

10 Meetings

10.1 Meetings of the Federation

The meetings held by the Federation will be the Annual General Meeting and any Special General Meetings.

10.2 Annual General Meetings

The Annual General Meeting will be held no later than 28th February in each year.

The business to be transacted will be:

- the consideration and adoption of the Annual report;
- the adoption of the audited financial statements and budget together with any amendments sanctioned by the meeting;
- election of Board Members for the ensuing year; and
- such other business as may be provided for in these Rules of which due notice has been given.

Subject to the unanimous agreement of those persons entitled to vote at the Annual General Meeting, further business not involving an alteration to the Rules may be dealt with at the Annual General Meeting, provided a quorum is present at all times during the meeting.

A quorum shall be seventy five percent (75%) of those eligible to vote. Proxies shall apply.

Any remits or recommendations to be discussed at the Annual General Meeting must reach the Operations Manager at least 21 days before the Annual General Meeting.

Remits or recommendations will be circulated by the Operations Manager 14 days before the meeting.

The annual report and audited financial statements will be made available to the public from the Registered Office and the Federation Internet Website.

Nominations for the office of the elected Board Members will close with the Operations Manager 21 days before each Annual General Meeting, and will be circulated to all Affiliated Councils 14 days before such meeting. In the event of insufficient nominations being received those nominated will be duly elected, and nominations for the remaining vacancies will be taken at the Annual General Meeting.

All nominations shall be accompanied by a statement from the Chairperson, Secretary or other recognised official of an affiliated body to the effect that the person being nominated is a bona fide affiliated member of the Taranaki Hockey Federation Incorporated as provided for in Clause 5.4(b) above.

The current Board Chairperson shall be the Chairperson at the Annual General Meeting and Special General Meetings and in his or her absence any other current Board member as the Board may see fit to appoint...

Except for the election of the Board Members, voting at the Annual General Meeting and Special General Meetings will be by show of hands, which will be conclusive on the declaration of the Chairperson, unless a vote by ballot be immediately requested.

The Chairperson of any meeting may, with the consent of the meeting, alter the order in which the business of the meeting is to be taken.

Any Annual General Meeting may be adjourned to such other time as the majority of votes may resolve. In the event of a quorum not being present within 30 minutes of the time for which the meeting was called, such delegates as are present, or if there is no delegate present, the Chairperson of the meeting may adjourn the meeting to such other time and place as may be decided, providing all Affiliated Bodies are notified of the time and place such adjourned meeting will be held.

Notwithstanding anything contained in any of these Rules, any person who is a paid official of the Association will not have a vote at any Annual or Special General Meeting of the Federation or at any meeting of the Board or on any committee of the Association and its Councils.

Not less than 28 days' written notice must be given to all Affiliated Councils of the Annual General Meeting and not less than 14 days written notice must be given of Special General Meetings. Each notice must state the date, place and business to be transacted at each meeting. Each notice will be given by sending the same in pre-paid letters by post addressed to the secretaries of Affiliated Bodies and any notice so given will be deemed to have been received three (3) days after the date of posting.

10.3 Special General Meeting

Special General Meetings may be convened by the Board on its own initiative and / or will be convened by the Board, within four weeks of receipt of a request signed by not fewer than two (2) Affiliated Bodies or their delegates setting out the objects of the proposed meeting. At such meetings a report of the Board on business transacted since any previous Annual General Meeting will be submitted. No Special General Meeting will be adjourned.

10.4 Accidental Omission

The accidental omission to give notice of meeting or the non-receipt of a notice by any member entitled to receive notice shall not invalidate the proceedings of any General Meeting.

11 Representation at Annual General Meetings of the Board

The following will be the basis for delegate representation at General Meetings.

Each Affiliated Council shall have the following voting entitlement:

- The Taranaki Hockey Umpires Council shall be entitled to appoint ONE (1) voting delegate;
- The Youth Council shall be entitled to appoint TWO (2) delegates;
- The Club Council shall be entitled to appoint TWO (2) delegates;

The five (5) delegates and votes will be the maximum entitlement.

A majority decision rule shall apply.

12 Proxies

Delegates may be represented at any meeting of the Association, either in person or by written proxy, provided that no delegate may exercise a vote (or votes) for more than one Affiliated Council, either in person or by proxy.