

**CONSTITUTION OF THE NELSON MANDELA UNIVERSITY HOCKEY CLUB**

**DEFINITIONS**

In this constitution, unless the context otherwise indicates -

- “Club” means the Nelson Mandela University *Hockey Club*;
- “NMU” means the Nelson Mandela University;
- “University” means the Nelson Mandela University;
- “Student” means a registered student at the Nelson Mandela University;
- “AGM.” means the Annual General Meeting
- “SGM” means Special General Meeting
- “Members” mean the paid up and registered members of the club;
- “SC” means the Nelson Mandela University Sport Committee
- “USSA” means the University Sport South Africa
- “SFC” means the Nelson Mandela University Sport Finance Committee
- “ESC” means the Nelson Mandela University Executive Sport Council
- “EPHF” means Eastern Province Hockey Federation

**1 NAME**

The name of this club shall be the Nelson Mandela University *Hockey Club* (hereinafter referred to as the Club).

**2 STATUS**

As a club registered at the University, the Nelson Mandela University *Hockey Club* has no legal standing and operates under the auspices of the University Sport Committee.

**3 MISSION**

The mission of the Nelson Mandela University *Hockey Club* is:

- 3.1. To provide the University community (students and staff) ample opportunity to participate in the sport on competitive and recreational level.
- 3.2. To use every opportunity to market the University positively through presenting professional programs and achieving excellent results.
- 3.3. To present and become involved in community outreach programs within the framework of the coordinated programme of the Sport Bureau.

**4 AIMS AND OBJECTIVES**

The aims and objectives of the Club shall be the following: (Describe within framework of mission)

**5 COLOURS**

The colors of the Club shall be the standard Nelson Mandela University colors as contained in the logo of the University.

**6 FUNCTIONING**

The Club has full responsibility and independent decision-making powers in all matters subject to the following:

6.1 The SFC co-ordinates and arranges all general matters concerning sport, such as controlling and supervising the use of facilities, clubhouses, etc.

6.2 Participation of the Club in all tournaments and leagues, both locally and at tertiary level, shall be with the approval of and co-coordinated by the SFC.

6.3 The Chairperson of the Club shall attend all the meetings of Chairpersons of all sports clubs. At such meetings, which are held at least four times a year, common sports matters are discussed. The meeting of Chairpersons also advises the Student Sport Council and the ISFC.

6.4 The SFC will oversee all negotiations entered into with firms to enlist sponsors for the Club.

6.5 The SFC will oversee all contractual negotiations on behalf of the Club.

Other specific matters pertaining to Hockey.

**7 AFFILIATION**

7.1 The Club shall affiliate to the Eastern Province Hockey Federation, an affiliate to the *South African Hockey Association (SAHA)*.

# NELSON MANDELA

## UNIVERSITY

7.2 The Club shall affiliate to USSA Hockey.

### **8 MEMBERSHIP**

The following persons shall be eligible for membership of the Club.

8.1 All registered students at and all members of staff in the service of the University.

8.2 The Nelson Mandela University Hockey Club is in principle a closed club. The Club, however, has the right, by a majority vote at an Annual General Meeting, to determine whether non-bona fide students may or may not become members of the Club. The nature and character of the Club, as a student club, must however always be retained.

8.3 Only bona fide students of the University may participate in intervarsity and SA Tertiary tournaments.

### **9 VOTING RIGHTS**

9.1 All registered members who have paid their membership fees have the right to vote at the AGM, General Meetings and elections of the Club.

9.2.1 Members to whom the Club Committee has offered membership may also vote at meetings. These members may not exceed 20% of the total members of the Club.

### **10 MEETINGS**

#### **10.1 GENERAL MEETINGS**

10.1.1 The Club shall hold at least two general meetings during the course of the year, one during each semester, to inform members of activities.

10.1.2 Notice of a general meeting must be given seven days before the meeting. The agenda must accompany the notice.

10.1.3 A notice of any meeting of members of the Club is only deemed official if the notice has been posted on all notice boards.

10.1.4 A quorum at any of the members' meetings of the Club is constituted by 20% of the members.

**10.2 EXTRAORDINARY GENERAL MEETINGS**

10.2.1 At the written request of 10% of the members an extraordinary meeting may be called.

10.2.2 Notice of such a meeting must be given 7 days prior to the meeting.

**10.3 ANNUAL GENERAL MEETING (AGM)**

10.3.1 An AGM must be held during September or October of each year.

10.3.2 Notice of an AGM must be given at least seven days in advance. The agenda must accompany the notice.

10.3.3 Copies of minutes of the AGM, annual report and financial report, must be handed in to the Deputy Director: Sport.

10.3.4 If a quorum is not present at the time of the duly convened AGM the meeting will be postponed for 30 minutes after which it will proceed as if a quorum were present.

10.3.5 Resolutions taken at an AGM are only binding if they are adopted by a majority vote and within the framework of the authority of the Club.

**11 EXECUTIVE COMMITTEE**

11.1 The Club shall be controlled by an Executive Committee which shall be elected at the AGM and shall consist of the following: -

11.1.1 President

11.1.2 Secretary

11.1.3 Chairperson (Must be a student/staff member/alumnus)

11.1.4 Vice-Chairperson (Must be a student/staff member/alumnus)

11.1.5. Club Captain

11.1.6 Lower League Representative

11.1.7 2 Additional members from the floor.

11.1.8 Social & Marketing and Fundraising Representative

11.1.9 The Sport Manager responsible for Hockey,  
Director of Sport and Deputy Director of Sport at Nelson Mandela University are ex officio members of all committees.

- 11.2 Nominations for the various portfolios shall be called for two weeks prior to the meeting and will be closed one day before the meeting. If not enough nominations are received nominations may be called for and accepted at the meeting.
- 11.3 Members may be re-elected in their current portfolios. If no nominations are received for a specific portfolio and the present member in that portfolio is available for re-election that person shall be deemed to have been elected.
- 11.4 Voting at the meeting shall be by secret ballot.
- 11.5 Fifty percentage of the executive must be bona-fide students and gender must be taken into consideration.

**12 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

- 12.1 The Executive Committee in accordance with the relevant sport manager shall organize and co-ordinate the activities of the Club.
- 12.2 The Executive Committee shall report regularly to the members at general meetings where decisions will be ratified.
- 12.3 All disciplinary matters in the Club and against its members while participating in any kind of matches must be reported to the ESC for its information.
- 12.4 The ESC shall have the power, in any disciplinary matter submitted to it, to take the matter up with the Club via the Executive Committee which will act as the disciplinary committee. Any matter may be referred to the ESC for settlement.
- 12.5 The Executive Committee shall hear, deal with, consider and decide upon protests or reports submitted by members.
- 12.6 The Sport Manager, Chairperson and Executive Committee shall be responsible for:

- 12.6.1 Determining policy for the Club, subject to the general policy of the ESC.
- 12.6.2 Provide guidance on needs within the Club and Club members on general managerial matters;
- 12.6.3 Establish a strategic plan for the Club with the accompanying managerial guidelines for achieving the set objectives;
- 12.6.4 Carry out normal managerial duties as contained in the constitutional provisions concerning offices and portfolios;
- 12.6.5 Regularly evaluate to determine the success achieved by the Club.
  
- 12.7 Vacancies on the Executive Committee may be filled by elections called by the Executive during the year or by co-opting members into the vacancies.
- 12.8 The Executive may appoint sub-committees as the need arises.

**13 MEETINGS OF THE EXECUTIVE COMMITTEE**

- 13.1 At least four (4) meetings must be held per annum
- 13.2 Minutes of meetings must be handed in to the Deputy Director of Sport within one week after the meeting.
- 13.3 Ex officio members of the Executive must receive formal notice of all meetings.

**14 FINANCE**

- 14.1 Financial administration must be in accordance with the general guidelines of the University.
- 14.2 No orders for sport equipment, clothing or any capital items may be placed without the prior approval of the Sport Manager subject to confirmation by the Director of Sport.

**NELSON MANDELA**  
UNIVERSITY

**15 COLORS AND AWARDS (COLOURS COMMITTEE)**

- 15.1 Members who have obtained full Provincial, USSA National or National colors during the year will be nominated for Nelson Mandela University Colors. Nominations will be finalized by the committee and presented to the ESC before the last day of September.
  
- 15.2 Members who performed exceptionally during the year will be nominated for the various awards presented by Nelson Mandela University Sport annually

**16 CONSTITUTIONAL AMENDMENTS**

- 16.1 This constitution may be amended only at an (Annual) General Meeting.
  
- 16.2 An amendment shall be adopted only if at least two-thirds of the members present at the meeting vote in favor of such amendment.

**17 DISSOLUTION OF THE CLUB**

Should the Club be dissolved, all equipment, apparatus and documents shall be entrusted to the care of the Sport Bureau.  
**This constitution and all amendments thereto are subject to the ESC constitution and the rules and regulations as determined by the ESC.**

THIS CONSTITUTION WAS ADOPTED ON \_\_\_19\_/\_10/\_2017\_\_\_