

# HONG KONG HOCKEY ASSOCIATION – WOMEN’S SECTION

## GENERAL BYE-LAWS

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1. ~~NAME~~

~~The Section shall be called the Hong Kong Hockey Association — Women’s Section, hereinafter referred to as “HKHAWS”.~~

~~2. —OBJECTIVES~~

The objectives of the HKHAWS are:

- ~~12.1~~ To promote, foster and safeguard the best interests of the game of hockey among women in Hong Kong.
- ~~12.2~~ To encourage and control the organisation of hockey tournaments and competitions for women players in Hong Kong.
- ~~12.3~~ To do all such other lawful acts and things as are incidental or conducive to the attainment of all or any of the above objectives.

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~~3. DEFINITIONS~~

~~2.1 In these Bye-Laws, unless the context otherwise requires, the~~The following words and expressions shall have the following meanings:

~~Affiliated Club~~ \_\_\_\_\_ A club, association or team that is affiliated to the HKHAWS.

~~Articles of Committee~~ — ~~The Hong Kong Hockey Association~~ The articles of association of the HKHA Women’s Section Committee.

~~Bye-Laws~~ \_\_\_\_\_ These general bye-laws.

~~Chair~~ \_\_\_\_\_ The Chair of the HKHAWS from time to time.

~~Club Official~~ \_\_\_\_\_ Presidents, chairmen, directors, secretaries, Convenors (or equivalent roles) of Affiliated Clubs.

~~Club Affiliation Fee~~ \_\_\_\_\_ Such fee agreed by the HKHA in accordance with the Articles of Association.

In addition, persons who hold these posts in a hockey section of a multi-sports club are also designated club officials.

~~Committee~~ \_\_\_\_\_ The committee of the HKHAWS.

~~Committee Member~~ \_\_\_\_\_ An elected or co-opted member of the Committee ~~holding the post of general committee member.~~

~~Office Bearer~~ \_\_\_\_\_ An Elected Member of the Committee holding the post of Chair, Vice Chair, Honorary Secretary, Honorary Treasurer, Registrar, Grounds & Fixtures Secretary, Tournaments Secretary, Umpires Secretary. The HKHAWS committee shall consist of eight (8) Office Bearers.

Club Competition Bye-Laws The competition bye-laws of the HKHAWS.

**Convenor** Person nominated by an Affiliated Club as the appointed representative empowered to communicate with the Committee.

~~Club Official~~ Presidents, chairmen, secretaries, hockey convenors of affiliated clubs. In addition, persons who hold these posts in a hockey section of a multi sports club are also designated club officials.

Disciplinary Committee The Disciplinary Committee appointed by the HKHA.

HKHA The Hong Kong Hockey Association, a company incorporated in Hong Kong.

HKHAWS The Hong Kong Hockey Association – Women’s Section.

Honorary Secretary The Honorary Secretary of the HKHAWS from time to time.

Honorary Treasurer The Honorary Treasurer of the HKHAWS from time to time.

Sub-Committee Any sub-committee created by the Committee pursuant to these Bye-laws.

**Team Official** ~~Captain~~ Includes captain, team coach, manager, assistant manager, trainer or doctor/ physiotherapist.

Team Administration Fee The annual team administration fee, as determined by the Committee in accordance with Bye-law 3.5.

**Umpire** Those nominated or designated to umpire matches held under the auspices of the HKHA.

~~Vice-Chair Disciplinary Committee~~ The Vice-Chair of Disciplinary Committee appointed by the HKHAWS from time to time.

2.2 Capitalised terms used herein that are not defined shall have the meaning ascribed to such term in the Articles of Hong Kong Hockey Association.

2.3 Words denoting the singular shall include the plural and vice versa.

2.4 References to any articles, rules, regulations, bye-laws or any other documents shall be construed as relating to such articles, rules, regulations, bye-laws or any other documents as amended, supplemented, amended and restated or otherwise modified from time to time.

3. MEMBERSHIP

~~4. MEMBERSHIP~~

4.1 Membership of the HKHAWS shall be by invitation of the Committee.

~~34.2~~ Existing Clubs ~~and Associations~~ actively involved in the playing of women's hockey in Hong Kong shall be eligible to be invited to become affiliated to the HKHAWS.

~~34.3~~ New Clubs ~~or Associations~~ wishing to participate in the HKHAWS league may apply in writing to be invited to become affiliated to the HKHAWS. Such applications should be accompanied by a deposit. The deposit, which shall equal the current Club ~~Affiliation~~~~Registration~~ Fee plus \$500 (part payment of Team ~~AdmRegin~~istration Fee), is payable to the HKHAWS at the time entries are invited for the ~~HKHAWS league.~~~~HKHA League.~~ The ~~HKHAWS~~ Committee has the sole discretion to accept or reject such applications.

~~34.4~~ Each Affiliated Club shall pay an annual Club ~~Affiliation~~~~Registration~~ Fee, as determined by the ~~HKHA~~ Council.

~~34.5~~ Each Affiliated Club shall also pay an annual ~~team administration fee~~~~Team Registration Fee~~, as determined by the ~~HKHAWS~~ Committee, per team to cover administrative expenses relating to the development of hockey both locally and overseas. Fees shall be payable on a date, or dates, as decided by the ~~HKHAWS~~ Committee. Annual fees shall be payable in advance for the ensuing season. Failure to make payment on or before the set date may result in a late fee being imposed and non-payment may also affect your right to commence league games until such time as the overdue amount has been settled in full.

~~34.6~~ ~~An Affiliated~~A Club ~~or Association~~ whose fees are not paid in full shall forfeit the right to participate in ~~general meetings~~~~General Meetings~~ of the HKHAWS and in competitions played under the auspices of the HKHAWS.

~~34.7~~ The HKHAWS may from time to time raise fees or charges to meet administrative expenses of the HKHAWS.

~~3.84.8~~ ~~— No Affiliated Club shall take part in any hockey tournament or competition, in or outside of Hong Kong, without seeking prior approval from the HKHAWS Committee. Any Affiliated Club in contravention of these rules is liable to face disciplinary charges and shall be dealt with by the HKHA Council.~~

4.9 Each Affiliated Club shall forward to the HKHAWS the name, address and contact details of their ~~Club~~ Convenor and all official communication from the HKHAWS to the Affiliated Club shall be through such person. An Affiliated Club may change their ~~Club~~ Convenor by giving the HKHAWS seven (7) days' notice in writing.

~~4.~~

~~5. HKHAWS COMMITTEE~~

~~45.1~~ The HKHAWS shall be governed by the ~~HKHAWS~~ Committee which shall be elected at the ~~annual general meeting~~~~Annual General Meeting~~ and shall hold office until the next ~~annual general meeting~~~~Annual General Meeting~~.

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5.2 The ~~HKHAWS~~ Committee shall be made up of a total of ~~twelve (12)~~<sup>15</sup> elected ~~Committee Member~~~~committee members~~ and an ex-officio representative of the ~~Hong Kong Hockey Association~~ (HKHA) Council. The Committee shall include ~~five (5) office bearer~~~~eight (8) Office Bearers~~ holding the posts of Chair, Vice Chair, Honorary Secretary, Honorary Treasurer, ~~Registrar~~, Grounds & Fixtures ~~Secretary~~, ~~Tournaments Secretary~~, ~~Umpires Secretary~~ and seven (7) general committee members whose duties are to be determined by the incumbent Committee. Only elected ~~committee members~~~~Office Bearers and General Committee Members~~, and those filling casual vacancies, shall have voting rights.

45.3 Elected members of the Committee and their main duties shall be as follows;

<b>Elected Member</b>	<b>Description of Main Duties</b>
Chair	<ul style="list-style-type: none"><li>• Chair all HKHAWS meetings</li><li>• Represent HKHAWS at <del>HKHA</del> Council meetings</li></ul>
Vice Chair	<ul style="list-style-type: none"><li>• <u>Support the Chair and act on behalf of the Chair in her absence</u></li><li>• <u>Deal with all matters related to registration of players</u></li></ul>
Honorary Secretary	<ul style="list-style-type: none"><li>• Record the minutes of HKHAWS <u>general meetings</u><del>General Meetings</del> and Committee <del>m</del>Meetings and maintain a record of all resolutions made at such meetings.</li><li>• Furnish the <del>Club</del> Convenor of each Affiliated Club with a copy of these Bye-laws and the Competition Bye-laws of the HKHAWS.</li><li>• Furnish the <del>Club</del> Convenor of each Affiliated Club with <u>circulares</u><del>Club Convenor Circulars</del>, as and when required.</li></ul>
Honorary Treasurer	<ul style="list-style-type: none"><li>• Maintain a record of income and expenditure and the current financial position of the HKHAWS.</li><li>• Provide interim reports of the financial status of the HKHAWS to the Committee and to <u>general meetings</u>.<del>General Meetings.</del></li></ul>
Grounds & Fixtures Secretary	<ul style="list-style-type: none"><li>• Attend to all matters pertaining to grounds and fixtures for hockey competitions held under the auspices of the HKHAWS.</li></ul>
<del>Registrar</del>	<ul style="list-style-type: none"><li>• <del>Monitor the registration and movement of players.</del></li><li>• <del>Deal with all matters related to registration of players.</del></li></ul>
<del>Umpires' Secretary</del>	<ul style="list-style-type: none"><li>• <del>Arrange for umpires of due standard to be appointed for all league, festival and tournament matches held under the auspices of the HKHAWS.</del></li><li>• <del>Represent the HKHAWS on the Hong Kong Hockey Association Umpires' Section (HKHAUS) Committee and liaise with HKHAUS on all matters related to umpiring of women's hockey matches.</del></li></ul>
<del>Tournament</del>	<ul style="list-style-type: none"><li>• <del>Attend to all matters and arrangements for the holding of</del></li></ul>

Secretary

~~women's hockey matches that are not part of league competitions, such as cups, festivals and other tournaments.~~

General  
Committee  
Members (7)

- Duties shall be varied according to need and shall be determined by the Committee prior to the issue of notice for nominations.

- 5.4 The Committee has the power to fill any casual vacancy, which may occur among its members, except that of Chair, by co-opting suitably qualified persons to the Committee.
- ~~45.5~~ Should the Chair retire before her term of office expires the Vice Chair shall act as Chair until the next ~~annual general meeting~~~~Annual General Meeting~~.
- ~~45.6~~ No person shall be eligible for nomination as Chair if they have not been a Committee ~~M~~member in the preceding year.
- ~~45.7~~ All members of the Committee shall retire annually but shall be eligible for re-election at the ~~annual general meeting~~~~Annual General Meeting~~, except as outlined in Bye-law 5.8.
- ~~45.8~~ The ~~HKHAWS~~ Committee's consent is required for Committee ~~M~~members to stand for re-election in the event they have attended less than 60% of the ~~HKHAWS~~ Committee meetings during their term of office.
- ~~45.9~~ No person may be elected to the Committee unless,
- ~~(a)5.9.1~~ She is a member of an Affiliated Club ~~of the HKHAWS~~.
- ~~(b)5.9.2~~ She is an individual, not being a member of an Affiliated Club, who has made a contribution to hockey (other than of a monetary nature). The Committee shall determine the eligibility of such persons to stand for election to the Committee and their decision shall be final.
- ~~45.10~~ No person shall be eligible for nomination to the ~~HKHAWS~~ Committee if she is currently serving in an elected position in the ~~HKHA~~ Council/Section (other than HKHAWS). A person who is desirous of being nominated to the ~~HKHAWS~~ Committee, and if elected, shall resign from her current position in the ~~HKHA~~ Council/Section (other than HKHAWS) within ~~thirty (30)~~ days of being elected to the ~~HKHAWS~~ Committee. If the person does not resign from other position within the specified period, she shall be deemed to have resigned from the ~~HKHAWS~~ Committee.

~~4.11~~ For the avoidance of doubt, persons can be nominated for election for more than one position on the Committee.

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### 6. LIABILITY AND INDEMNITY

- ~~56.1~~ Affiliated Clubs shall be held responsible for the conduct of their members whether or not those Affiliated Club members are registered players with the HKHAWS or any other section of the HKHA.
- ~~56.2~~ The ~~HKHA~~ Council, ~~HKHAWS~~ Committee and/or HKHA staff shall not be held responsible for any loss or injury to any member of an Affiliated Club, or any other person, arising out of any matters pertaining to hockey in Hong Kong.
- ~~56.3~~ Every ~~Office Bearer and~~ Committee Member shall be indemnified by the HKHAWS against all costs, losses and expenses which any Committee Member~~officer/committee member~~ may incur or become liable to in respect of any act or deed done by them as such Committee Member~~officer/committee member~~ in the discharge of their duties, on

condition that such act or deed has received approval of the Committee and is otherwise within the powers granted pursuant to these Bye-laws.

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## 7. POWERS OF HKHAWS COMMITTEE

- 67.1 In accordance with the ~~Memorandum and~~ Articles of Association and the Bye-laws of the ~~Hong Kong Hockey Association (HKHA)~~, the Committee shall have the power to regulate the conduct and affairs of the HKHAWS, provided the same are not inconsistent with these Bye-laws.
- 67.2 The Committee shall have the power to act in any manner consistent with the Bye-laws including, but not limited to, the making, amending and/or deleting of the Competition Bye-laws governing women's hockey competitions held in Hong Kong, including, but not limited to, leagues, cups, festivals or tournaments~~Leagues, Cups, Festivals or Tournaments~~.
- 67.3 Revisions to these Bye-laws shall be submitted to the Convenors~~Club Convenor~~ to be approved by majority vote at a general meeting~~General Meeting~~.
- 67.4 Revisions to the Competition Bye-laws may be made and implemented on a majority vote by the Committee; however, the changes shall be submitted to, and be approved by, the ~~HKHA~~ Council before implementation. (See also Bye-law ~~2122.3~~). ~~All such changes are to be notified to the Club Convenor within seven (7) days of its implementation.~~
- 67.5 The Committee may, at its sole discretion, have the power to impose additional penalties for breaches of any Bye-law, failure to comply with circulares~~Club Convenor Circulares~~ or any other instruction as may be issued by the Committee from time to time.

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## 8. PROCEEDINGS OF HKHAWS COMMITTEE MEETINGS

- 7.1 The Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit. Questions arising at any Committee meeting shall be decided by a majority of votes. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.
- 7.28.1 The Honorary Secretary shall call a meeting of the Committee at the discretion of the Chair, but at least once every two (2) months, and shall give all ~~HKHAWS~~ Committee Mmembers at least seven (7) days' notice for an ordinary meeting~~Ordinary Meeting~~ of the Committee and at least forty—eight (48) hours' notice for a special meeting~~Special Meeting~~ of the Committee.
- 7.38.2 The Chair shall preside at all meetings, or in her absence the Vice Chair. In the event that both the Chair and Vice Chair are absent from the meeting the members present at such meetings shall choose any of their number as Chair for the meeting.
- 7.48.3 The quorum necessary for the transaction of ~~HKHAWS~~ Committee business shall be five (5).
- 7.58.4 Among the business to be transacted by the Committee at its meetings shall be:
- (a)8.4.1 Consideration and decision on the application of Clubs ~~or Associations~~ for affiliation to the HKHAWS.
- (b)8.4.2 Creation of, and appointment to, any Sub-Committee of the HKHAWS.

- (c)8.4.3 Receiving and consideration of, and decision on, correspondence received by the HKHAWS.
- (d)8.4.4 Receiving and consideration of, and decision on, reports by Committee members and by ~~HKHAWS~~ Sub Committees.
- (e)8.4.5 Consideration of the current financial position of, ~~including~~ the ~~HKHAWS Balance Sheet and Income and Expenditure report, of the HKHAWS.~~
- (f)

~~8.4.6~~ Preparation and approval of the ~~annual report~~Annual Report and accounts for the HKHAWS ~~annual general meeting~~Annual General Meeting.

~~(g)8.4.7 Arrangements for all fixtures.~~

~~8.4.8~~ All matters falling, and to be dealt with, under membership and breach of Rules and Bye-laws.

~~(h)8.4.9~~ Consideration of any other business necessary to achieve the objectives of the HKHAWS.

~~7.6~~ Committee Members can discuss, but cannot vote on matters with clear conflict of interest, for example in matters pertaining specifically to their own club.

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## 9. SUB-COMMITTEES

~~8.1~~ The Committee may delegate any of their powers for a particular purpose to a Sub-Committee. A member of the Committee shall be appointed Chair of any such Sub-Committee. A quorum shall be one half of the members.

~~8.2~~ The Sub-Committee shall meet and adjourn, as it thinks proper. Questions arising at any Sub-Committee meeting shall be determined by a majority of votes of the members present and in case of an equality of votes the Chair of the meeting shall have a second or casting vote.

~~8.3.2~~ All Sub-Committees shall report regularly to the Committee and shall obtain the prior approval of the Committee to commit the HKHAWS to do any act or to incur any expenditure.

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## 10. GENERAL MEETINGS

~~10.1~~ Each Affiliated Club shall be entitled to send to a General Meeting three (3) representatives but only one (1) of the authorised representatives shall be permitted to vote on behalf of each Affiliated Club, except as in Bye-law 12.5. The authorised representative permitted to vote at such meetings shall personally sign the attendance register before the commencement of that General Meeting.

~~10.2~~ In the case of an equality of votes, the Chairman shall have a casting vote.

~~10.3~~ Any Club or Association which is in default of outstanding fees, fines or debts is not entitled to vote at any HKHAWS General Meeting unless all outstanding fees and debts have been settled at least seven (7) days before the date of said General Meeting.

~~10.4~~ The HKHAWS shall hold an ~~annual general meeting~~Annual General Meeting (AGM) in Hong Kong no later than the 30<sup>th</sup> day of June each year for the purpose of:

~~(a)10.4.1~~ Confirmation of the ~~m~~Minutes of the previous ~~annual general meeting~~AGM and any other ~~general meetings~~General Meetings held in the intervening period.

~~(b)10.4.2~~ Consideration of matters arising from the previous ~~annual general meeting~~AGM and any other ~~general meetings~~General Meetings held in the intervening period.

~~(c)10.4.3~~ Consideration of the ~~annual report~~Annual Report for the past year.

- (d)10.4.4 Consideration of the financial report~~Annual Accounts, including the Income and Expenditure report and the Balance Sheet~~, for the past year.
- (e)10.4.5 Election of ~~Office Bearers and~~ Committee Members for the ensuing year.
- (f)10.4.6 Consideration of any other business of which due notice has been given in accordance with these Bye-laws.

9.2

~~10.5~~ All general meetings~~General Meetings~~ other than annual general meetings~~AGMs~~ shall be called extraordinary general meetings.

~~9.3~~ The~~Extraordinary General Meetings (EGM). The HKAWS~~ Committee may convene an extraordinary general meeting~~EGM~~ whenever deemed necessary. In addition, an extraordinary general meeting~~EGM~~ shall be convened upon a request to that effect to the Honorary Secretary~~of the HKHAWS~~. This request shall be signed by representatives of at least one-third of the Affiliated Clubs acting under the instructions of such Affiliated Clubs. The Honorary Secretary ~~of the HKHAWS~~ shall convene the extraordinary general meeting~~EGM~~ within twenty-eight (28) days of the request for an extraordinary general meeting~~EGM~~ of which fourteen (14) days' notice shall be given to all those persons listed at Bye-law 1011.1.

~~9.4~~10.6 The Honorary Secretary shall dispatch the agenda, together with copies of any documentation relevant to the item(s) to be considered at the extraordinary general meeting~~EGM~~, to all those persons listed at Bye-law 1011.1, as soon as practicable before the extraordinary general meeting~~EGM~~.

~~9.5~~10.7 The Chair shall preside at every general meeting~~General Meeting~~ or, if she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act, or is absent from Hong Kong, or has given notice of his intention not to attend the meeting, the Committee M~~m~~embers shall elect one of their number to be Chair of the meeting.

~~9.6~~10.8 Every proposal at an annual general~~Annual—General~~ meeting, extraordinary general~~Extraordinary—General~~ meeting or any other meetings shall be seconded and decided by a majority of those present and entitled to vote and voting, except when Bye-law 10.2 applies.

~~9.7~~ The Chair of any general meeting~~10.9—No new Bye-law of the Constitution shall be made nor any existing Bye-law amended or rescinded except by resolution of an Annual General Meeting or Extraordinary General Meeting which has been passed by two thirds (2/3) majority of those present and entitled to vote and voting.~~

~~10.10~~The Chair of any General Meeting may, with the consent of that meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the general meeting~~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 general meeting~~General Meeting~~ from which the adjournment took place. When a general meeting~~General Meeting~~ is adjourned for thirty (30) days or more, notice of the adjourned general meeting~~General Meeting~~ shall be given as in the case of the original general meeting~~General Meeting~~. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned general meeting~~General Meeting~~.

~~9.8~~10.11 At any general meeting~~General Meeting~~ a resolution (except election which will be decided by paper ballot) put to the vote of the meeting shall be decided on a show of hands unless a paper ballot is (before or on the declaration of the result of the show of hands) demanded by:

~~(a)~~10.11.1 the Chair of the meeting; or

~~(b)10.11.2~~ at least two (2) voting representatives present in person.

~~9.910.12~~ If a paper ballot is duly demanded it shall be taken in such manner as the Chair of the meeting directs. In a paper ballot each Affiliated Club shall be entitled to one (1) vote, which shall be cast by the authorised representative permitted to vote at such meetings, providing such authorised representative personally signed the attendance register before the commencement of that ~~general meeting~~ **General Meeting**.

9.

~~10.13~~ In the case of an equality of votes, whether on a show of hands or on a paper ballot (but subject to Byelaw 9.11 below),<sup>7</sup> the Chair of the meeting at which the show of hands takes place or at which a paper ballot is demanded shall be entitled to a second or casting vote.

9.11 In the case of an equality of votes regarding the election of any position on the Committee, there shall be one additional round of voting. If there is still an equality of votes, the Chair of the meeting (or such other person designated by a majority vote of the authorized representatives of the Affiliated Clubs permitted to vote, if the Chair herself is contesting the election in question), shall be entitled to a second or casting vote.

~~9.12~~10.14 If within half an hour from the appointed time for a general meeting~~General Meeting~~ a quorum is not formed, such general meeting~~General Meeting~~ shall be adjourned to the same day in the following week at the same time and place.

~~10.10.15~~—The Honorary Secretary shall record minutes of each and every Annual General Meeting or Extraordinary General Meeting. Such minutes shall be considered at the next appropriate meeting and, if approved, shall be signed by the Chairman and shall be conclusive evidence of the correctness of the minutes.

#### ~~11.~~ NOTICE OF GENERAL MEETINGS

~~1044.1~~ 1 The Honorary Secretary shall give at least fourteen (14) days' written notice of any general meeting~~General Meeting~~. The notice shall be exclusive of the date on which it is served and shall specify the date, place and time of the forthcoming general meeting~~General Meeting~~. Such notice shall be sent to:

- (a) The ~~Honorary~~ Secretary ~~General~~ of the HKHA;
- (b) The Secretary of each HKHA Section;
- (c) Each HKHAWs Committee member; and
- (d) The Convenor~~Club Convener~~ of each Affiliated Club ~~of the HKHAWs~~.

~~1044.2~~ 2 The accidental omission to give notice of a meeting to any person entitled to receive such notice shall not invalidate the proceedings at that meeting.

~~1044.3~~ 3 Nominations for the Committee Members to be elected at the AGM shall be forwarded to the Honorary Secretary, in writing, at least seven (7) days before the AGM. To be valid, such nominations shall be proposed and seconded by Affiliated Club officials and be agreed to by the nominee. The ~~p~~Proposer and ~~s~~Secunder of the nomination shall not be from the same club. Late nominations, or nominations not in the required format shall not be considered. Only if there are insufficient nominations for Committee ~~M~~members, shall nominations duly proposed and seconded from the floor at the AGM be accepted. Where there are more nominations than vacancies for the position, an election shall be conducted by paper ballot.

~~1044.4~~ 4 A ~~Club~~ Convenor of an Affiliated Club may submit to the Honorary Secretary ~~of the HKHAWs~~—notice of any other business to be considered at the annual general meeting~~AGM~~. Such notice shall be in writing and shall be received by the Honorary Secretary ~~of the HKHAWs~~ at least seven (7) days before the date of the annual general

~~meeting, AGM.~~ Such business will then be included on the agenda for that annual general meeting ~~AGM.~~

1011.5 The Honorary Secretary shall dispatch the agenda, together with a copy of the financial reports ~~audited accounts~~ and the list of nominations, to all those persons listed at Bye-law 1011.1, soon as practicable before the annual general meeting ~~AGM.~~

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## ~~12.~~ VOTING RIGHTS

~~1142.1~~ A quorum at such general meetings~~General Meetings~~ shall consist of ten (10) representatives of Affiliated Clubs entitled to vote at a general meeting.~~General Meeting.~~

11.2 An Affiliated Club shall only be entitled to vote at general meetings after two (2) years following their participation in the HKHAWS league.

~~1142.4~~ The Club Convenor of each Affiliated Club shall notify the Honorary Secretary of the HKHAWS in writing at least seven (7) days before the date of general meetings~~General Meetings~~ the names of their authorised representatives.

~~1142.5~~ Each Affiliated Club may submit up to three (3) names as authorised representatives, but only one (1) of the authorised representatives shall be permitted to vote. The authorised representative permitted to vote at such meetings shall personally sign the attendance register before the commencement of that general meeting~~General Meeting~~.

~~1142.6~~ An authorised representative cannot represent more than one club and cannot exercise voting rights for more than one club that requires ballots to be cast.

~~1142.7~~ The following regulations, regarding outstanding fees or debts due to the HKHAWS, shall apply to all general meetings~~General Meetings~~:

~~(a)12.7.1~~ The Honorary Treasurer ~~of the HKHAWS~~ shall notify Affiliated Clubs in writing at least fourteen (14) days before the date of the general meeting~~General Meeting~~ details of any outstanding fees due from them.

~~(b)12.7.2~~ Each Affiliated Club shall settle all outstanding amounts at least seven (7) days before the date of the general meeting.~~General Meeting.~~ Payment by bank cheque is acceptable; however, it is the responsibility of the Affiliated Club to ensure that the bank honours the cheque. Where a cheque is subsequently dishonoured, the HKHAWS Committee shall have the power to take disciplinary action against the Affiliated Club as deemed necessary.

~~(c)12.7.3~~ The entitlement to vote at general meetings~~General Meetings~~ may be withdrawn from an Affiliated Club if it has not settled all outstanding fees and debts at least seven (7) days before the date of the general meeting~~General Meeting~~.

## ~~12~~

## ~~13.~~ MINUTES

~~1243.1~~ The Honorary Secretary, or her nominee or any individual appointed by the Committee in her place, shall take minutes covering resolutions and proceedings of all meetings of the ~~HKHAWS~~ Committee and all general meetings~~General Meetings~~.

~~1243.2~~ These minutes shall be considered at the following appropriate meeting of that same Committee and, if approved, shall be signed by the Chair of such next meeting. The Chair of the meeting's signature shall be conclusive evidence of the correctness of the minutes.

~~1243.3~~ Copies of these minutes shall be forwarded to:

(a) The ~~Honorary~~ Secretary ~~General~~ of the HKHA; and

(b) Each ~~HKHAWS~~ Committee Member.

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#### 14. ACCOUNTS

~~1314.1~~ The ~~Honorary Treasurer shall keep the books of accounts. All receipts shall be deposited into a bank account in the name of the HKHAWS and all cheques drawn thereon shall be signed jointly by any two of the authorised bank signatories. The~~ Treasurer will prepare the budget each year and closely monitor ~~be given notice of~~ all HKHAWS financial transactions. ~~The Honorary Treasurer, together with the Chair, the Vice-Chair and the Honorary Secretary, will be the joint signatories for HKHAWS bank accounts.~~

~~1314.2~~ The Treasurer ~~of the HKHA shall prepare the financial report shall present an audited Balance Sheet and an audited Income and Expenditure Account~~ for the period ending 31st March of the current year ~~and which will for consideration by the Committee in June each year.~~

~~14.3~~ ~~After approval by the Committee the audited Balance Sheet and the audited Income and Expenditure Account for the period ending 31st March of the current year shall be presented by the Honorary Secretary for consideration at the next annual general meeting AGM.~~

~~14~~

#### ~~15.~~ MISCONDUCT AND BREACHES OF BYE-LAWS

In cases of breaches of conduct on the field of play, the following shall apply:

~~1415.1~~ In matters pertaining to hockey, if it has been proven to the satisfaction of the Committee that ~~Club Officials, Team Officials club officials, team officials~~, players, or any individual is guilty of any breach of any of the Bye-laws of the HKHAWS, including the Competition Bye-laws, the ~~HKHAWS~~ Committee shall have the power to:

~~(a)15.1.1~~ Rescind or suspend the membership of the HKHAWS of the offending Club, either permanently or for a stipulated period.

~~(b)15.1.2~~ Prohibit the player, official or individual from participating in any activities organised under the auspices of the HKHAWS or the HKHA either permanently or for a stipulated period.

~~(c)15.1.3~~ Refer the offending Club, player, official or individual to the HKHA Disciplinary Committee.

~~(d)15.1.4~~ Deal with the offence in any lesser manner that the ~~HKHAWS~~ Committee may think fit.

~~1415.2~~ Any Affiliated Club, or player with knowledge of such event, playing with knowledge of such event, playing with or against the offending Affiliated Club, or player after such removal, or during such time of suspension, shall also be dealt with in such a manner as the Committee may think fit.

~~1415.3~~ No Affiliated Club, player, official or individual so suspended or removed from the HKHAWS shall be eligible for membership of any other Section of the HKHA unless granted special permission to join by the ~~Council~~ HKHA.

~~1415.4~~ An Affiliated Club may be held responsible for the conduct of any of their players, officials or members, participating in as a spectator at any hockey match or event in Hong

Kong, or overseas, in which a team from Hong Kong is a participant, and may be dealt with in accordance with the provisions specified in this Bye-law.

~~15.5~~ Whilst it is acknowledged that Affiliated Clubs have every right to take disciplinary action against any of their players, officials or members without prior reference to the HKHAWs, the aggrieved player, official or member shall have the right to appeal to the ~~HKHAWs~~ Committee in the event that ~~they are~~ ~~he is~~ contemplating a transfer to another Club but is prevented from doing so by ~~theirs~~ current Club.

~~1415.6~~ No expulsion of a club from membership of the HKHA will be effective until it has been confirmed by the HKHA in a ~~general meeting~~ ~~General Meeting~~.

~~15~~

## ~~16.~~ COMPLAINTS AND APPEALS

~~15146.1~~ Any Affiliated Club, player, official or individual aggrieved by any action taken under Bye-law ~~1415~~ may appeal to the ~~Council~~ ~~HKHA~~ by giving notice in writing to the ~~Honorary Secretary~~ ~~General~~ of the ~~Council~~ ~~HKHA~~ within fourteen (14) days of receipt of notification of the action. Notice of such appeal must be given to the ~~Committee~~ ~~HKHAWs~~.

~~15146.2~~ ~~The Council shall hear and decide any~~ ~~Upon receipt of such an~~ appeal ~~that may be lodged under these Bye-laws and under the rules~~ ~~Honorary Secretary shall within fourteen (14) days call a meeting~~ of the HKHA ~~for the purpose of hearing the appeal~~.

~~15146.3~~ Pending a decision on the appeal, any penalty imposed by the ~~HKHAWs~~ Committee shall continue to be observed.

~~15146.4~~ The ~~Council~~ ~~HKHA~~ shall have the power to vary, rescind or confirm such decision, and to require a deposit from the appellant of a reasonable sum, towards the expenses incurred by the HKHA in preparing the necessary evidence for the appeal. The amount shall be returned in full in the case of a successful appeal.

~~16~~

## ~~17.~~ SELECTION COMMITTEE FOR HONG KONG WOMEN'S NATIONAL SQUADS

~~16147.1~~ To assist the ~~HKHA~~ Council in deciding issues such as whether or not to accept representative games against visiting teams and/or to continue with Hong Kong representative games, the ~~HKHAWs~~ Committee shall appoint a Sub-committee called the 'HKHAWs Selection Committee' for the purpose of advising the ~~Council~~ ~~HKHA~~ on the selection of players for the Women's ~~n~~ National and representative teams of all age groups.

~~16147.2~~ Nominations for appointment to the HKHAWs Selection Committee shall be made by the ~~HKHAWs~~ Committee and submitted to the ~~Council~~ ~~HKHA~~ for endorsement.

~~16147.3~~ The ~~HKHAWs~~ Committee shall also put forward to the ~~Council~~ ~~HKHA~~ ~~nominations~~ for ~~its endorsement~~ ~~recommendations for team managers, assistant team managers, assistant coaches~~ ~~Team Managers, Assistant Team Managers~~ and ~~coaches~~ ~~Assistant Coaches~~ for Women's ~~n~~ National and representative teams for all age groups.

~~16147.4~~ The job specifications for these positions will be agreed between the ~~Council~~ ~~HKHA~~ and the ~~HKHAWs~~ Committee.

~~17~~

## 18. PARTICIPATION IN OVERSEAS EVENTS

1748.1 Affiliated Clubs wishing to participate in hockey tournaments or events overseas or to undertake hockey tours outside Hong Kong shall seek and obtain the prior endorsement of the CommitteeHKHAWS by submitting a request for such endorsement in writing to the Honorary Secretary ~~of the HKHAWS~~ not less than one (1) month before the date of departure of the team or the main contingent of the team.

1748.2 Upon returning to Hong Kong, the Affiliated Club must inform the CommitteeHKHAWS not later than two (2) weeks from the date of return, the results of the matches played and any disciplinary matters that may have arisen whilst overseas.

1748.3 A penalty may be levied by the CommitteeHKHAWS for any contravention of this Bye-law.

## 18

## 19. VISITING TEAMS

1849.1 Affiliated Clubs are required to obtain the prior endorsement of the CommitteeHKHAWS before hosting visits to Hong Kong by overseas teams by submitting a request in writing to the Honorary Secretary ~~of the HKHAWS~~ not less than one (1) month before the date of commencement of the visit.

1849.2 An Affiliated Club hosting the visit of an overseas team shall inform the CommitteeHKHAWS of the result(s) of the match(es) played and any disciplinary matters that may have arisen during the visit.

1849.3 A penalty may be levied by the CommitteeHKHAWS for any contravention of this Bye-law.

## 19

## 20. CODE OF CONDUCT

All Affiliated Clubs are required to comply at all times with the Code of Conduct of the HKHA and, in particular, not to commit any act that brings, or may bring, the game of hockey into disrepute.

## 20. SPONSORSHIP

20.1 The Committee shall, each year after the annual general meeting, nominate one of their Committee Members to represent the section on the HKHA Council's Sponsorship Committee.

20.2 All offers of sponsorship of any kind, whether in money, uniform or equipment, etc made to the HKHAWS shall be referred by the section to the Council's Sponsorship Committee for consideration and advice. The decision to accept or reject the offer of sponsorship shall be made by the Council taking into account the advice of the Sponsorship Committee.

## 21

## 22. ALTERATION TO THE BYE-LAWS OF THE HKHAWS

2122.1 The foregoing shall be the General Bye-laws of the HKHAWS and no new Bye-law shall be made nor any existing Bye-law amended or rescinded except by resolution of a General Meeting of the HKHAWS, passed by a two thirds (2/3) majority of those present and entitled to vote and voting.

2122.2 Notice of any alteration to these Bye-laws intended to be proposed at any General Meeting (Annual or Extraordinary) shall be given in writing to the Secretary at least fourteen (14) days before any such meeting, and shall be included in the notice convening such meeting in accordance with these Bye-laws.

2122.3 The Committee shall have the power to make, amend or delete Competition Bye-laws for league, cup, festival~~League, Cup, Festival~~ and other ~~t~~Tournament matches as may be required from time to time.

- 22.4 The Competition Bye-laws, and any amendment, shall be submitted to and approved by the ~~HKHA~~ Council before implementation. (See also Bye-law 2 of the Competition Bye-laws).~~.)~~
- 22.~~5~~4 The Honorary Secretary shall furnish the Convenor of each Affiliated Club with a copy of the General Bye-laws and the Competition Bye-laws ~~of the HKHA~~ within twenty-one (21) days of any changes.