

THE HONG KONG HOCKEY ASSOCIATION - WOMEN'S SECTION

GENERAL BYE-LAWS

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1. OBJECTIVES

The objectives of the HKHAWS are:

- 1.1 To promote, foster and safeguard the best interests of hockey among women in Hong Kong;
- 1.2 To encourage and control the organization of hockey tournaments and competitions for women players in Hong Kong; and
- 1.3 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.

2. DEFINITIONS

- 2.1 In these Bye-Laws, unless the context otherwise requires, 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 Association -	The articles of association of the HKHA
Chair -	The Chair of the HKHAWS from time to time
Club Official -	Presidents, chairmen, directors, secretaries, Convenors (or equivalent roles) of Affiliated Clubs. In addition, persons who hold these posts in a hockey section of a multi-sports club are also designated as club officials
Committee -	The committee of the HKHAWS
Committee Member -	An elected or co-opted member of the Committee
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
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
Rules of the HKHA -	The rules promulgated by the HKHA and made available on the website of the HKHA
Sub-Committee -	Any sub-committee created by the Committee pursuant to these Bye-laws
Team Officials -	Captain, team coach, manager, assistant manager, trainer or doctor/physiotherapist
Umpires -	Those nominated or designated to umpire matches held under the auspices of the HKHA
Vice-Chair -	The Vice-Chair of 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 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

3.1 Membership of the HKHAWS shall be by the joint invitation of the Council and the Committee.

3.2 Existing clubs actively involved in the playing of women’s hockey in Hong Kong and in compliance with all rules, regulations, articles, bye-laws, codes of

conduct and any other equivalent published by the HKHA or any Section thereof, shall be eligible to be invited to become affiliated to the HKHAWS

- 3.3 New clubs 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 as set out in Bye-law 3.9 below. The Committee may make recommendations on whether to accept or reject such applications but the Council has the sole discretion to accept or reject such applications.
- 3.4 Each Affiliated Club shall pay an annual club affiliation fee, as determined by the Council.
- 3.5 Each Affiliated Club shall also pay an annual team administration fee, as determined by the 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 Committee. Annual fees shall be payable in advance for the ensuing season. Failure to make payment fourteen (14) days from the start of the HKHAWS league shall result in immediate suspension of that team from taking further part in the HKHAWS league until such time that the overdue amount has been settled in full.
- 3.6 Each Affiliated Club, which proposes to enter teams in one-day tournaments or any other events held under the auspices of the HKHAWS may be required to pay an entrance fee for the respective events as determined by the Committee.
- 3.7 The HKHAWS may from time to time raise fees or charges to meet administrative expenses of the HKHAWS. Affiliated Clubs are required to pay all such fees or charges by the due date set by the Committee.
- 3.8 An Affiliated Club whose fees are not paid in full shall forfeit the right to participate in general meetings of the HKHAWS and in competitions played under the auspices of the HKHAWS as set out in these Bye-laws and may be expelled from the HKHA pursuant to the provisions of the Articles of Association.
- 3.9 New clubs wishing to participate in the HKHAWS league, shall make a deposit. The deposit, which shall equal the current club affiliation fee, is payable to the HKHAWS at the time entries are invited for the HKHAWS league, and is additional to the annual club affiliation fee.

- 3.10 The deposit shall be held against any unpaid fees or fines due to the HKHAWS. The deposit, or balance, shall be returned to the club after three (3) seasons of participation in the HKHAWS league, or upon the withdrawal/expulsion of the Club, whichever is the earlier. No interest shall be payable on the deposit.
- 3.11 The HKHAWS may require a club to "top up" the deposit to maintain a value equal to the current club affiliation fee.
- 3.12 Each Affiliated Club shall forward to the HKHAWS the name, address and contact details of their Convenor and all official communication from the HKHAWS to the Affiliated Club shall be through such person. An Affiliated Club may change their Convenor by giving the HKHAWS seven (7) days' notice in writing.

4. COMMITTEE

- 4.1 The HKHAWS shall be governed by the Committee which shall be elected at the annual general meeting and shall hold office until the next annual general meeting.
- 4.2 The Committee shall be made up of a total of ten (10) elected Committee Members and an ex-officio representative of the HKHA Council. The Committee shall include four (4) office bearers holding the posts of Chair, Vice-Chair, Honorary Secretary, Honorary Treasurer and six (6) general committee members whose duties are to be determined by the incumbent Committee. Only elected Committee Members, and those filling casual vacancies, shall have voting rights.
- 4.3 Elected members of the Committee and their main duties shall be as follows:

Elected Member	Description of Main Duties
Chair	<ul style="list-style-type: none">• Chair all HKHAWS meetings• Represent HKHAWS at Council meetings
Vice-Chair	<ul style="list-style-type: none">• Support the Chair and act on behalf of the Chair in her absence• Deal with all matters related to registration of players

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| Honorary Secretary | <ul style="list-style-type: none">• Record the minutes of HKHAWS general meetings and Committee meetings and maintain a record of all resolutions made at such meetings.• Furnish the Convenor of each Affiliated Club with a copy of these Bye-laws and the Competition Bye-laws of the HKHAWS.• Furnish the Convenor of each Affiliated Club with circulars, as and when required. |
| Honorary Treasurer | <ul style="list-style-type: none">• Maintain a record of income and expenditure and the current financial position of the HKHAWS.• Provide interim reports of the financial status of the HKHAWS to the Committee and to general meetings. |
| General Committee Members (6) | <ul style="list-style-type: none">• Duties shall be varied according to need and shall be determined by the Committee prior to the issue of notice for nominations. |

4.4 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.

4.5 Should the Chair retire before her term of office expires the Vice-Chair shall act as Chair until the next annual general meeting or if such role is declined by the Vice-Chair then the Committee shall choose any one of their Members to act as Chair until the next annual general meeting.

4.6 No person shall be eligible for nomination as Chair if they have not been a Committee Member in the preceding year.

4.7 The twelve Committee Members elected at the annual general meeting of shall retire annually but shall be eligible for re-election at the annual general meeting, subject to Bye-law 4.8.

4.8 The Committee's consent is required for Committee Members to stand for re-election in the event they have attended less than 60% of the Committee meetings during their term of office.

4.9 No person may be elected to the Committee unless,

- (a) she is a member of an Affiliated Club.
- (b) 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.

4.10 No person shall be eligible for nomination to the Committee if she is currently serving in an elected position in the Council/Section (other than HKHAWS). A person who is desirous of being nominated to the Committee, and if elected, shall resign from her current position in the Council/Section (other than HKHAWS) within thirty (30) days of being elected to the Committee. If the person does not resign from other position within the specified period, she shall be deemed to have resigned from the Committee.

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

5. LIABILITY AND INDEMNITY

5.1 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 registered with any other Section of the HKHA.

5.2 The Council, 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.

5.3 Every Committee Member shall be indemnified by the HKHAWS against all costs, losses and expenses which any Committee Member may incur or become liable to in respect of any act or deed done by them as such 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.

6. POWERS OF HKHAWA COMMITTEE

- 6.1 In accordance with the Articles of Association and the bye-laws of the HKHAWA, the Committee shall have the power to regulate the conduct and affairs of the HKHAWA, provided the same are not inconsistent with these bye-laws.
- 6.2 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.
- 6.3 Revisions to these Bye-laws shall be submitted to the Convenors to be approved by majority vote at a general meeting.
- 6.4 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 Council before implementation. (See also Bye-law 21.3).
- 6.5 The Committee may, at its sole discretion, have the power to impose additional penalties for breaches of any Bye-law, failure to comply with circulars or any other instruction as may be issued by the Committee from time to time.

7. PROCEEDINGS OF HKHAWA 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.
- 7.2 The Honorary Secretary shall call a meeting of the Committee at any Committee Member's direction, but at least once every two (2) months, and shall give all Committee Members at least seven (7) days' notice for an ordinary meeting of the Committee and at least forty eight (48) hours' notice for a special meeting of the Committee.

- 7.3 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.
- 7.4 The quorum necessary for the transaction of Committee business shall be five (5).
- 7.5 Among the business to be transacted by the Committee at its meetings shall be:
- (a) consideration and decision on the application of Clubs for affiliation to the HKHAWS;
 - (b) consideration of, and decision on, correspondence received by the HKHAWS;
 - (c) consideration of the current financial position of the HKHAWS;
 - (d) creation of, and appointment to, any Sub-Committee of the HKHAWS;
 - (e) consideration of, and decision on, reports by Committee Members and by Sub Committees;
 - (f) all matters falling, and to be dealt with, under membership and breach of Rules of the HKHA and any bye-laws of the HKHAWS; and
 - (g) preparation and approval of the annual report and accounts for the HKHAWS annual general meeting;
 - (h) 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.

8. SUB-COMMITTEES

- 8.1 The Committee may delegate any of their powers for a particular purpose to a Sub-Committee. A Committee Member 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 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.

9. GENERAL MEETINGS

- 9.1 The HKHAWS shall hold an annual general meeting no later than 30th day of June each year for the purpose of:
- (a) confirming of the minutes of the previous annual general meeting and any other general meetings held in the intervening period;
 - (b) considering matters arising from the previous annual general meeting and any other general meetings held in the intervening period;
 - (c) consideration of the annual report for the past year;
 - (d) consideration of the financial report for the period ending 31st March of the current year;
 - (e) electing Committee Members for the ensuing year; and
 - (f) considering any other business of which due notice has been given in accordance with these Bye-laws.
- 9.2 All general meetings other than annual general meetings shall be called extraordinary general meetings.
- 9.3 The Committee may convene an extraordinary general meeting whenever deemed necessary. In addition, an extraordinary general meeting shall be convened upon a request to that effect to the Honorary Secretary. 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 shall convene the extraordinary general meeting within twenty eight (28) days of the request for an extraordinary general meeting of which fourteen (14) days' notice shall be given to all those persons listed at Bye-law 10.1.
- 9.4 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, to all those persons listed at Bye-law 10.1, as soon as practicable before the extraordinary general meeting.

- 9.5 The Chair shall preside at every 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 her intention not to attend the meeting, the Committee Members shall elect one of their number to be chair of the meeting.
- 9.6 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 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 from which the adjournment took place. When a general meeting is adjourned for thirty (30) days or more, notice of the adjourned general meeting shall be given as in the case of the original 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.
- 9.7 Every proposal at an annual general meeting, 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 9.10 applies.
- 9.8 At any 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) the chair of the meeting; or
 - (b) at least two (2) voting representatives present in person.
- 9.9 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.

- 9.10 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), 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 authorised 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 If within half an hour from the appointed time for a general meeting a quorum is not formed, such general meeting shall be adjourned to the same day in the following week at the same time and place.

10. NOTICE OF GENERAL MEETINGS

- 10.1 The Honorary Secretary shall give at least fourteen (14) days' written notice of any 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. Such notice shall be sent to:
- (a) the Secretary of the HKHA;
 - (b) the Secretary of each HKHA Section;
 - (c) each Committee Member; and
 - (d) the Convener of each Affiliated Club.
- 10.2 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.
- 10.3 Nominations for the Committee Members to be elected at the annual general meeting shall be forwarded to the Honorary Secretary, in writing, at least seven (7) days before the annual general meeting. To be valid, such nominations shall be proposed and seconded by Affiliated Club officials and be agreed to by the nominee. The proposer and seconder 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

Members, shall nominations duly proposed and seconded from the floor at the annual general meeting be accepted. Where there are more nominations than vacancies for the position, an election shall be conducted by paper ballot.

10.4 A Convenor of an Affiliated Club may submit to the Honorary Secretary notice of any other business to be considered at the annual general meeting. Such notice shall be in writing and shall be received by the Honorary Secretary at least seven (7) days before the date of the annual general meeting. Such business will then be included on the agenda for that annual general meeting.

10.5 The Honorary Secretary shall dispatch the agenda, together with a copy of the financial report and the list of nominations, to all those persons listed at Bye-law 10.1, as soon as practicable before the annual general meeting.

11. VOTING RIGHTS

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

11.2 A quorum at such general meetings shall consist of ten (10) representatives of Affiliated Clubs entitled to vote at a general meeting.

11.3 The 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 the names of their authorised representatives.

11.4 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.

11.5 An authorised representative cannot represent more than one Affiliated Club and cannot exercise voting rights for more than one Affiliated Club that requires ballots to be cast.

11.6 The following regulations regarding outstanding fees or debts due to the HKHAWS shall apply to all general meetings:

- (a) The Honorary Treasurer shall notify Affiliated Clubs in writing at least fourteen (14) days before the date of the general meeting details of any outstanding fees due from them;
- (b) Each Affiliated Club shall settle all outstanding amounts at least seven (7) days before the date of the 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 Committee shall have the power to take disciplinary action against the Affiliated Club as deemed necessary; and
- (c) The entitlement to vote at 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.

12. MINUTES

- 12.1 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 Committee and all general meetings
- 12.2 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.
- 12.3 Copies of these minutes shall be forwarded to:
 - (a) the Secretary of the HKHA; and
 - (b) each Committee Member.

13. ACCOUNTS

- 13.1 The Honorary Treasurer will prepare the budget each year and closely monitor all HKHAWs financial transactions. All cheques drawn on any HKHAWs bank accounts shall be signed jointly by any two of the Honorary Treasurer, the Chair, the Vice-Chair, the Honorary Secretary and the ex officio representative of Council sitting on the current Committee.

- 13.2 The Treasurer of the HKHA shall prepare the financial report for the period ending 31st March of the current year and which will be presented by the Honorary Treasurer for consideration at the next annual general meeting.

14. MISCONDUCT AND BREACHES OF BYE-LAWS

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

- 14.1 In matters pertaining to hockey, if it has been proved to the satisfaction of the Committee that 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 Committee shall have the power to:
- (a) rescind or suspend the membership of the HKHAWS of the offending club, either permanently or for a stipulated period;
 - (b) 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) refer the offending club, player, official or individual to the HKHA Disciplinary Committee; and
 - (d) deal with the offence in any lesser manner that the Committee may think fit.
- 14.2 Any Affiliated Club, or player with knowledge of such event, playing with knowledge of such event, playing with or against the offending 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.
- 14.3 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.

- 14.4 The HKHAWS will recognize suspensions of a player by their own Affiliated Club within a playing season. If a player desires to change clubs during the playing season for whatever reasons, they can apply to do so following the procedures laid down in the bye-laws of the HKHAWS. On the other hand, a player who is serving a suspension, imposed by the Disciplinary Committee or the HKHAWS, which straddles to a new playing season, shall be required to serve out the suspension before they are permitted to play for the new Affiliated Club.
- 14.5 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.
- 14.6 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 Committee in the event that they are contemplating a transfer to another club but is prevented from doing so by their current club.
- 14.7 No expulsion of a club from membership of the HKHA will be effective until it has been confirmed by the HKHA pursuant to the provisions of the Articles of Association.

15. APPEALS

- 15.1 Any Affiliated Club, player, official or individual aggrieved by any action taken under Bye-law 14 may appeal to the Council by giving notice in writing to the Secretary of the HKHA within fourteen (14) days of receipt of notification of the action. Such notice must be accompanied by the appropriate administrative fee, the amount of which shall be prescribed by the Council. Notice of such appeal must be given to the Committee.
- 15.2 The Council shall hear and decide any appeal that may be lodged under these Bye-laws and under the Rules of the HKHA.

- 15.3 Pending a decision on the appeal, any penalty imposed by the Committee shall continue to be observed.
- 15.4 The Council shall have the power to vary, rescind or confirm such decision. The administrative fee levy shall be returned in full in the case of a successful appeal.

16. WOMEN'S NATIONAL SQUADS

- 16.1 To assist the 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 Committee shall appoint a Sub-committee called the 'HKHAWS National Squad Committee' for the purpose of overseeing all matters in relation to the management and governance (including the selection procedures for players) of the women's national and representative teams of all age groups.
- 16.2 Nominations for appointment to the HKHAWS National Squad Committee shall be made by the Committee and submitted to the Council for endorsement.
- 16.3 The Council is responsible for the appointment of selectors based on the nominations and recommendations from the HKHAWS National Squad Committee.
- 16.4 The Committee shall also put forward to the Council for its endorsement recommendations for team managers, assistant team managers, assistant coaches, coaches and other team officials for women's national and representative teams for all age groups.
- 16.5 The job specifications for these positions will be agreed between the Council and the Committee.

17. PARTICIPATION IN OVERSEAS EVENTS

- 17.1 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 Committee by submitting a request for such endorsement in writing to the Honorary Secretary not less than one (1) month before the date of departure of the team or the main contingent of the team.
- 17.2 Upon returning to Hong Kong, the Affiliated Club must inform the Honorary Secretary 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.
- 17.3 A penalty may be levied by the Committee for any contravention of this Bye-law.

18. VISITING TEAMS

- 18.1 Affiliated Clubs are required to obtain the prior endorsement of the Committee before hosting visits to Hong Kong by overseas teams by submitting a request in writing to the Honorary Secretary not less than one (1) month before the date of commencement of the visit.
- 18.2 An Affiliated Club hosting the visit of an overseas team shall inform the Honorary Secretary of the result(s) of the match(es) played and any disciplinary matters that may have arisen during the visit.
- 18.3 A penalty may be levied by the Committee for any contravention of this Bye-law.

19. CODE OF CONDUCT

- 19.1 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. ALTERATION TO THE BYE-LAWS OF THE HKHAWs

- 21.1 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.
- 21.2 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 Honorary 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.
- 21.3 The Committee shall have the power to make, amend or delete Competition Bye-laws for league, cup, festival and other tournament matches as may be required from time to time.
- 21.4 The Competition Bye-laws, and any amendment, shall be submitted to and approved by the Council before implementation.

- 21.5 The Honorary Secretary shall furnish the Convenor of each Affiliated Club with a copy of the General Bye-laws and the Competition Bye-laws within twenty one (21) days of any changes.

-End-