



SOUTHERN GAUTENG HOCKEY ASSOCIATION

CONSTITUTION

1. NAME

The body shall be called the **SOUTHERN GAUTENG HOCKEY ASSOCIATION** hereinafter referred to as “The Association”.

2. DEFINITIONS

- 2.1. The term SOUTHERN GAUTENG where used in the Constitution shall mean the Province and its boundaries as stipulated by SOUTH AFRICAN HOCKEY ASSOCIATION (SAHA) incorporating all affiliated clubs and all other affiliated members as per clause 4.1.2.
- 2.2. The term hockey where used in the Constitution shall embrace field and indoor hockey unless specifically stated.
- 2.3. The term members where used in the Constitution shall mean: all affiliated clubs in good standing.
- 2.4. The term Affiliate Members shall refer to any bodies with similar objects to those of The Association who shall have been admitted from time to time.

3. OBJECTIVES

The objectives of The Association shall be

- 3.1. To control, promote and develop hockey at all levels in the SOUTHERN GAUTENG in accordance with the statutes of the South African Hockey Association (SAHA) Constitution and the International Hockey Federation (FIH).
- 3.2. To support and maintain the rules of the game of hockey as determined by SAHA and FIH and in accordance with the spirit of the Olympic Movement.
- 3.3. To advance the interest of hockey in the SOUTHERN GAUTENG generally regardless of political opinion, race, religion or gender.
- 3.4. To do all things that may be directly or indirectly conducive to these objects.

4. MEMBERSHIP

4.1. Membership of The Association on the date of adoption of the Constitution shall comprise Members, Affiliate Members and Honorary Life Members.

4.1.1. All persons holding Life Membership for either the Transvaal Men's Hockey Association or the Southern Transvaal Women's Hockey Association at the time of adoption of this Constitution shall be deemed to be Honorary Life Members of The Southern Gauteng Hockey Association.

4.1.2. It is recorded that to date hereof the following are deemed to be Affiliate Members: Southern Gauteng Schools Hockey, Southern Gauteng Country Districts, Masters and Junior Club Hockey.

4.2. All clubs within the boundaries of the SOUTHERN GAUTENG as determined by SAHA from time to time shall be eligible for membership subject to the necessary approval.

5. ORGANISATION

5.1. The affairs of The Association shall be controlled by the members in general meetings.

5.2. Council as defined in 6 shall determine the policies of The Association and shall be responsible and accountable to the members.

5.3. The policies of the Council shall be affected and implemented through the Executive as defined in 7.

5.4. The Association shall:

- Exist in its own right, separately from its members
- Be able to own property and other possessions
- Be able to sue and be sued in its own name

5.5. The Association may not give any of its money or property to its members or office bearers. The only time it can do this is when it pays for work that a member or office bearer has done for the organization has received the prior approval of the Executive .The payment must be a reasonable amount for the work that has been done.

6. COUNCIL

6.1. The Council shall be constituted as follows:

6.1.1. The Executive Committee as defined in clause 7.2

6.1.2. The members, each represented by two persons (in the event that any member having only one gender affiliated then only one representative is permissible).

6.1.3. The Affiliate members which shall each, be represented by one (1) person.

- 6.2. Council shall meet at least twice per annum of which one shall be an Annual General Meeting (AGM) that must be held before the end of November of the ensuing year that elections need to be conducted (In line with SASCOC's recommendation - every 4 years)
- 6.3. The Council shall elect a President and a Vice President.
- 6.4. The Council shall elect a Treasurer
- 6.5. The Council shall elect persons to fulfil the following portfolios:
 - Rules and Technical
 - Coaching/HP
 - Community Development
 - Field Hockey
 - Indoor Hockey
 - Marketing and Sponsorship
 - Events
 - Players Representative

7. EXECUTIVE COMMITTEE

- 7.1. The Executive shall be responsible to the Council for the implementation and execution of the policies and decisions of the Council.
- 7.2. The Executive Committee shall consist of eleven (11) persons, namely: -
 - 7.2.1. The President, who shall serve as Chairperson of the Executive (as elected in terms of Clause 6.3.).
 - 7.2.2. The Vice-President (as elected in terms of Clause 6.3.).
 - 7.2.3. The Treasurer (as elected in terms of Clause 6.4)
 - 7.2.3.1. The persons assuming the positions as stated in Clause 7.2.1. and 7.2.2. will automatically preside over league liaison meetings if necessary.
 - 7.2.4. Rules and Technical
 - 7.2.5. Coaching/HP
 - 7.2.6. Community Development
 - 7.2.7. Field Hockey
 - 7.2.8. Indoor Hockey
 - 7.2.9. Events
 - 7.2.10. Sponsorship and Marketing
 - 7.2.11. Player's Representative
- 7.3. Persons responsible for portfolios number 7.2.4 through to 7.2.11 will automatically assume the Chairmanship of their respective sub-committees.

- 7.4. Subject to the approval of the Executive, the Chairperson shall have the right to co-opt any other person or persons to assist the Executive or sub-committee in the execution of specific duties. Such person or persons shall be required to attend meetings of the Executive or sub-committee for the specific business for which they were co-opted and may only vote on issues relating thereto.
- 7.5. The Executive shall not meet less than six (6) times per annum.
- 7.6. Any member of the Executive absenting him or herself from three (3) consecutive meetings without leave of absence shall ipso facto cease to be a member of the Executive.
- 7.7. The Association shall continue to exist even when its membership changes and there are different office bearers.

Office-Bearers

- 7.7.1. **President**
To handle Policy, Administration, Finances and overall running of the Province.
- 7.7.2. **Vice-President**
To handle all disciplinary issues of the Province.
- 7.7.3. **Treasurer**
To handle the finances of the Province
- 7.7.4. **Rules and Technical**
To handle allocation of Umpires and Technical Personnel; Grading of Technical Personnel and seminars and all matters relating to Rules and Technical issues.
- 7.7.5. **Coaching/High Performance**
To handle all Coaching and High Performance aspects of the Province.
- 7.7.6. **Community Development**
To handle the development of the game with particular emphasis on arranging clinics for players and coaching in the underprivileged/under developed areas and all matters relating to development issues.
- 7.7.7. **Field Hockey**
To handle all matters concerning field hockey affairs. Press releases regarding league results.
- 7.7.8. **Indoor Hockey**
To handle all issues pertaining to indoor league and tournament hockey.
- 7.7.9. **Events**
To handle all aspects pertaining to Domestic and International Tournaments.

7.7.10 **Marketing and Sponsorship**

To handle all marketing related issues, the procurement of sponsorship and the maintenance of any sponsorship obtained.

7.7.11 **Players Representative**

To represent all the players interests within the Association (also to fall in line with SAHA and SASCOC requirements).

7.8. Associate members are required to submit monthly written reports to be tabled at Executive meetings, if unable to be present.

7.9. All co-opted members are required to submit monthly reports to be tabled at the monthly Executive meetings during the period of their co-option.

7.10. No policy decisions may be made by any sub-committee without ratification of the Executive Committee.

8. **MANAGEMENT COMMITTEE**

The Management Committee shall: -

8.1. Comprise, the President, Vice-President and three other persons elected by the Executive committee from the Executive Committee. The President shall be the Chairperson of the Management Committee.

8.2. Be responsible for the day-to-day operation of the Association necessary to implement the directive of the Executive and ensure that the ongoing activities of The Association are carried out.

8.3. At each subsequent meeting of the Executive report to the Executive on its activities.

8.4. Meet whenever the President deems it necessary.

9. **FINANCE COMMITTEE**

The Finance Committee shall:-

9.1 Comprise the Treasurer, one (1) Executive member and one (1) co-opted member

10. **POWERS**

The Association shall have the following powers: -

10.1. To acquire by purchase, exchange, lease, sub-lease, donation or otherwise, moveable and immovable property of all kinds.

10.2. To erect, construct, maintain, improve, alter, manage and control any buildings or other erections.

- 10.3. To sell, lease, mortgage, dispose of, give in exchange, turn to account, donate or otherwise deal with all or part of the property and rights of The Association.
- 10.4. To buy, sell and deal in goods and movable property of all kinds.
- 10.5. To act in any businesses, matters and affairs of the Association through or by means of agents, brokers or trustees and to engage the services of any person or persons either full-time or part-time employees of The Association.
- 10.6. To remunerate any person employed by and rendering services to The Association.
- 10.7. To borrow money in one financial year, not to exceed R50 000-00 provided that this may be exceeded upon authority by two-thirds (2/3) majority of persons present and entitled to vote at a General Meeting of The Association. The notice of such a meeting should be given 30 days prior to it taking place and at least 60% of the members must be present.
- 10.8. To do all any of the above things, either as principals, agents, contractors, trustees or otherwise and do all such things as are incidental or conducive to the attainment of the above objects or any of them.
- 10.9. Any ancillary power required for the proper administration of The Association to implement the powers above granted.
- 10.10. To extend the class of membership to include any other recognised Association or individual not provided for in 4.

11. GENERAL MEETINGS OF THE ASSOCIATION

- 11.1. It shall be incumbent upon the President to ensure that the general meetings of the members and the Affiliate members is held every year on such date and at such venue as may be determined by the Council and falls within specification of Clause 6.2.
- 11.2. Notice of such meeting shall be posted not later than thirty-(30) days prior to the date of such meeting, to the Honorary Life Members, the members and Affiliate members of the Association any other such persons entitled to receive notice. The notice shall be accompanied by an agenda of business to be conducted at the meetings, minutes of the previous General Meeting and one copy of the Management accounts for the period of the preceding year.
- 11.3. The President, and in his/her absence the Vice-President of The Association shall serve as chairperson at all General Meetings.
- 11.4 The Agenda for the General Council Meetings shall be as follows:

- 1. Presentation of Credentials - Welcome and Apologies**

- 2. Confirmation of the Previous Meetings Minutes**

3. Finance and Administration

4. Portfolio Reports

- 4.1 Indoor Hockey
- 4.2 Field Hockey
- 4.3 Coaching/HP
- 4.4 Rules and Technical
- 4.5 Community Development
- 4.6 Events
- 4.7 Marketing and Sponsorship
- 4.8 Athletes Commission

5. Affiliates Reports

- 5.1 USG Hockey
- 5.2 Schools Hockey
- 5.3 Junior Club Hockey
- 5.4 SG Country Districts Hockey

6. General

7. Dates of next meetings

8. Concluding Remarks

9. Closure

12. ANNUAL GENERAL MEETING

12.1. The Agenda for the Annual General Meeting shall be as follows:

- 12.1.1. The Approval of the Notice of the meeting.
- 12.1.2. The Presentation of credentials.
- 12.1.3. Apologies.
- 12.1.4. The Ratification of minutes of the previous Annual General Meeting.
- 12.1.5. Any matters arising from the previous Annual General Meeting.
- 12.1.6. To receive the Presidents report on the activities of The Association for the period under review.
- 12.1.7. Any matters arising from the report of the President.
- 12.1.8. Receive and consider the Audited Financial Accounts of the SOUTHERN GAUTENG Hockey Association for the preceding financial year and appoint auditors for the ensuing year.
- 12.1.9. To accept the annual reports of all portfolio holders.
- 12.1.10. Election of Honorary Life Members where nominations have been received.
- 12.1.11. To accept (or otherwise) applications affiliation of new members.
- 12.1.12. The Appointment of scrutineers, Election of Office Bearers to the Executive Committee.
- 12.1.13. To consider any proposals from the members and/or Associate members that has been received by the secretary in time for inclusion on the agenda.
- 12.1.14. To consider any other business set for discussion by the council.
- 12.1.15. Closure.

13. **SPECIAL GENERAL MEETING**

- 13.1. The administrator, upon a written notice made by the members and/or Affiliate members with a total of not less than 25% of votes in council shall convene a Special General Meeting. The agenda shall express the purpose of the meetings to be called and no business other than that which is specified shall be transacted at the Special General Meeting.
- 13.2. Notice of a Special General Meeting shall be posted not later than Thirty- (30) days prior to the date of such meeting to all persons entitled to receive notice of such meeting. The notice shall be accompanied by an agenda of business to be conducted at the Special General Meeting.
- 13.3. Attendance at Special General Meetings shall be restricted to the Executive, delegates of the members, Affiliate members and any other persons who the Executive may deem fit to invite.

14. **MINUTES OF MEETINGS**

- 14.1. The Administrator shall keep minutes of all resolutions and proceedings of all meetings in a book provided for the purpose and such minutes shall, on questions put and a vote taken therein, either at the meeting or at some subsequent meeting, be signed by the Chairman of the meeting.
- 14.2. When signed by the Chairman the minutes shall be conclusive evidence of the correctness of the entries therein.
- 14.3. All minutes of the meetings must be circulated to all parties entitled to receive them within thirty (30) days of the date of said meeting or prior to the next meeting whichever is the sooner.
- 14.3.1. The minutes of the Annual General Meeting will be circulated with the Notice of Meeting for the ensuing year.

14.4. **Confirmation of Minutes**

- 14.4.1. The minutes of the Annual General Meeting and “Special General Meetings” shall be confirmed at an Executive meeting within ninety (90) days of said meeting and shall be ratified at the following Annual General Meeting.
- 14.4.2. Minutes of Executive meetings shall be confirmed at the following Executive meeting.
- 14.4.3. The Minutes of all Management Committee Meetings and sub-committee reports to be presented to the next Executive monthly meeting for recording in the minute book.

15. **NOMINATIONS AND ELECTIONS**

- 15.1. The council shall comprise the persons as set out in Clause 6.1.
- 15.2. The Executive Committee as set out in Clause 7 shall be nominated and elected for a term of four (4) years. *This is in line with what SASCOC has recommended to SAHA and its affiliates.*
- 15.3. Annually the Executive, the members and Affiliate members shall be entitled to nominate persons for election as officers as set out in Clause 7 hereof. The nominations must be received by the administrator not less than fourteen (14) days prior to the date of the Annual General Meeting and must be accompanied by the written acceptance of the nominee.
- 15.4. The persons entitled to vote at the Annual General Meeting shall, from the nominations submitted elect the officers referred to in Clause 7.
- 15.5. The persons entitled to vote at the Annual General Meeting may elect by a simple majority.
- 15.6. All elections may be held by secret ballot upon request of the members present and entitled to vote.

16. **VOTING**

- 16.1. At the Annual General Meeting or Special General Meeting, the number of votes shall be allocated as follows: -
- 16.1.1. The Executive Committee Office Bearers shall each have one vote.
- 16.1.2. The Members shall have one vote per field hockey team registered and in good standing with The Association.
- 16.1.3. Affiliate members shall have one vote each.
- 16.2. At Executive meetings each member of the Executive shall be entitled to one vote. The President shall not have a casting vote.
- 16.3. At all Management meetings voting will be done by simple majority.

17. **QUORUMS**

- 17.1. For Annual General Meetings, Special General Meetings and Council Meetings, a quorum shall consist of at least fifty percent (50%) of the total membership (number of clubs registered plus the Executive Board and Affiliate Representatives) plus one, provided that if such quorum is not present within an hour of the time appointed for the meeting, the

meeting shall stand adjourned for seven days from the appointed hour. At such adjourned meeting the members present shall constitute a quorum.

- 17.2. For Executive meetings a quorum shall consist of fifty percent (50%) of the Executive plus one, provided that if such quorum is not present within thirty (30) minutes of the time appointed for the meeting, the meeting shall stand adjourned for twenty four (24) hours from the appointed hour. At such adjourned meeting, the members present of the Executive shall constitute a quorum.
- 17.3. For Management meetings a quorum shall consist of fifty percent (50%) of the Management committee plus one. At all times a quorum must be present for a Management meeting to be held.

18. FINANCE

- 18.1. Each member shall pay an annual subscription to The Association as determined by the Executive in accordance with the Bye-laws and League Rules of the Association.
- 18.2. The financial year end of The Association shall be 31st March each year.

18.3. Accounts

- 18.3.1. The Association shall keep proper books of account and record the income and expenditure of The Association and shall at the close of each financial year cause to be prepared and audited annual financial statements for that year which for approval by the Executive and ratified by Council.
- 18.3.2. The Annual financial statements shall be submitted to “The Associations” auditors for audit and copies of the audited statements shall be circulated to the members.
- 18.3.3. By approval of the Executive and ratification by the Council a signed copy of the financial statements shall be affixed in the minute book of The Association.
- 18.3.4. The Association shall at an AGM appoint auditors for the ensuing year.

18.4. Bank Accounts

- 18.4.1. The Association shall conduct an account in the name of SOUTHERN GAUTENG Hockey Association at a recognised banking institution. Cheques shall be signed by two persons either by the President, Vice President, or nominated persons.
- 18.4.1.1. A list of all material outgoing must be presented at a monthly Executive meeting, on request by elected Executive members.

18.5. Funds

- 18.5.1. Funds of The Association as deemed by the Executive to be in excess of current requirements may, and all funds held in trust for or on behalf of members, be

invested from time to time in the name of the Association with a registered financial institution.

19. AMENDMENT TO THE CONSTITUTION

19.1. The Constitution of the Association shall not be amended except at a Special General Meeting called for the purpose, and no alteration shall be made to the Constitution of the Association unless supported by not less than two-thirds (2/3rds) of the total votes of those present, or represented by proxies and eligible to vote.

19.2. Notice of the intention to amend, rescind or add any article or provision of the Constitution shall be given to the Administrator who shall within fourteen (14) days of receipt of such notice call the meeting by a notice posted not less than thirty (30) days prior to the date of the meeting to those entitled to receive such notice.

20. BYE-LAWS, RULES AND REGULATIONS

20.1. The Executive shall have the power to frame such Bye-Laws as it deems necessary for the purpose of carrying out this Constitution.

20.2. The Executive shall have the power to formulate League rules and regulations governing the leagues of the Association.

21. AMATEUR STATUS

21.1. The Association and the members and Affiliate members will be bound by the conditions as set out in the FIH Bye-Laws.

22. COLOURS

22.1. The official colours of The Association shall be yellow and navy blue and white.

23. MISCONDUCT AND DISCIPLINE

23.1. The members and Affiliate members shall at all times: -

23.1.1. Abide by the provisions of the Constitution and Bye-Laws, and League rules and regulations framed and promulgated in terms hereof.

23.1.2. Conduct their own affairs in the best interests of The Association and hockey.

23.1.3. Insofar as is applicable, procure and ensure that their respective representatives, club officials and players, comply and abide by the Constitution and Bye-Laws and League rules and regulations and conduct themselves appropriately with a view to maintaining the best interests of The Association and hockey.

23.2. THE EXECUTIVE HAS THE POWER TO APPOINT A DISCIPLINARY COMMITTEE TO DEAL WITH:

- 23.2.1. Any member or Affiliate member guilty of any breach of a provision of the Constitution or of the Bye-Laws, or any club or official or player who brings hockey into disrepute shall be liable to discipline by the Executive at its sole discretion.
- 23.2.2. Where any member or Affiliate member has not disciplined any club, official or player, for a breach of the provisions of the Constitution, Bye-Laws, rules and regulations, or in the opinion of the Executive does not properly discipline such person for a breach as aforesaid, the Executive may require the club, duly represented, or the official or the player and the member or Affiliate member concerned to appear before it for the purpose of enquiring into the alleged conduct and if necessary may discipline such club, official or player.
- 23.2.3. Where any member or Affiliate member disciplines any club official or player falling under its control and/or jurisdiction, such club, official or player shall, subject to prepayment of the appropriate fee laid down by the Executive from time to time, have the right to appeal to the Executive.
- 23.3. At any disciplinary or appeal hearing, the Executive shall adopt such rules of procedure as is laid down in the Bye-Laws or, in the absence thereof, such action as to it may deem appropriate.
- 23.3.1. In the event of it being found that:
- 23.3.1.1. A member or Affiliate member is guilty of breach of the Constitution or Bye-Laws, rules and regulations framed hereunder, or of conduct which could bring hockey into disrepute the Executive may at its discretion impose a monetary fine and/or suspension, provided that no such fine shall exceed treble the annual subscriptions payable by such member or Affiliate member for the year in which such member or Affiliate member is found guilty.
- 23.3.1.2. A club, official or player is guilty of misconduct, the Executive may fine or suspend such club, official or player from participation of hockey for such period as it, in its sole discretion, shall determine.
- 23.3.2. Every member or Affiliate member shall ensure the effectiveness of any disciplinary action imposed in terms of this section and preclude any such disciplined club, official or player from participating in hockey during the period of suspension in its area of jurisdiction.

24. INDEMNITY CLAUSE

- 24.1. Any action instituted by or against The Association shall be taken or defended in the name of The Association and no member of The Association shall be personally liable for any debts or obligations irrespective of the manner incurred.
- 24.2. Any member or Affiliate member of The Association shall be indemnified by The Association, and it shall be the duty of The Association, out of its funds to pay all costs, losses and expenses which any member or Affiliate member or other officer may incur or may become liable for by reason of any contract entered into or any act or deed done in any way in the discharge of his duty. No Council member or other officer or employee of The Association through the insufficiency or deficiency of any security in or upon which any of the monies of the Association shall be deposited shall be liable for any loss, damage or misfortune whatever which shall happen in the execution of the duty of the person concerned unless the same happens through his own wilful act or default.
- 24.3. The Association shall under no circumstances what so ever be liable for injury or losses sustained by any player, non-player, club or Association affiliated to The Association.

25. PUBLIC STATEMENTS

- 25.1. The official mouthpiece of The Association shall be the Executive and all releases to the press, radio or television shall be authorised by the Executive before any such release is made. However, for the sake of good order only the President (or appointed deputy) may make such statements.
- 25.2. No registered player or other official whom so ever shall make any public statement on behalf of the Association without prior approval of the Executive.
- 25.3. Members of all sub-committees of the Executive shall not divulge any matters of discussion to the press, radio or television.

26. AUDITORS

- 26.1. The books and records of The Association shall be subjected to an annual audit by a firm of registered public accountants as appointed at the Annual General Meeting.

27. DISSOLUTION OF THE ASSOCIATION

- 27.1 Members or Office Bearers have no rights in the property or other assets of the Organisation solely by virtue of them being members or office bearers.
- 27.2. If upon dissolution of The Association there remain any assets whatsoever after the satisfaction of all its debts and liabilities, such assets shall not be paid or distributed among its members, but shall be given to such other organisation or organisations (preferably having similar objects) which is or are authorised to collect contributions in terms of the fund-raising act, 1978, as may be decided wither by the members at the General Meeting at which it was decided to dissolve The Association or, in default of such decision, by the director of fund-raising.

27.3. In the event of the Association dividing in terms of men and women, an accrual system would come into operation. Any assets brought into The Association by the separate organisations would revert back to original ownership and any assets attained subsequent to the formation of this Association would be divided equally between the two separate Associations.

27.4 The Association may close down if at least two-thirds of the members present and voting at a meeting convened for the purpose of considering such matter, are in favour of closing down

This Constitution was approved and accepted by all members of the **SOUTHERN GAUTENG HOCKEY ASSOCIATION** at a Special General Meeting held on the 24th of November 2010 at Randburg.

Sheila Brown
President
Southern Gauteng Hockey Association

Douglas Neilson
Administrator
Southern Gauteng Hockey Association