



CAMBERWELL HOCKEY CLUB Inc.
Founded 1932
www.camberwellhockeyclub.com.au

BY-LAWS OF THE CAMBERWELL HOCKEY CLUB INCORPORATED

Constitution

- 1 These By-Laws are made under Rule 31 of the Constitution and approved by the Board of the Camberwell Hockey Club Incorporated.
- 2 In accordance with Rule 31 of the Constitution all By-Laws shall be binding on the Association and Members.

Policies

- 3 The Association may make policies for the proper operation and governance of the Association.
- 4 The Association and Members shall comply with all policies made by the Association, including its Sections.
- 5 The Association shall ensure that all policies made by the Association, including its Sections, shall be available to the Members.

Interpretation

- 6 Unless otherwise stated the terms in these By-Laws shall have the same meaning as they have in the Constitution.

Patron

- 7 The Board may appoint a suitable person to the honorary office of Patron.
- 8 The appointment shall be for a period of 12 months and may be extended for a further 12 months any number of times, each by approval of the Board.

Life Members

- 9 In accordance with rule 6.3 of the Constitution any Eligible Member may nominate for life membership of the Association any person who has rendered distinguished or special service to the Association.
- 10 Nominations shall be in writing, signed by the proposer and submitted to the Secretary prior to the notice of the relevant general meeting. Nominations shall provide sufficient detail about the nature of the distinguished or special service rendered by the nominee and the length of his or her service to enable the Board to make its determination. Where necessary, the Board may seek further information from the proposer and any other relevant person.
- 11 In its decision whether to confer life membership the Board shall take into account:
 - (a) The nature of the distinguished or special service rendered by the nominee;
 - (b) The length of the service;
 - (c) Any significant legacy arising out of the service; and
 - (d) Whether the whole of the Association has been advanced by the service provided.
- 12 Every Life Member shall enjoy the following benefits:
 - (a) Membership of the Association as an Eligible Member, without the requirement to pay any fees;
 - (b) The right to attend, debate, and vote at General Meetings; and
 - (c) Other rights conferred on Eligible Members by the Constitution.

Club Colours

- 13 The colours of the Camberwell Hockey Club shall be:
 - (a) Tangerine - specifically Pantone Orange 021; and
 - (b) Royal Blue – specifically Pantone Blue 072.
- 14 Subject to rule 10, any Section Committee may propose a change to any part of the uniform or Club apparel, but no change shall be effective until approved by the Board.

Board Treasurer

- 15 The Board shall appoint from amongst its Board Members a Board Treasurer as soon as practicable after each annual general meeting. The appointed Board Treasurer shall hold the position until the conclusion of the next annual general meeting following his or her appointment. Board Members may be re-appointed to the position.
- 16 The Board Treasurer's key duties are to:
- (a) Ensure compliance with the financial obligations of the Association under the Act and the Constitution, as they may be amended from time to time;
 - (b) Maintain an accurate record of the current financial position of the Association at all times;
 - (c) Prepare an annual whole of Association budget;
 - (d) Report against annual whole of Association budget prior to or at each Board meeting;
 - (e) Liaise with Section Committee Treasurers in relation to annual Section budgets, Section expenditure and banking; and
 - (f) Lead investigation into and discussion around key Association investments.

Sections

- 17 The Association shall be comprised of three sections:
- (a) Juniors' Section;
 - (b) Women's Section; and
 - (c) Men's Section.

(each a '**Section**')

- 18 The Board has established a committee under rule 30 of the Constitution to manage each Section (each a '**Section Committee**').
- 19 Each Section Committee shall appoint from the Eligible Members the following Section Committee members:
- (a) Chair;
 - (b) Secretary;
 - (c) Treasurer; and
 - (d) Between 3 and 10 general committee members.

- 20 The function of each Section Committee generally is to represent the interests of and manage the activities of the Section and work constructively and collaboratively with the Board to advance the interests of the Association as a whole.
- 21 The specific functions, powers and duties of each Section Committee are set out in these By-Laws and include:
- (a) Running the day-to-day activities of the Section;
 - (b) Dealing with all matters referred to it by the Board;
 - (c) Reporting Section activities to the Board prior to or at each Board meeting;
 - (d) Contributing to discussion around whole of Association matters;
 - (e) Developing an annual Section budget for approval by the Board by 1 December of each year;
 - (f) Producing reports against the annual Section budget for submission to the Board prior to each Board meeting;
 - (g) Advising the Board of any proposed changes to the annual Section budget;
 - (h) Maintaining budgetary control over the expenditure by the Section;
 - (i) Banking funds received in accordance with processes approved by the Board Treasurer;
 - (j) Developing relevant Section focused policies and procedures;
 - (k) Contributing to whole of Association policies and procedures;
 - (l) Proposing annual Section fees for approval by the Board; and
 - (m) Prescribing each year the forms for Section registration, membership and renewal.
- 22 The Section Committees do not have the power to commit the Association financially or legally or to deal with any matter considered by the Board to be a whole of Association matter, including in respect of:
- (a) Payment of coaches;
 - (b) Development of the clubhouse or any ground or other significant infrastructure;
 - (c) Capital expenditure;
 - (d) Individual/one-off expenditure in excess of \$10,000;
 - (e) Entry into any contracts, leases or licences;
 - (f) Agreeing to any releases or indemnities by the Association; and

- (g) Waiving any rights of the Association.
- 23 The Section Committees shall determine their own meeting procedures, provided they meet the requirements of rule 30 of the Constitution.

Grievances, Disputes and Complaints

- 24 The Association shall ensure that a whole of Club Member Protection Officer is appointed from time to time from amongst the Eligible Members.
- 25 If there is a dispute under the Constitution, it shall be governed by rule 44.1 of the Constitution.
- 26 The process for resolution of a dispute under the Constitution is that the details of the dispute are set out in writing and the disputing parties shall first meet to try to resolve the dispute, failing which one or both may refer the dispute to the Dispute Settlement Centre of Victoria for resolution.
- 27 If there is a complaint under the Association's Member Protection policy it shall be managed in accordance with the process set out in the Association's Member Protection policy.
- 28 Any other grievance, dispute or complaint not falling under clause 25 or clause 27 may be referred to the Chair of the relevant Section Committee or to the Chair of the Board, and shall be in writing.
- 29 On receipt of the referral, the Section Chair or the Board Chair, as the case may be, shall set up a process to investigate and hear the grievance, dispute or complaint, which meets the following:
 - (a) The process shall ensure procedural fairness, transparency and confidentiality;
 - (b) The process shall provide that the Chair of the relevant Section Committee or the Chair of the Board has the power to make a binding decision; and
 - (c) The process shall provide for a right of appeal to Hockey Victoria in cases where there has been a denial of procedural fairness, the disciplinary measures were unjust or unreasonable or the grounds for the decision were not properly substantiated.

Disciplinary Action

- 30 Rule 11 of the Constitution provides that the Board may commence disciplinary proceedings against any Member who:
 - (a) Breaches the Constitution, By-laws, any Association policy or any Board resolution;

- (b) Acts in a manner unbecoming or prejudicial to the interests of the Association or to Hockey; or
 - (c) Brings the Association or Hockey into disrepute.
- 31 Before commencing any such proceedings the Board shall be satisfied that the matter has been fully investigated and heard pursuant to a process, which is procedurally fair, transparent and confidential.
- 32 The disciplinary action determined by the Board may include any of the actions set out in the Association's Member Protection Policy and shall be binding, subject to the Member's right of appeal to Hockey Victoria in cases where there has been a denial of procedural fairness, the disciplinary measures were unjust or unreasonable or the grounds for the decision were not properly substantiated.