



Constitution of the
Queenstown Ice Hockey Club
Incorporated

1 Name

- 1.1 The name of the society is Queenstown Ice Hockey Club Incorporated (in this Constitution referred to as the **Society** or **QIHC**).
- 1.2 At the discretion of the elected Committee, a sponsor's name may be shown as "sponsored by" for publicity and sponsor identity.

2 Colours

- 2.1 The official colours of the QIHC shall be Blue, White, Red, and Yellow.

3 Charitable status

- 3.1 QIHC is already, or intends after incorporation, to be registered as a charitable entity under the Charities Act 2005.

4 Certification of Incorporation

- 4.1 QIHC was first incorporated under the Incorporated Societies Act 1908 on the 28th day of March 1995 as number 666892.

5 Definitions and Interpretation

- 5.1 **Definitions** - In this Constitution, unless the context requires otherwise, the following words and phrases have the following meanings:

Act means the Incorporated Societies Act 2022 or any Act which replaces it (including amendments to it from time to time), and any regulations made under the Act or under any Act which replaces it.

Annual General Meeting means a meeting of the Members of the Society held once per year which, among other things, will receive and consider reports on the Society's activities and finances.

Chairperson (also referred as **President**) means the Officer responsible for chairing General Meetings, Special General Meetings and committee meetings, and who provides leadership for the Society.

Committee means the Society's governing body.

Complaint has the meaning set out in section 38 of the Act.

Constitution means the rules in this document.

Vice Chairperson means the Officer elected or appointed to deputise in the absence of the Chairperson.

Dispute has the meaning set out in section 38 of the Act (as further described in clauses 17.1 and 17.2 of this Constitution).

Financial Member means a Member who pays Membership Fees and has not ceased to be a Member under clause 9.5.5.

General Meeting means either an Annual General Meeting or a Special General Meeting of the Members of the Society.

Interested Member means a Member who is interested in a matter for any of the reasons set out in section 62 of the Act.

Interests Register means the register of interests of Officers, kept under this Constitution and as required by section 73 of the Act.

Matter means:

- (a) the Society's performance of its activities or exercise of its powers; or
- (b) an arrangement, agreement, or contract (a transaction) made or entered into, or proposed to be entered into, by the Society.

Member means a person who has consented to become a Member of the Society and has been properly admitted to the Society and who has not ceased to be a Member of the Society.

Membership Fees means the fees specified in clause 9.5

Notice to all Members' includes any notice given to Members by post, courier or email and the failure for any reason of any Member to receive such Notice or information shall not invalidate any meeting or its proceedings or any election.

Officer means a natural person who is:

- (a) a member of the Committee, or
- (b) occupying a position in the Society that allows them to exercise significant influence over the management or administration of the Society, including any Chief Executive or Treasurer.

Register of Members means the register of Members kept under this Constitution as required by section 79 of the Act.

Regulations means regulations made under the Act, including the Incorporated Societies Regulations 2023.

Secretary means the Officer responsible for the matters specifically noted in this Constitution.

Special General Meeting means a meeting of the Members, other than an Annual General Meeting, called for a specific purpose or purposes.

Treasurer means the Officer responsible for, among other things, overseeing the finances of the Society.

Working Days means as defined in the Legislation Act 2019. Examples of days that are not Working Days include but are not limited to, the following — a Saturday, a Sunday, Waitangi Day, Good Friday, Easter Monday, ANZAC Day, the Sovereign's birthday, Te Rā Aro ki a Matariki/Matariki Observance Day, and Labour Day.

5.2 Interpretation - In this Constitution, unless the context requires otherwise:

- 5.2.1 section, clause and other headings are for convenience only and will not affect the interpretation of this Constitution;
- 5.2.2 singular will include plural and vice versa;
- 5.2.3 reference to a statute or regulation will include all amendments and re-enactments thereof and any subordinate legislation made thereunder;
- 5.2.4 the term **including** means including without limitation;
- 5.2.5 any obligation not to do anything will be deemed to include an obligation not to suffer, permit or cause that thing to be done; and
- 5.2.6 the terms **written** and **in writing** include any means of reproducing words, figures or symbols in a tangible and visible form.

6 Purposes

- 6.1 QIHC is established and maintained exclusively for charitable purposes (including any purposes ancillary to those charitable purposes), namely:
 - 6.1.1 Benefiting the community by offering an inclusive and accessible ice hockey program.
- 6.2 QIHC shall become a member of the New Zealand Ice Hockey Federation Incorporated, hereinafter referred to as the NZIHF, and abide by the constitution of the NZIHF.
- 6.3 Any income, benefit, or advantage must be used to advance the charitable purposes of QIHC.
- 6.4 The Society must not operate for the purpose of, or with the effect of distributing, any gain, profit, surplus, dividend, or other similar financial benefit to any of its individual Members but the Society will not operate for the financial gain of Members simply if the Society:
 - 6.4.1 engages in trade;
 - 6.4.2 pays a Member for matters that are incidental to the purposes of the Society, and the Member is a not-for-profit entity;
 - 6.4.3 reimburses a Member for reasonable expenses legitimately incurred on behalf of the Society or while pursuing the Society's purposes;
 - 6.4.4 provides benefits to members of the public or of a class of the public and those persons include Members or their families;
 - 6.4.5 pays a Member a salary or wages or other payments for services to the Society on arm's length terms (being terms reasonable in the circumstances if the parties were connected or related only by the transaction in question, each acting independently, and each acting in its own best interests; or are terms less favourable to the Member than those terms and the payment for services, or other transaction, does not include any share of a gain, profit, or surplus, percentage of revenue, or other reward in connection with any gain, profit, surplus, or revenue of the Society);
 - 6.4.6 provides a Member with incidental benefits (for example, prizes, or discounts on products or services) in accordance with the purposes of the Society; or
 - 6.4.7 on removal of the Society from the Register of Incorporated Societies has its surplus assets distributed under subpart 5 of Part 5 of the Act to a Member that is a not-for-profit entity.

7 Act and Regulations

- 7.1 Nothing in this Constitution authorises QIHC to do anything which contravenes or is inconsistent with the Act, any Regulations made under the Act, or any other legislation.

8 Contact person

- 8.1 The Society shall have at least one but no more than three contact person(s) whom the Registrar can contact when needed. 8.2 The Society's contact person must be:
- 8.2.1 At least 18 years of age, and
 - 8.2.2 Ordinarily resident in New Zealand.
- 8.3 A contact person can be appointed by the Committee.
- 8.4 Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
- 8.4.1 a physical address or an email address, and
 - 8.4.2 a telephone number.
- 8.5 Any change in that contact person or that person's name or contact detail shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.

9 Members

9.1 Minimum number of members

QIHC shall maintain the minimum number of Members required by the Act.

9.2 Types of members

The classes of membership and the method by which **Members** are admitted to different classes of membership are as follows:

- 9.2.1 **Junior Member** - 18 years of age and under as of midnight 31 December of the year of registration.
- 9.2.2 **Senior Member** - 19 years of age or older as of midnight 31 December of the year of registration.
- 9.2.3 **Associate Member** - accorded to all people whose offer to serve the QIHC in any capacity for the year of registration has been accepted by the QIHC Committee.
- 9.2.4 **Life Member** - A Life Member is a person honoured for highly valued services to the Society elected as a Life Member by resolution of a General Meeting passed by a simple majority of those Members present and voting. A Life Member shall have all the rights and privileges of a Member and shall be subject to all the same duties as a Member except those of paying subscriptions and levies.
- 9.2.5 **Honorary Member** - An Honorary Member is a person honoured for services to the Society or in an associated field elected as an Honorary Member by resolution of a General Meeting passed by a simple majority of those present and voting. An Honorary Member has no membership rights, privileges, or duties.

9.3 Becoming a Member: consent

- 9.3.1 Every applicant for membership must consent in writing to becoming a Member. Submitting an application to become a Member in accordance with clause 9.4.1 shall be deemed to constitute consent to becoming a Member.

9.4 Becoming a Member: process

- 9.4.1 An applicant for membership must complete and sign any application form and supply any information regarding an application for membership and will become a Member on acceptance of that application.
- 9.4.2 The Committee may accept or decline an application for membership at its sole discretion. The Committee must advise the applicant of its decision (but is not required to provide reasons for that decision).
- 9.4.3 The signed consent of every Member to become a Member shall be retained in QIHC's membership records.

9.5 Subscriptions and fees

- 9.5.1 The Membership Fees for the then current financial year shall be set by resolution of a General Meeting (which can also decide that payment be made by periodic instalments).
- 9.5.2 Membership Fees may differ depending on the class of Member.
- 9.5.3 Honorary and Life Members shall not be charged any Membership Fees.
- 9.5.4 Any fee charged by the NZIHF shall be charged to the member for payment by the due date as set by NZIHF or QIHC as their agent.
- 9.5.5 Any Member failing to pay the annual subscription (including any periodic payment), any levy, or any capitation fees, within one calendar month of the date the same was due for payment shall be considered as unfinancial and shall (without being released from the obligation of payment) have no membership rights and shall not be entitled to participate in any QIHC activity or to access or use equipment and other property until all the arrears are paid. If such arrears are not paid within two calendar months of the due date for payment of the subscription, any other fees, or levy the Committee may terminate the Member's membership (without being required to give prior notice to that Member).

9.6 Members' obligations and rights

- 9.6.1 Members of the Society shall have the rights, privileges and responsibilities set out in this Constitution.
- 9.6.2 Membership does not confer on any Member any right, title, or interest (legal or equitable) in the property of the Society.
- 9.6.3 Every Member shall provide the Society in writing with that Member's name and contact details (namely, physical or email address, telephone number and satisfactory payment details e.g. credit card) and promptly advise the Society in writing of any changes to those details.
- 9.6.4 All Members shall promote the interests and purposes of QIHC and shall do nothing to bring the Society into disrepute.
- 9.6.5 A Member is only entitled to exercise the rights of membership (including attending and voting at General Meetings, accessing or using the Society's premises, facilities, equipment and other property, and participating in Society activities) if all subscriptions and any other fees have been paid to the Society by their respective due dates, but no Member or Life Member is liable for an obligation of the Society by reason only of being a Member.
- 9.6.6 The Committee may decide what access or use Members may have of or to any premises, facilities, equipment or other property owned, occupied or otherwise used by QIHC, and to participate in its activities, including any conditions of and fees for such access, use or involvement.

9.7 Ceasing to be a Member

A Member ceases to be a Member:

- 9.7.1 by resignation from that Member's class of membership by written notice signed by that Member to the Committee, with effect from the date of receipt of the Member's notice of resignation by the Committee (or any subsequent date stated in the notice of resignation);
- 9.7.2 on termination of a Member's membership following a dispute resolution process under this Constitution, with effect from the date of termination of the Member's membership under this Constitution;
- 9.7.3 on death (or if a body corporate on liquidation or deregistration, or if a partnership on dissolution of the partnership), with effect from the date of death of the Member (or if a body corporate from the date of its liquidation or deregistration, or if a partnership from the date of its dissolution);
- 9.7.4 by resolution of the Committee where—
 - (a) The Member has failed to pay a subscription, levy or other amount due to the Society within 30 Working Days of the due date for payment.
 - (b) In the opinion of the Committee, the Member has brought the Society into disrepute, with effect from the date specified in a resolution of the Committee and when a Member's membership has been terminated the Committee shall promptly notify the former Member in writing.

9.8 Obligations once membership has ceased

A Member who has ceased to be a Member under this Constitution—

- 9.8.1 remains liable to pay all subscriptions and other fees to the Society's next balance date;
- 9.8.2 shall cease to hold himself or herself out as a Member of the Society;
- 9.8.3 shall return to the Society all material provided to Members by the Society (including any membership certificate, badges, handbooks, manuals, equipment and uniform); and
- 9.8.4 shall cease to be entitled to any of the rights of a Society Member.

9.9 Becoming a Member again

- 9.9.1 Any former Member may apply for re-admission in the manner prescribed for new applicants and may be re-admitted only by resolution of the Committee.
- 9.9.2 But, if a former Member's membership was terminated following a disciplinary or dispute resolution process, the applicant may be re-admitted only by a resolution passed at a General Meeting on the recommendation of the Committee.

10 General meetings

10.1 Procedures for all General Meetings

- 10.1.1 The Committee shall give at least 14 days' written Notice to all Members of any General Meeting and of the business to be conducted at that General Meeting.
- 10.1.2 That Notice to all Members will be addressed to the Members at the contact address notified to QIHC and recorded in the Register of Members. The General Meeting and its business will not be invalidated simply because one or more Members do not receive the Notice of the General Meeting.
- 10.1.3 Only Members may attend, speak and vote at General Meetings:
- (a) in person, or
 - (b) by a written proxy in favour of some individual entitled to be present at the meeting and received by, or handed to, the Committee before the commencement of the General Meeting, or
 - (c) through the authorised representative of a body corporate as notified to the Committee, and
 - (d) no other proxy voting shall be permitted.
- 10.1.4 No General Meeting may be held unless at least 20 eligible Members attend throughout the meeting and this will constitute a quorum.
- 10.1.5 If, within half an hour after the time appointed for a meeting a quorum is not present, the meeting – if convened upon request of Members – shall be dissolved. In any other case it shall stand adjourned to a day, time and place determined by the QIHC Chairperson, and if at such adjourned meeting a quorum is not present those Members present in person or by proxy shall be deemed to constitute a sufficient quorum.
- 10.1.6 A Member is entitled to exercise one vote on any motion at a General Meeting in person or by proxy, and voting at a General Meeting shall be by voices or by show of hands or, on demand of the Chairperson or of two or more Members present, by secret ballot.
- 10.1.7 Unless otherwise required by this Constitution, all questions shall be decided by a simple majority of those in attendance in person or by proxy and voting at a General Meeting or voting by remote ballot.
- 10.1.8 Any decision made when a quorum is not present are not valid.
- 10.1.9 QIHC may pass a written resolution in lieu of a General Meeting, and a written resolution is as valid for the purposes of the Act and this Constitution as if it had been passed at a General Meeting if it is approved by a simple majority of the Members who are entitled to vote on the resolution. A written resolution may consist of one or more documents in similar form (including letters, electronic mail, or other similar means of communication) each proposed by or on behalf of one or more Members. A Member may give their approval to a written resolution by signing the resolution or giving approval to the resolution in any other manner permitted by the Constitution (for example, by electronic means).

- 10.1.10 General Meetings may be held at one or more venues by Members present in person and/or using any real-time audio, audio and visual, or electronic communication that gives each Member a reasonable opportunity to participate.
- 10.1.11 All General Meetings shall be chaired by the Chairperson. If the Chairperson is absent, the meeting shall elect another member of the Committee to chair that meeting.
- 10.1.12 Any person chairing a General Meeting has a deliberative and, in the event of a tied vote, a casting vote.
- 10.1.13 Any person chairing a General Meeting may —

- (a) With the consent of a simple majority of Members present at any General Meeting adjourn the General Meeting from time to time and from place to place but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) Direct that any person not entitled to be present at the General Meeting, or obstructing the business of the General Meeting, or behaving in a disorderly manner, or being abusive, or failing to abide by the directions of the Chairperson be removed from the General Meeting, and
- (c) In the absence of a quorum or in the case of emergency, adjourn the General Meeting or declare it closed.

- 10.1.14 The Committee may propose motions for QIHC to vote on (**Committee Motions**), which shall be notified to Members with the Notice to all Members of the General Meeting. Any Member may request that a motion be voted on (**Member's Motion**) at a General Meeting, by giving notice to the Secretary or Committee at least 10 Working Days before that meeting. The Member may also provide information in support of the motion (**Member's Information**). If notice of the motion is given to the Secretary or Committee before a written Notice to all Members of the General Meeting is given to Members, notice of the motion shall be provided to Members with the written Notice to all Members of the General Meeting.

10.2 Minutes

The Society must keep minutes of all General Meetings. Minutes of the most recent General Meeting may be made available to Members upon request.

10.3 Votes

Junior Member: One parent or guardian of a junior member shall be entitled to exercise one vote. There shall be a maximum of one junior vote per family.

Senior Member: Shall be entitled to exercise one vote. **Associate Member:** Shall be entitled to exercise one vote.

Life Member: Shall be entitled to exercise one vote.

Voting shall be by show of hands, or voice, or if requested by a majority of members, by secret ballot.

10.4 Annual General Meetings: when they will be held

An Annual General Meeting shall be held once a year on a date within two months from the end of the QIHC financial year and at a location and/or using any electronic communication determined by the Committee and consistent with any requirements in the Act, and the Constitution relating to the procedure to be followed at General Meetings shall apply. The Annual General Meeting shall be convened by publishing the notice on the QIHC social media, membership database email, and local community publications at least 14 days prior to the meeting.

10.5 Annual General Meetings: business

10.5.1 The business of an Annual General Meeting shall be to:

- (a) confirm the minutes of the last Annual General Meeting and any Special General Meeting(s) held since the last Annual General Meeting,
- (b) adopt the annual report on the operations and affairs of QIHC,
- (c) adopt the Committee's report on the finances of QIHC, and the annual financial statements,
- (d) announce or approve the Officers elected in accordance with clause 13.4.4;
- (e) set any subscriptions for the current financial year,
- (f) consider any motions of which prior notice has been given to Members with notice of the Meeting, and
- (g) consider any general business.

10.5.2 The Committee must, at each Annual General Meeting, present the following information—

- (a) an annual report on the operation and affairs of QIHC during the most recently completed accounting period,
- (b) the annual financial statements for that period, and
- (c) notice of any disclosures of conflicts of interest made by Officers during that period (including a summary of the matters, or types of matters, to which those disclosures relate).

10.6 Special General Meetings

10.6.1 Special General Meetings may be called at any time by the Committee by resolution. The Committee must call a Special General Meeting if the Secretary receives a written request signed by at least 50 per cent of Members or at least 20 Members. Any resolution or written request must state the business that the Special General Meeting is to deal with.

10.6.2 Any resolution or written request must state the business that the Special General Meeting is to deal with.

10.6.3 The rules in this Constitution relating to the procedure to be followed at General Meetings shall apply to a Special General Meeting, and a Special General Meeting shall only consider and deal with the business specified in the Committee's resolution or the written request by Members for the Meeting.

11 Committee

11.1 Committee composition

The Committee will consist of at least three Officers and no more than 12 Officers. A majority of the Officers on the Committee must be Members of the Society.

11.2 Functions of the Committee

From the end of each Annual General Meeting until the next Annual General Meeting, QIHC shall be managed by, or under the direction or supervision of, the Committee, in accordance with the Incorporated Societies Act 2022, any Regulations made under that Act, and this Constitution.

11.3 Powers of the Committee

11.3.1 The Committee has all the powers necessary for managing — and for directing and supervising the management of — the operation and affairs of QIHC, subject to such modifications, exceptions, or limitations as are contained in the Act or in this Constitution and to any directions at a General Meeting provided they are not contrary to this Constitution and the law.

11.3.2 Without limiting the powers of the Committee as set out in this Constitution and the Act, the Committee has the power of an ordinary person and may make informed decisions to:

- (a) borrow, raise money, mortgage, and grant a charge or lien over the property of the Society or parts of it;
- (b) rent, lease, hire, purchase, acquire, sell, surrender or dispose of any interest in real or personal property;
- (c) invest and deal with any of the monies or assets of the Society not immediately required, upon such securities as the Committee may from time to time determine or approve; and
- (d) affiliate with, subscribe, subscribe to, donate to, or become a member of any body or organisation whose objects and purposes are similar to those of the Society.

11.4 Sub-committees

11.4.1 The Committee may, at its discretion, appoint sub-committees, advisory groups or task forces consisting of such persons (whether or not Members of the Society) and for such purposes as it thinks fit. The structure, purpose, powers, duties and policies of such group shall be determined by the Committee, and the Committee may issue guidance, binding or otherwise, related to the conduct and business of these groups. The Committee shall determine whether sub-committee, advisory group and/or task force members are appointed or elected by the Committee, Members, or any other interest group. Sub-committees, advisory groups, and task forces may not co-opt members.

11.4.2 Unless otherwise resolved by the Committee:

- (a) the quorum of every sub-committee is half the members of the sub committee but not less than two,
- (b) no sub-committee shall have power to co-opt additional members,
- (c) a sub-committee must not commit QIHC to any financial expenditure without express authority from the Committee, and
- (d) a sub-committee must not further delegate any of its powers.

11.5 General Matters: Committees

- 11.5.1 The Committee and any sub-committee may act by resolution approved during a conference call using audio and/or audio-visual technology or through a written ballot conducted by email, electronic voting system, or post, and any such resolution shall be recorded in the minutes of the next Committee or sub-committee meeting.
- 11.5.2 Other than as prescribed by the Act or this Constitution, the Committee or any sub- committee may regulate its proceedings as it thinks fit.
- 11.5.3 The Committee may delegate any power it holds to an Officer, Member or body of the Society, subject to this Constitution and the Act.
- 11.5.4 No act or proceeding of the Committee, or of any sub-committee, or any person acting as an Officer shall be invalidated as a consequence of there being a vacancy in the Committee membership at the time of that act or proceeding or of the subsequent discovery that there was some defect in the entitlement of any person to be acting as an Officer or that they were incapable of being or had ceased to be an Officer.

12 Committee meetings

12.1 Procedure

- 12.1.1 The quorum for Committee meetings is at least half the number of members of the Committee.
- 12.2.2 A meeting of the Committee may be held either:
 - (a) by a number of the members of the Committee who constitute a quorum, being assembled together at the place, date and time appointed for the meeting; or
 - (b) by means of audio, or audio and visual, communication by which all members of the Committee participating and constituting a quorum can simultaneously hear each other throughout the meeting.
- 12.1.3 A resolution of the Committee is passed at any meeting of the Committee if a majority of the votes cast on it are in favour of the resolution. Every Officer on the Committee shall have one vote.
- 12.1.4 The members of the Committee shall elect one of their number as Chairperson of the Committee. If at a meeting of the Committee, the Chairperson is not present, the members of the Committee present may choose one of their number to be Chairperson of the meeting. The Chairperson does have a casting vote in the event of a tied vote on any resolution of the Committee.
- 12.1.5 Minutes must be kept of all meetings of the Committee and shall include:
 - (a) The names of the members of the Committee present at the meeting;
 - (b) The resolutions discussed;
 - (c) The proceedings of each meeting; and
 - (d) Adherence to the agenda for the relevant meeting.
- 12.1.6 Except as otherwise provided in this Constitution, the Committee may regulate its own procedure.

12.2 Frequency

- 12.2.1 The Committee shall meet as required at such times and places and in such manner (including by audio, audio and visual, or electronic communication) as it may determine and otherwise where and as convened by the Chairperson or Secretary.
- 12.2.2 The Secretary, or other Committee member nominated by the Committee, shall give to all Committee members not less than five Working Days' notice of Committee meetings, but in cases of urgency a shorter period of notice shall suffice.

13 Officers

13.1 Qualifications of Officers

13.1.1 Every Officer must be a natural person who

- (a) has consented to be an Officer of QIHC and
- (b) certifies that they are not disqualified from being elected or appointed or otherwise holding office as an Officer of QIHC.

13.1.2 Officers must not be disqualified under section 47(3) of the Act or under the Charities Act 2005 from being appointed as an Officer of QIHC, namely:

- (a) a person who is under 16 years of age;
- (b) a person who is an undischarged bankrupt.
- (c) a person who is prohibited from being a director or promoter of, or being concerned or taking part in the management of, an incorporated or unincorporated body under the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993, or any other similar legislation;
- (d) a person who is disqualified from being an officer of a charitable entity under the Charities Act 2005.
- (e) a person who has been convicted of any of the following, and has been sentenced for the offence, within the last seven years:
 - (i) an offence under subpart 6 of Part 4 of the Act;
 - (ii) a crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961);
 - (iii) an offence under section 143B of the Tax Administration Act 1994;
 - (iv) an offence under section 22(2) of the Act;
 - (v) an offence, in a country other than New Zealand, that is substantially similar to an offence specified in subparagraphs (i) to (iv); or
 - (vi) a money laundering offence or an offence relating to the financing of terrorism, whether in New Zealand or elsewhere;
- (f) a person subject to:
 - (i) a banning order under subpart 7 of Part 4 of the Act;
 - (ii) an order under section 108 of the Credit Contracts and Consumer Finance Act 2003;
 - (iii) a forfeiture order under the Criminal Proceeds (Recovery) Act 2009; or
 - (iv) a property order made under the Protection of Personal and Property Rights Act 1988, or whose property is managed by a trustee corporation under section 32 of that Act;
- (g) a person who is subject to an order that is substantially similar to an order referred to in sub-clause (f) under a law of a country, State, or territory outside New Zealand that is a country, State, or territory prescribed by the regulations (if any) of the Act.

13.1.3 Prior to election or appointment as an Officer a person must consent in writing to be an Officer and certify in writing that they are not disqualified from being appointed or holding office as an Officer by this Constitution or the Act.

13.1.4 Note that only a natural person may be an Officer and each certificate shall be retained in the Society's records.

13.2 Officers' duties

At all times each Officer:

- 13.2.1 shall act in good faith and in what he or she believes to be the best interests of QIHC,
- 13.2.2 must exercise all powers for a proper purpose,
- 13.2.3 must not act, or agree to QIHC acting, in a manner that contravenes the Act or this Constitution,
- 13.2.4 when exercising powers or performing duties as an Officer, must exercise the care and diligence that a reasonable person with the same responsibilities would exercise in the same circumstances taking into account, but without limitation:
 - (a) the nature of QIHC,
 - (b) the nature of the decision, and
 - (c) the position of the Officer and the nature of the responsibilities undertaken by him or her
- 13.2.5 must not agree to the activities of QIHC being carried on in a manner likely to create a substantial risk of serious loss to QIHC or to its creditors, or cause or allow the activities of QIHC to be carried on in a manner likely to create a substantial risk of serious loss to QIHC or to its creditors, and
- 13.2.6 must not agree to QIHC incurring an obligation unless he or she believes at that time on reasonable grounds that QIHC will be able to perform the obligation when it is required to do so.

13.3 Roles of the Committee

13.3.1 **President.** The President (also referred as “The Chairperson”) shall:

- a. when present, chair Annual General, Special General, and Committee Meetings.
- b. Perform all the duties usually pertaining to the Office of the Chairperson, including the general management and supervision of the QIHC.
- c. Be entitled to attend and speak at all meetings of sub-committees but be without voting rights.
- d. Be a Member of the QIHC, in good standing.
- e. Upon vacancy of the position, pass over all QIHC records to the incoming Chairperson within seven days.

13.3.2 **Vice Chairperson.** The Vice-Chairperson shall:

- a. In the absence of the Chairperson, assume all the powers and duties of the Chairperson.
- b. be responsible for:
 - Chairing the disciplinary committee.
 - Report to the Committee and Annual General Meetings on their areas of responsibility.
- c. Be a Member of the QIHC, in good standing.
- d. Upon vacancy of the position, pass over all QIHC records to the incoming Officer within seven days.

13.3.3 **Treasurer.** The Treasurer shall:

- a. Keep books of accounts showing the true financial position of the QIHC.
- b. Receive, receipt, and deposit all monies or valuables in the name of the QIHC in such bank accounts as designated by the Board of Directors.
- c. Issue invoices or statements of accounts to members for all sums due to the QIHC.
- d. Make all payments or reimbursements for amounts due to creditors that are approved by the Committee.
- e. On 31 October of each year, close and balance the books of account of the QIHC for auditing and presentation at the Annual General Meeting.
- f. Preside over any sub-committee established for financial purposes and have capable Officers who will report directly to them if required.
- g. Report to the Committee and Annual General Meetings on their areas of responsibility.
- h. Procure auditing of the books on an annual basis.
- i. Support funding applications.
- j. Be a Member of the QIHC in good standing.
- k. In the absence of the Chairperson and the Vice Chairperson, assume all the powers and duties of the Chairperson and the Vice Chairperson.
- l. Upon vacancy of the position, pass over all QIHC records to the incoming Officer within seven days.

13.3.4 **Secretary.** The Secretary shall:

- a. Keep a record of all minutes for Annual General, Special General, and Committee Meetings for reporting to the members.
- b. Establish and maintain a register of those present and entitled to vote prior to the commencement of each Meeting at which the Secretary is responsible for the minutes.
- c. Hold an up-to-date copy of the Register of all members as provided by the Administrator.
- d. Send out all notices of meetings and minutes, conduct all correspondence, and keep records of these documents.
- e. Be charged with the supervision of nominations to any vacancy to any position on Committee, sub-committee, or non-executive officer positions.
- f. Perform all duties relating to the Office of Secretary as required by this Constitution or QIHC bylaws.
- g. Be a Member of the QIHC in good standing.
- h. Upon vacancy of the position, pass over all QIHC records to the incoming Officer within seven days.

13.3.5 **Administrator.** The Administrator shall:

- a. Be responsible for the supervision of Registrations, Statistics, and ice-time scheduling. The Administrator shall ensure that each of these areas has capable officers and committees who will report directly to them if required.
- b. Be entitled to attend any meetings of Committees covered by their responsibilities.
- c. Report to the Committee and Annual General Meetings on their areas of responsibility.
- d. Be a Member of the QIHC in good standing.
- e. Upon vacancy of the position, pass over all QIHC records to the incoming Officer within seven days.

13.3.6 **Referee in Chief.** The Referee in Chief shall:

- a. Be responsible for oversight on-ice and off-ice officiating and the referee development program.
- b. Ensure that each of these areas has capable officers and committees who will report directly to them if required.
- c. Be a Financial Member of the QIHC in good standing.
- d. Upon vacancy of the position, pass over all QIHC records to the incoming Officer within seven days.

13.3.7 **League Coordinators.**

- a. Leagues will be determined by the Committee from time to time.
- b. There will be a Coordinator of each League represented on the Committee.
- c. League Coordinators shall be responsible for promotion, recruitment, and supervision of players and team managers in their league.
- d. League Coordinators shall report to the Committee and Annual General Meetings on their areas of responsibility.
- e. Shall League Coordinators shall be a Financial Member of the QIHC.
- f. Upon vacancy of the position, League Coordinators shall pass over all QIHC records to the incoming Officer within seven days.

13.4 **Election or appointment of officers**

13.4.1 At the Annual General Meeting, there shall be elected by those present and entitled to vote for the QIHC Committee:

- Chairperson (a two-year term and a Member in good standing for the previous season)
- Vice-Chairperson
- Treasurer
- Secretary
- Junior Club Portfolio
- Senior Club Portfolio
- Stampede Portfolio
- Women's Hockey Portfolio
- Committee Member

13.4.2 At the Annual General Meeting, there shall be elected by those present, non-voting executive officers which may include, but not be limited to:

- Referee in Chief

13.4.3 Non-executive officers shall be appointed by the QIHC Committee. Positions will be determined by the QIHC Committee and may include, but not be limited to:

- NZIHF Delegates
- NZIHL Representative
- NZWIHL Representative
- SIHL Delegates
- QIHC Employee/s - including but not limited to General Manager, Administrator.
- Club Captains
- Equipment Manager
- Discipline Manager
- Funding and Grants Coordinator
- Tournament Manager and Convenor

13.4.4 The election of Officers shall be conducted as follows:

- (a) Officers shall be elected during Annual General Meetings. However, if a vacancy in the position of any Officer occurs between Annual General Meetings, that vacancy shall be filled by resolution of the Committee (and any such appointee must, before appointment, supply consent to appointment (as described in clause 13.1). Any such appointment must be ratified at the next Annual General Meeting.
- (b) A candidate's nomination shall be received by QIHC at least five Working Days before the date of the Annual General Meeting. If there are insufficient valid nominations received, further nominations may be received from the floor at the Annual General Meeting.
- (c) Votes shall be cast in such a manner as the person chairing the meeting determines. In the event of any vote being tied, the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied).
- (d) Two Members (who are not nominees) or non-Members appointed by the Chairperson shall act as scrutineers for the counting of the votes and destruction of any voting papers.
- (e) The failure for any reason of any Member to receive such Notice to all Members of the General Meeting shall not invalidate the election.
- (f) In the event of any vote being tied the tie shall be resolved by the incoming Committee (excluding those in respect of whom the votes are tied).
- (g) In addition to Officers elected under the foregoing provisions of this rule, the Committee may appoint other Officers for a specific purpose, or for a limited period, or generally until the next Annual General Meeting. Unless otherwise specified by the Committee any person so appointed shall have full speaking and voting rights as an Officer of QIHC. Any such appointee must, before appointment, supply a signed consent to appointment and a certificate that the nominee is not disqualified from being appointed or holding office as an Officer (as described in clause 13.1 above).

13.5 Term

- 13.5.1 The term of office for all Officers elected to the Committee shall be one year, expiring at the end of the Annual General Meeting in the year corresponding with the last year of each Officer's term of office.

13.6 Removal of Officers

- 13.6.1 An Officer shall be removed as an Officer by resolution of the Committee where in the opinion of the Committee:
- a. The Officer has brought the Society into disrepute; and / or
 - b. The Officer has failed to disclose a conflict of interest; and /or
 - c. The Committee passes a vote of no confidence in the Officer.

13.7 Ceasing to hold office

- 13.7.1 An Officer ceases to hold office when they resign (by notice in writing to the Committee), are removed, die, or otherwise vacate office in accordance with section 50(1) of the Act or disqualified from being an officer under the Charities Act 2005.
- 13.7.2 Each Officer shall within five Working Days of submitting a resignation or ceasing to hold office, deliver to the Committee all books, papers and other property of the Society held by such former Officer.

13.8 Conflicts of interest

- 13.8.1 An Officer or member of a sub-committee who is an Interested Member in respect of any Matter being considered by QIHC, must disclose details of the nature and extent of the interest (including any monetary value of the interest if it can be quantified):
 - (a) to the Committee and or sub-committee, and
 - (b) in an Interests Register kept by the Committee.
- 13.8.2 Disclosure must be made as soon as practicable after the Officer or member of a sub-committee becomes aware that they are interested in the Matter.
- 13.8.3 An Officer or member of a sub-committee who is an Interested Member regarding a Matter—
 - (a) must not vote or take part in the decision of the Committee and/or sub-committee relating to the Matter unless all members of the Committee who are not interested in the Matter consent; and
 - (b) must not sign any document relating to the entry into a transaction or the initiation of the Matter unless all members of the Committee who are not interested in the Matter consent; but
 - (c) may take part in any discussion of the Committee and/or sub-committee relating to the Matter and be present at the time of the decision of the Committee and/or sub-committee (unless the Committee and/or sub- committee decides otherwise).
- 13.8.4 However, an Officer or member of a sub-committee who is prevented from voting on a Matter may still be counted for the purpose of determining whether there is a quorum at any meeting at which the Matter is considered.
- 13.8.5 Where 50 per cent or more of Officers are prevented from voting on a Matter because they are interested in that Matter, a Special General Meeting must be called to consider and determine the Matter, unless all non-interested Officers agree otherwise.
- 13.8.6 Where 50 per cent or more of the members of a sub-committee are prevented from voting on a Matter because they are interested in that Matter, the Committee shall consider and determine the Matter.

14 Indemnity and Insurance

- 14.1 The Society shall indemnify each Officer against all losses and expenses incurred by them in carrying out their duties in relation to the Society except insofar as they contravene the Officer's duties under the Act or this Constitution.
- 14.2 The Committee shall maintain such insurance as it considers appropriate from time to time.

15 Records

15.1 Register of Members

- 15.1.1 The Society shall keep an up-to-date Register of Members.
- 15.1.2 For each current Member, the information contained in the Register of Members shall include:
 - (a) Their name;
 - (b) The date on which they became a Member (if there is no record of the date they joined, this date will be recorded as 'Unknown'); and
 - (c) Their contact details, including (i) a physical address or an email address and (ii) a telephone number.
- 15.1.3 Every current Member shall promptly advise QIHC of any change to their contact details.
- 15.1.4 The Society shall also keep a record of the former Members of the Society. For each Member who ceased to be a Member within the previous seven years, the Society will record:
 - (a) The former Member's name; and
 - (b) The date the former Member ceased to be a Member.

15.2 Interests Register

The Committee shall at all times maintain an up-to-date register of the interests disclosed by Officers and by members of any sub-committee.

15.3 Access to Information for Members

- 15.3.1 A Member may at any time make a written request to the Society for information held by the Society.
- 15.3.2 The request must specify the information sought in sufficient detail to enable the information to be identified.
- 15.3.3 The Society must, within a reasonable time after receiving a request:
 - (a) provide the information;
 - (b) agree to provide the information within a specified period;

- (c) agree to provide the information within a specified period if the Member pays a reasonable charge to the Society (which must be specified and explained) to meet the cost of providing the information; or
- (d) refuse to provide the information, specifying the reasons for the refusal.

15.3.4 Without limiting the reasons for which the Society may refuse to provide the information, the Society may refuse to provide the information if:

- (a) withholding the information is necessary to protect the privacy of natural persons, including that of deceased natural persons;
- (b) the disclosure of the information would, or would be likely to, prejudice the commercial position of the Society or of any of its Members;
- (c) the disclosure of the information would, or would be likely to, prejudice the financial or commercial position of any other person, whether or not that person supplied the information to the Society;
- (d) the information is not relevant to the operation or affairs of the Society;
- (e) withholding the information is necessary to maintain legal professional privilege;
- (f) the disclosure of the information would, or would be likely to, breach an enactment;
- (g) the burden to the Society in responding to the request is substantially disproportionate to any benefit that the Member (or any other person) will or may receive from the disclosure of the information;
- (h) the request for the information is frivolous or vexatious; or
- (i) the request seeks information about a Dispute or Complaint which is or has been the subject of the procedures for resolving such matters under this Constitution and the Act.

15.3.5 If the Society requires the Member to pay a charge for the information, the Member may withdraw the request, and must be treated as having done so, unless within 10 Working Days after receiving notification of the charge, the Member informs the Society:

- (a) that the Member will pay the charge; or
- (b) that the Member considers the charge to be unreasonable.

15.3.6 Nothing in this clause limits Information Privacy Principle 6 of the Privacy Act 2020 relating to access to personal information.

16 Finances

16.1 Control and management

- 16.1.1 The funds and property of the Society shall be:
- (a) controlled, invested and disposed of by the Committee, subject to this Constitution, and
 - (b) devoted solely to the promotion of the purposes of QIHC.
- 16.1.2 The Committee shall maintain bank accounts in the name of QIHC.
- 16.1.3 All money received on account of QIHC shall be banked within 30 Working Days of receipt.
- 16.1.4 All payments on behalf of the QIHC shall be made out of the QIHC banking accounts, and the Treasurer shall ensure that such bank accounts shall not be drawn on except by internet banking in such a manner as the Committee may from time to time determine, although in all cases, a minimum of two signatures will be required.
- 16.1.5 All payments made by the Society shall be authorised in accordance with delegated authorities that have been endorsed by the Committee. 16.1.6 The Committee must ensure that there are kept at all times accounting records that:
- (a) correctly record the transactions of QIHC, and
 - (b) allow QIHC to produce financial statements that comply with the requirements of the Act, and
 - (c) would enable the financial statements to be readily and properly audited or reviewed (if required under any legislation or QIHC's Constitution).
- 16.1.7 The Committee must establish and maintain a satisfactory system of control of QIHC's accounting records.
- 16.1.8 The accounting records must be kept in written form or in a form or manner that is easily accessible and convertible into written form. The accounting records must be kept for the current accounting period and for the last seven completed accounting periods.

16.2 Balance date

QIHC's financial year shall commence on 1 November of each year and end on 31 October (the latter date being the Society's balance date).

17 **Dispute resolution**

17.1 **Meanings of Dispute and Complaint**

17.1.1 A Dispute is a disagreement or conflict involving QIHC and/or its Members in relation to specific allegations set out below.

17.1.2 The disagreement or conflict relates to any of the following allegations—

- (a) a Member or an Officer has engaged in misconduct
- (b) a Member or an Officer has breached, or is likely to breach, a duty under QIHC's Constitution or bylaws or the Act
- (c) QIHC has breached, or is likely to breach, a duty under its Constitution or bylaws or the Act
- (d) a Member's rights or interests as a Member have been damaged or Member's rights or interests generally have been damaged.

17.1.3 The complainant raising a Dispute, and the Committee, must consider and discuss whether a Dispute may best be resolved through informal discussions, mediation, arbitration, or a tikanga-based practice. Where mediation or arbitration is agreed on, the parties will sign a suitable mediation or arbitration agreement.

17.2 How a Complaint is made

- 17.2.1 A Member or an Officer may make a Complaint by giving to the Committee (or a Complaints subcommittee) a notice in writing that:
- (a) states that the Member or Officer is starting a procedure for resolving a Dispute in accordance with QIHC's Constitution; and
 - (b) sets out the allegation or allegations to which the Dispute relates and whom the allegation is against; and
 - (c) sets out any other information reasonably required by QIHC.
- 17.2.2 The Society may make a Complaint involving an allegation or allegations against a Member or an Officer by giving to the Member or Officer a notice in writing that—
- (a) states that QIHC is starting a procedure for resolving a Dispute in accordance with its Constitution; and
 - (b) sets out the allegation to which the Dispute relates.
- 17.2.3 The information given under clause 17.2.1
- (a) or clause 17.2.1
 - (b) must be sufficient to ensure that a person against whom an allegation is made is fairly advised of the allegation or allegations concerning them, with sufficient details given to enable that person to prepare a response.
- 17.2.4 A Complaint may be made in any other reasonable manner permitted by QIHC'S Constitution.

17.3 The person who makes Complaint has right to be heard

- 17.3.1 A Member or an Officer who makes a Complaint has a right to be heard before the Complaint is resolved or any outcome is determined.
- 17.3.2 If QIHC makes a Complaint—
- (a) QIHC has a right to be heard before the Complaint is resolved or any outcome is determined; and
 - (b) an Officer may exercise that right on behalf of QIHC.
- 17.3.3 Without limiting the manner in which the Member, Officer, or QIHC may be given the right to be heard, they must be taken to have been given the right if—
- (a) they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
 - (b) an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
 - (c) an oral hearing (if any) is held before the decision maker; and
 - (d) the Member's, Officer's, or Society's written or verbal statement or submissions (if any) are considered by the decision maker.

17.4 The person who is subject of Complaint has right to be heard

- 17.4.1 This clause applies if a Complaint involves an allegation that a Member, an Officer, or QIHC (the 'respondent')—
- (a) has engaged in misconduct; or
 - (b) has breached, or is likely to breach, a duty under QIHC's Constitution or bylaws or this Act; or
 - (c) has damaged the rights or interests of a Member or the rights or interests of Members generally.
- 17.4.2 The respondent has a right to be heard before the Complaint is resolved or any outcome is determined.
- 17.4.3 If the respondent is QIHC, an Officer may exercise the right on its behalf.
- 17.4.4 Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if:
- (a) the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response;
 - (b) the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held);
 - (c) an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing;
 - (d) an oral hearing (if any) is held before the decision maker; and
 - (e) the respondent's written statement or submissions (if any) are considered by the decision maker.

17.5 Investigating and determining the Disputes

- 17.5.1 QIHC must, as soon as is reasonably practicable after receiving or becoming aware of a Complaint made in accordance with its Constitution, ensure that the Dispute is investigated and determined.
- 17.5.2 Disputes must be dealt with under the Constitution in a fair, efficient, and effective manner and in accordance with the provisions of the Act.

17.6 Society may decide not to proceed further with the Complaint

17.6.1 Despite the 'Investigating and determining Dispute' rule above, the Society may decide not to proceed further with a Complaint if:

- 17.6.1.1 the Complaint is considered to be trivial;
- 17.6.1.2 the Complaint does not appear to disclose or involve any allegation of the following kind:
 - (a) that a Member or an Officer has engaged in material misconduct;
 - (b) that a Member, an Officer, or QIHC has materially breached, or is likely to materially breach, a duty under its Constitution or bylaws or the Act; or
 - (c) that a Member's rights or interests or Members' rights or interests generally have been materially damaged.
- 17.6.1.3 The Complaint appears to be without foundation or there is no apparent evidence to support it;
- 17.6.1.4 The person who makes the Complaint has an insignificant interest in the Matter;
- 17.6.1.5 The conduct, incident, event, or issue giving rise to the Complaint has already been investigated and dealt with under the Constitution; or
- 17.6.1.6 There has been an undue delay in making the Complaint.

17.7 Society may refer the Complaint

17.7.1 QIHC may refer a Complaint to—

- (a) a sub-committee or an external person to investigate and report; or
- (b) a sub-committee, an arbitral tribunal, or an external person to investigate and make a decision.

17.7.2 QIHC may, with the consent of all parties to a Complaint, refer the Complaint to any type of consensual Dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

17.8 Decision makers

17.8.1 A person may not act as a decision maker in relation to a Complaint if two or more members of the Committee or a Complaints sub-committee consider that there are reasonable grounds to believe that the person may not be:

- (a) impartial; or
- (b) able to consider the Matter without a predetermined view.

18 Liquidation and removal from the register

18.1 Resolving to put society into liquidation

- 18.1.1 QIHC may be liquidated in accordance with the provisions of Part 5 of the Act.
- 18.1.2 The Committee shall give 20 Working Days written Notice to all Members of the proposed resolution to put QIHC into liquidation.
- 18.1.3 The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice to all Members shall include all information as required by section 228(4) of the Act.
- 18.1.4 Any resolution to put QIHC into liquidation must be passed by a simple majority of all Members present and voting.

18.2 Resolving to apply for removal from the register

- 18.2.1 QIHC may be removed from the Register of Incorporated Societies in accordance with the provisions of Part 5 of the Act.
- 18.2.2 The Committee shall give 20 Working Days written Notice to all Members of the proposed resolution to remove QIHC from the Register of Incorporated Societies.
- 18.2.3 The Committee shall also give written Notice to all Members of the General Meeting at which any such proposed resolution is to be considered. The Notice to all Members shall include all information as required by section 228(4) of the Act.
- 18.2.4 Any resolution to remove QIHC from the Register of Incorporated Societies must be passed by a simple majority of all Members present and voting.

18.3 Surplus assets

- 18.3.1 If QIHC is liquidated or removed from the Register of Incorporated Societies, no distribution shall be made to any Member, and if any property remains after the settlement of QIHC's debts and liabilities, that property must be used to further a charitable purpose or purposes as defined in section 5(1) of the Charities Act 2005.

19 Alterations to the Constitution

19.1 Amending this Constitution

- 19.1.1 All amendments must be made in accordance with this Constitution. Any minor or technical amendments shall be notified to Members as outlined in section 31 of the Act.
- 19.1.2 QIHC may amend or replace this Constitution at a General Meeting by a resolution passed by a simple majority of those Members present and voting.
- 19.1.3 That amendment could be approved by a resolution passed in lieu of a meeting but only if allowed by this Constitution.
- 19.1.4 Any proposed resolution to amend or replace this Constitution shall be accepted by a simple majority of eligible Members and given to the Committee at least 20 Working Days before the General Meeting at which the resolution is to be considered and accompanied by an explanation of the reasons for the proposal.
- 19.1.5 At least 20 Working Days before the General Meeting at which any amendment is to be considered the Committee shall give to all Members notice of the proposed resolution, the reasons for the proposal, and any recommendations the Committee has.
- 19.1.6 When an amendment is approved by a General Meeting it shall be notified to the Registrar of Incorporated Societies in the form and manner specified in the Act for registration and shall take effect from the date of registration.
- 19.1.7 If QIHC is registered as a charity under the Charities Act 2005 the amendment shall also be notified to Charities Services as required by section 40 of that Act.

20 Other

20.1 Method of contracting

- 20.1.1 **Deeds** - A deed which is to be entered into by the Society may be signed on behalf of the Society, by:
 - (a) two or more Officers;
 - (b) the chief executive officer of the Society, whose signature must be witnessed; or
 - (c) one or more attorneys appointed by the Society in accordance with the Act.
- 20.1.2 **Other written contracts** - An obligation or contract which is required by law to be in writing, and any other written obligation or contract which is to be entered into by the Society, may be signed on behalf of the Society by a person acting under the express or implied authority of the Society.
- 20.1.3 **Other obligations** - Any other obligation or contract may be entered into on behalf of the Society in writing or orally by a person acting under the express or implied authority of the Society.

20.2 Public Statements

- 20.2.1 No Member of the QIHC shall make any public statement regarding policy, or any other business directly connected with the running and administration of the QIHC without the prior consent of the Committee.

20.3 Bylaws

- 20.3.1 The Committee from time to time may make and amend bylaws, including policies for the conduct and control of Society activities and codes of conduct applicable to Members, but no such bylaws, including policies or codes of conduct, applicable to Members shall be inconsistent with this Constitution, the Act, the Regulations or any other legislation. Breaches or alleged breaches of such bylaws, including policies or codes of conduct, shall be dealt with in accordance with the Dispute resolution process set out in clause 17 of this Constitution.
- 20.3.2 The bylaws shall not be altered, added to, or rescinded except by a simple majority vote by those present and entitled to vote at an Annual General Meeting or Special General Meeting.
- 20.3.3 No motion to alter, add to, or rescind the bylaws shall be deemed to be in order unless the proposed alteration, addition, or deletion shall have been furnished to the Secretary of the QIHC in writing no later than 21 days prior to the Annual General or Special General Meeting at which it is to be considered. This motion may be voted on at that meeting and tabled only once. If the motion is deferred, it must be put and resolved finally at the next meeting.
- 20.3.4 Only one amendment may be made from the floor to any proposed alteration, addition, or deletion. The amendment must be proposed and seconded before the original proposal is put to the vote. With the consent of a simple majority of those present and entitled to vote, the amendment will become the motion. Without the consent of a simple majority of those present and entitled to vote, the amendment will be lost, and the original proposal will become the motion.

20.4 Youth Protection Act

- 20.4.1 It shall be the duty of all club members to assist those members with a lesser knowledge of the sport. Members must behave at all times in a proper and respectable manner, following policy from the Youth Protection Act, QIHC Health and Safety, QIHC Sport Policy, and the QIHC Code of Conduct. Members must observe all the rules of the skating rink, wherever they are. Complaints against members of this nature will be dealt with under rules of this Constitution.

Name _____

Date _____

Signature _____