such sums or sum of money as may be required thereof by the issue of or upon bonds, Debentures or their obligations or securities of the club or by mortgage or charge upon all or any part of the property of the club PROVIDED THAT the committee shall not be empowered to borrow above the sum of \$3,000 without the sanction of a Special General Meeting.

Any person advancing moneys to the club or purchasing or leasing or otherwise acquiring real property of the club shall not be bound to see or enquire as to the legality of any such resolution or be affected by any irregularity or invalidity thereof. A statutory declaration to that effect by the President of the club or chairman of a meeting at which such a resolution was passed shall be conclusive of the passing of such a resolution.

ALTERATIONS AND/OR ADDITIONS TO THESE RULES: RULE 20


That no alterations, rescissions or additions to these rules are to be made except by a majority of financial members at an Annual or Special General Meeting called for this purpose. Notice of any proposed alterations, rescissions or additions to the Rules must be sent in writing to the Secretary 28 days before such a meeting and advise members of such a meeting as outlined in Rule 7.

MEMBERS ADDRESS FOR POSTING: RULE 21

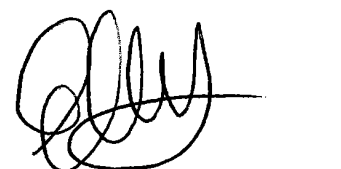
Every member upon signing the application for membership will give an address (which may include an email address) to which notices are to be sent. Alternatively any notice appearing in the local Rodney media publications will be held and deemed to be sufficient notice as if delivered in the ordinary course of post.

WINDING UP OF THE CLUB: RULE 22

The club may be wound up voluntarily by a majority resolution of the financial members present at a Special General Meeting called for that purpose. Winding up shall be in accordance with Section 24 of the Incorporated Societies Act 1908. If any property remains after the winding up or dissolution of the Club and the settlement of all the Club debts and liabilities, that property must be given or transferred to another organisation that is charitable under New Zealand law and has similar objects to those of this Club as the Special General Meeting will decide.


GRAEME SMART
PRESIDENT


GEOFF GRANT
VICE-PRESIDENT


Ebine Mahy
TREASURER.