

The Constitution of
CAZADORES
InLine hockey club

1. Name of the Club

The name of the InLine hockey club is CAZADORES.

2. Objects of the Club

- 2.1 To establish and operate a Sport club specialising in InLine hockey activities.
- 2.2 To promote InLine hockey
- 2.3 To elect, train and promote InLine hockey teams, to arrange and finance their participation in local, national and international competitions.
- 2.4 To hire, build, equip and finance premises and facilities where the InLine hockey activities of the club can take place.

3. Constitution, Rules and Bye-laws

3.1 Interpretation

In the case of any doubt the meaning of clauses herein, or of any rules or Bye-laws, the matter will be decided by the committee whose interpretation shall be final and binding.

3.2 Amendments to the Constitution and rules

- 3.2.1 The Constitution may, after 21 days notice in writing has been given to members, be amended by a two-third majority of those members present at a General meeting with the power to vote, provided that a quorum of members (as hereinafter defined) is present.
- 3.2.2 The rules of the club, contained in the bye-laws and any other rules which may be adopted may be amended at any committee meeting by two third majority of the committee present at the meeting, provided that:
 1. A quorum of committee (as defined hereinafter) is present
 2. A notice of the proposed amendment is given with the required notice of the committee meeting.

4. Headquarters

The headquarters of the club shall be at Diazstr.195 Windhoek, which address will be of the Secretary of the club. The postal address of the club shall be P.O.Box 40675 Windhoek

5. Administration

The affairs of the club will be administrated by the committee as defined hereinafter.

6. List of members

The committee shall forward a list of members to all individual members annually.

7. Members of the club

The following are classes of membership of the club:

7.1 Founding members

The persons who participated in founding the club and attended the meeting at which this constitution was approved shall be “Founding members”. Their rights are the same as those of ordinary members except that they wear a different or additional badge indicating that they are Founding members.

7.2 Ordinary Members

Any person over the age of 18 years who, having been elected to membership by the committee, has paid the required membership fee and annual subscription as laid down in the bye-laws.

7.3 Junior member

Any person between the age of 8 and 18 years and has paid the annual subscription for junior members as laid down in the bye-laws.

7.4 Honorary members

Any person who wishes to give a financial or organizational support to the club or who assist in the training of members in the running of the club or organization or sponsorship of tournaments who has been elected as Honorary member by the committee.

7.5 Sponsoring member

Any firm, or individual sponsoring the club or a tournament by making annual financial contribution in excess of N\$ 500.00 will be entitled to become a sponsoring member.

7.6 Application for membership

Any individual may apply for membership in writing on the approved forms for the Secretary of the club.

Membership of the club shall be granted or refused at the sole discretion of the committee at a committee meeting.

7.7 Withdrawal of membership

If a two-third majority of the club, present at any General Meeting, should resolve that a member has ceased to warrant membership, it shall have the right to deprive the member concerned of this membership of the club.

For the purposes of this rule every member, when required to do so by the committee, shall furnish the Secretary of the club with such information as will be required by the General meeting to reach a decision.

8. General Meeting of the club

8.1 The Annual General Meeting

8.1.1 The Annual General Meeting shall be called within three calendar months of the end of financial year.

8.1.2 Written notice of the meeting, setting out the date, venue and business thereof, shall be sent to all members of the club at least 21 days before the meeting.

8.1.3 The following shall be entitled to attend and vote at the meeting:

- Vote:
1. Founding members
 2. Ordinary members
 3. One parent of a junior member

- Attend:
1. Sponsoring member
 2. Honorary member

8.1.4 A quorum shall consist of 6 members entitled to vote at the meeting.

8.2 Special General Meeting

- 8.2.1 A Special General meeting may be convened by the committee upon receipt of a requisition signed by not less than three committee members or six ordinary members to consider proposal to amend the constitution or deal with matters requiring a resolution of a General meeting, such business to be set forth in the requisition for the Special General meeting.
- 8.2.2 Written notice of the meeting setting out the date and venue of the meeting, together with a copy of the requisition, shall be sent to all members of the club not less than 21 days before the date of the meeting.
- 8.2.3 The same classes as for the Annual General Meeting shall be entitled to attend and vote.
- 8.2.4 A quorum shall consists as for the Annual General meeting

8.3 Conduct of General meeting

The secretary of the club shall keep the minutes of the meeting and shall, in due course send copies thereof to all members of the club.

8.3.1 Failure to obtain a quorum

If a quorum is not present, the meeting will be adjourned and another General Meeting will be called as soon as practical thereafter. The provision regarding a quorum shall apply to such further meeting.

8.3.2 Chairman

The chairman shall be elected by majority vote of all members of the club, present at the Annual General meeting

8.3.3 Powers of the chairman

In addition to any deliberative vote to which he may be entitled, the chairman shall have the casting vote.

8.4 Business of the Annual General Meeting

- 8.4.1 To receive and, if thought fit, to adopt the report of the committee on the affairs of the club.
- 8.4.2 To receives and, if thought fit, to adopt the bookkeepers report, the balance sheet and the financial statement of the club.

- 8.4.3 To elect:
 - A) The office bearers such as the Chairman, Vice chairman, Secretary, treasurer, 1-3 additional members and 2 player representatives.
 - B) Honorary members
- 8.4.4 To make recommendations on any matters to be dealt with by the committee.
- 8.4.5 To appoint a bookkeeper for the forthcoming year, if deemed necessary.
- 8.4.6 To transact such further business as may, in terms of the constitution, be dealt with by a General meeting of the club.

9. Secretary/Treasurer

The secretary and treasurer need not to be ordinary members of the club.

10. The committee of the club

10.1 Election of the committee

- 10.1.1 Committee members who shall constitute the committee, shall be elected by a simple majority of those members of the club present and entitled to vote at the Annual General meeting
- 10.1.2 The following members of the club shall be eligible for elections to the committee
 - Founding members
 - Ordinary members
 - Parent of a junior member
 - Sponsoring member

10.2 Membership of the committee

- 10.2.1 If, for any reason whatsoever, a vacancy should occur, the remaining committee shall immediately co-opt a member of the club to the committee for the remaining portion of the current year, such co-opted member to have the full rights pertaining to an elected committee member.
- 10.2.2 Any committee member who, having failed to obtain prior leave of absence from the committee and having failed two consecutive meetings of the committee, shall (unless the committee rules otherwise) automatically retire from the committee.

10.3 Meetings of the committee

The committee shall meet at least once every month.

10.4 Quorum at meeting of the committee

A quorum of the committee shall be four members of the committee with the power to vote at meetings.

10.5 Notice of committee meetings

Notice of committee meetings, stating the venue, date and time and business to be transacted at the meeting, shall be passed to all committee members not less than 4 days before the date of such meeting.

No-receipt of such notice by any committee member shall not invalidate any decisions made at such meeting.

10.6 Power of the committee

10.6.1 The committee shall supervise the management of the affairs of the club in accordance with the provision of the Constitution and take such steps as it consider necessary or desirable to promote the objects of the Constitution.

10.6.2 The committee shall apply the funds of the club in such a manner as to promote the objects specified in the Constitution and such other purposes as it shall deem beneficial to the interest of the club.

10.6.3 The committee shall cause proper books of account to be kept of all income and expenditure, and of all dealings of the club, and shall present the Annual General Meeting statements of income and expenditure and a Balance sheet in respect of the concluded financial year of the club.

10.6.4 The committee may, from time to time, appoint such sub-committees as it shall deem necessary; and delegate such of its powers to such sub-committees as it shall deem fit.

10.6.5 The committee may invite persons other than members of the club to attend its meetings and speak at such meetings. Such person, however, shall not be entitled to vote at the meeting.

10.6.6 Committee meetings may be convened by the Chairman of the club, by the committee itself, or by the Secretary/Treasurer.

10.7 Conduct of the meeting of the committee

10.7.1 Minutes of the meeting

The secretary of the club shall keep minutes of all committee meetings; and shall send copies of the minutes to all members of the committee and all ordinary members of the club within 14 days of the meetings

10.7.2 At any meeting only those members of the committee present at the meeting shall be entitled to vote. Only those members of the committee elected at the

Annual General Meeting shall be entitled to vote when present at the committee meeting.

- 10.7.3 A simple majority of those members present at the committee meeting shall prevail in all matters.
- 10.7.4 If it is impractical to hold a meeting of the committee, members of the committee may vote by means of the post or e-mail on any matters referred to them for decision by the Executive committee and simple majority of those members voting in this way shall prevail. Any decisions taken in this manner shall be valid and binding until the next committee meeting when such decisions shall be annulled.
- 10.7.5 The committee shall be entitled to sell, purchase, acquire mortgage, let, lease or hire any property, movable or immovable and invest the funds of the club upon good and approved security, or otherwise deal with such funds to the advantage of the club and enter into or cancel any contract or agreement whatsoever affecting the assets of the club.

11 Subscriptions

- 11.1 Annual subscriptions and entrance fees are payable to the club and are laid down in the bye-laws framed and passed by the committee.
- 11.2 **Payments of subscription**
All subscriptions shall be payable on or before the 31 March in each and every year; and any member failing to pay any subscription due and payable shall cease to exercise the rights of membership until subscription is paid.
- 11.3 **Non-payment of subscriptions**
The committee may, at any time, by reason of non-payment of subscription, delete the name of the defaulting member from the records of the club; and thereafter shall cease to be a member of the club.
- 11.4 **Waiver of subscription**
New members, elected after 01 October in any year, shall not be required to pay any annual subscription for the remainder of the financial year.

12 Burgee and Uniforms

The committee shall cause to prepare three alternative designs of burgee and the team clothing but final decisions on these matters shall be taken in a General Meeting of all members.

13 Trophies

- 13.1 Vested in the club
All trophies within the control of the club shall be vested in and remain the property of the club; and the committee shall cause the same to be insured
- 13.2 The committee shall have the power to lay the conditions relating to all trophies within the club's control and alter such conditions.

14 Books of Account and Banking account

14.1 Books of Account

The treasurer shall keep proper books of account

14.2 Banking account

The treasurer shall open an account in the bank approved by the committee and immediately upon receipt of any monies, place the same to the credit of the account. The treasurer shall be empowered to operate on such account or accounts by means of cheque or withdrawal forms, drawn or signed by himself and countersigned by one of the members of the committee of the club.

14.3 Auditing of the books of account

The books of the club shall be audited by a bookkeeper appointed as the club's auditor at a General Meeting of the club, if deemed necessary.

15 Regulations and Bye-laws

The committee may, subject to the terms of the constitution, make such bye-laws and rules as it may consider being necessary for the proper conduct of its affairs and those of the club. The terms of existing rule, further rules, bye-laws and resolutions of the committee shall be binding on the members of the club.

16 The club may be dissolved, or merge with another club with similar purposes and objects in each case only

- 1) on a resolution passed by the majority of the members present at a duly constituted General Meeting of members;
or
- 2) on an application to court of law by any member on the ground that the club has become dormant or is unable to fulfill its purposes and objects.

17 On merger, the assets of the club shall acure to the club with which the merger is effected

18 On dissolution, the assets of the club shall be realized by a liquidator appointed by the General Meeting or the court, as the case may be, and the proceeds shall be distributed equally amount such persons as are members at the date of the resolution or the order of court, as the case may be.

19 Every member shall cause his or her address or any change thereof to be recorded with the Secretary.

20 Any notice or communication of whatever kind to a member, on being posted in an envelope, bearing such address as at the time of posting is recorded in the

club's records, be deemed for all purposes to have been received by such member within 48 hours of its being placed in the post.

- 21** The accidental omission to give notice of any meeting to any person or persons entitled to be present thereat shall not invalidate the proceeding at the meeting
- 22** Any kind, alteration or repeal of a bye-law by the committee shall be notified on the club board for a period of two weeks and shall only laps of such period become effective and binding.
- 23** Every officer and member of the club shall be entitled at all reasonable times to inspect all books and other documents of the club, which the Secretary or other custodian shall accordingly be obliged to produce