

**HONG KONG HOCKEY ASSOCIATION
PROMOTION & DEVELOPMENT SECTION
BYE- LAWS**

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1. NAME AND AUTHORITY

- 1.1 The Section shall be called the Hong Kong Hockey Association – Promotion & Development Section, hereinafter referred to as “P&D Section”.
- 1.2 The Bye-laws of the P&D Section are formulated under the authority of Articles 15 and 16 of the Articles of Association of the Hong Kong Hockey Association, hereinafter referred to as “HKHA”.
- 1.3 The Bye-laws of the P&D Section, and any amendment thereto, are to be approved by the HKHA Council before implementation.

2. OBJECTIVES

- 2.1 The objectives of the P&D Section are:
 - (a) To promote and develop hockey in Hong Kong
 - (b) To promote and develop hockey coaches at all levels.
 - (c) To generally promote and develop hockey in all areas as seen fit by the HKHA.

3. MEMBERSHIP

- 3.1 A Club/Team/School, hereinafter referred to as “Club”, that enters a team or teams in mini-hockey league/competitions and/or youth league/competitions shall be eligible to become affiliated to the P&D Section on payment of an affiliation fee which has been approved by the HKHA Council. (Note: the current approved fee is \$200 per club per year)
- 3.2 Clubs, which have been accepted as an affiliated member of the P & D Section shall only be entitled to vote at General Meetings after two (2) years following their participation in the mini-hockey and/or youth league/competitions.
- 3.3 Clubs may be required to pay entrance fees to cover administrative and competition expenses for events organized by the P&D Section from time to time.

4. OFFICIALS AND COMMITTEE MEMBERS

- 4.1 Officials will consist of the Chairman, Hon. Secretary, Hon. Treasurer and other Committee Members as defined in 4.2.
- 4.2 The P&D Section shall be governed by a Committee consisting of a Chairman, Secretary and Treasurer (hereinafter referred to as the Executive Committee), four Committee Members and an ex-officio representative of the Hong Kong Hockey association (HKHA) Council. Other than the ex-officio representative, the seven (7) Committee Members shall be elected at the P&D section Annual General Meeting (AGM). Only the seven (7) Committee Members elected at the AGM shall have voting rights.
- 4.3 No person shall be eligible for nomination to the P&D Section if he/she is currently serving in an elected position in the HKHA Council or a Section under the HKHA Council (HKHA Council/Section), other than the P&D Section. A person who is desirous of being nominated to the P&D Section, and if elected, shall resign from his/her position in the HKHA Council/Section, other than the P&D Section, within 30 days of being elected to the P&D Section. If the person does not resign from the other position within the specified period, he/she shall be deemed to have resigned from the P&D Section.
- 4.4 Executive Committee Members elected at an Annual General Meeting shall remain in office for a term of two years but may stand for re-election. The four (4) Committee Members shall remain in office for one (1) year but may stand for re-election.
- 4.5 The Committee’s consent is required for Committee members to stand for re-election in the event they have attended less than sixty percent (60%) of the P&D Section Committee meetings during their term of office.

- 4.6 The Committee's consent is also required for Executive Committee Members to serve a second year of their term of office in the event they have attended less than sixty percent (60%) of the P&D Section Committee meetings during the first year of their term of office. Executive Committee Members who have attended less than sixty percent (60%) of the P&D Section Committee meetings during the second year of their term of office require the Committee's consent to stand for re-election
- 4.7 The Executive Committee may co-opt additional members on the Committee as they deem fit

5. COMMITTEE MEETINGS

- 5.1 The P&D Section shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit. Questions arising at any P&D Section Committee meetings shall be decided by a majority of votes. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.
- 5.2 The Hon. Secretary of the P&D Section shall call meetings at the P&D Section Committee's direction but at least once every two (2) months and shall give all P&D Section Committee Members at least seven (7) days notice for an ordinary meeting and at least forty-eight (48) hours for a special meeting.
- 5.3 The business to be transacted shall be in accordance with the objectives of the P&D Section.
- 5.4 The Chairman shall preside at all meetings. In the absence of the Chairman, the Committee Members present shall choose one of their own members to preside as Chairman for that meeting.
- 5.5 The quorum necessary for the transaction of P&D Section Committee business shall be four (4) members
- 5.6 The P&D Section Committee may appoint sub-committees for particular purposes and report on any matter relevant to the business of the P&D Section.
- 5.7 Any Sub-Committee formed under Bye-law 5.6 shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the P&D Section Committee. A 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 member present and in the case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- 5.8 All Sub-Committees shall obtain the P&D Section Committee's prior written approval for any expenditure, and shall report regularly to the P&D Section Committee.

- 5.9 The P&D Section Committee shall have the power to fill any casual vacancy which may occur among its members at a special meeting.
- 5.10 The P&D Section Committee shall have the power to invite any person as the Committee thinks fit to attend any meeting of the P&D Section Committee. Such person that attends is accorded the status of observer only.
- 5.11 The P& D Section Committee shall have the power to invite any member of the HKHA Men's Section or HKHA Women's Section to attend any meeting of the P&D Section Committee. Such person that attends is accorded the status of observer only.
- 5.12 Each P & D Section Committee member shall have power to convene a meeting electronically by internet, fax or by telephone for the purpose to conduct day to day business of the P&D section.
- 5.13 Any meeting so convened under Bye-law 5.12 and decisions taken need to be endorsed and acknowledged by minutes in subsequent committee meetings convened under Bye-law 5.1.

6. POWERS OF P&D SECTION COMMITTEE

- 6.1 The P&D Section Committee shall have power to act in any manner consistent with these Bye-laws including, but not limited to the making, amending or deleting of P&D Section Bye-laws. Such Bye-laws shall be submitted to, and be approved by, the HKHA Council before implementation.
- 6.2 Decisions of the P&D Section Committee in interpreting the general wording of any Bye-law, or dealing with any matter not provided for in these Bye-laws, shall be confirmed by the HKHA Council as soon as practical.

7. GENERAL MEETINGS

- 7.1 The P&D Section shall in each year hold an Annual General Meeting (AGM) which shall be held no later than 30th June for the purpose of:
- (a) Confirming the Minutes of the last AGM and any other General Meetings held in the intervening period;
 - (b) Considering any matters arising therefrom;
 - (c) Receiving the annual report from the Chairman;
 - (d) Receiving, considering and approving the Income & Expenditure Accounts and the Balance Sheet for the period ending 31st March of the current year.
 - (e) Electing Committee Members for the ensuing year in accordance with these Bye-laws, and

- (f) Considering any other business of which due notice has been given in accordance with these Bye-laws.
- 7.2 The Hon. Secretary of the P&D Section 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) All HKHA Council Members
 - (b) The Hon. Secretary General of the HKHA
 - (c) The Hon. Secretary of each HKHA Section
 - (d) Each P&D Section Committee Member, and
 - (e) The Convenor of each eligible Club as defined under Bye-law 3.1
- 7.3 The accidental omission to give notice of a meeting to any person to receive such notice shall not invalidate the proceedings at that meeting.
- 7.4 Nominations for the seven (7) P&D Section Committee members to be elected at the AGM must be forwarded to the Hon. Secretary of the P&D Section, in writing, at least seven (7) days before the AGM. The Proposer and Seconder of a nomination shall not be from the same Club. Only if there are insufficient nominations for the P&D Section Committee 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.
- 7.5 A Convenor of a Club affiliated to the P&D Section may submit to the Hon. Secretary of the P&D Section notice of any other business to be considered at the AGM. Such notice shall be in writing and shall be received by the Hon. Secretary of the P&D Section at least seven (7) days before the date of the AGM. Such business will then be included on the agenda for that AGM.
- 7.6 The Hon. Secretary of the P&D Section shall dispatch the agenda, together with a copy of the accounts and list of nominations, to all persons listed at Bye-law 7.2, as soon as practicable before the AGM.
- 7.7 Six (6) members entitled to vote at the General Meeting of the P&D Section shall form a quorum at such General Meetings.
- 7.8 All General Meetings other than the AGM should be called Extraordinary General Meeting (EGM). An EGM may be convened by the P&D Section Committee whenever necessary or upon a request by at least one-third ($1/3^{\text{rd}}$) of the affiliated clubs to that effect to the Secretary of the P&D Section.
- 7.9 The Secretary of the P&D Section shall convene the EGM within twenty-eight (28) days of the request for an EGM of which fourteen (14) days notice shall be given to all those persons listed in Bye-law 7.2.

- 7.10 The Secretary of the P&D Section shall dispatch the agenda, together with copies of any documentation relevant to the item(s) to be considered at the EGM, to all persons listed in Bye-law 7.2, as soon as practicable before the EGM.
- 7.11 Each affiliated Club shall be entitled to one (1) vote at General Meetings.
- 7.12 The Chairman of the P&D Section shall preside as Chairman at every General Meeting, or if he/she is not present within (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act or is absent from Hong Kong, or as given notice of his/her intention not to attend the meeting, the P&D Section Committee members shall elect one of their own number to preside as Chairman for that meeting.
- 7.13 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, or such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Members present shall be a quorum.
- 7.14 Every proposal at an AGM or EGM shall be seconded and decided by a majority of those present and entitled to vote and voting, except when Bye-law 7.17 applies.
- 7.15 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 Chairman of the meeting; or
 - (b) at least two (2) voting representatives present in person.
- 7.16 If a paper ballot is duly demanded it shall be taken in such manner as the Chairman of the meeting directs. In a paper ballot each affiliated Club shall be entitled to one (1) vote, which shall be cast by the authorized representative permitted to vote at such meetings, providing such authorized representative personally signed the attendance register before the commencement of that General Meeting.
- 7.17 In the case of an equality of votes, whether on a show of hands or on a paper ballot (but subject to Byelaw 7.18 below), the Chairman 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.
- 7.18 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 chairman of the meeting (or such other person designated by a majority vote of the representatives of the affiliated clubs, if the chairman himself is contesting the election in question), shall be entitled to a second or casting vote.

8. MINUTES

- 8.1 The Hon. Secretary of the P&D Section or his nominee or any individual appointed by the P&D Section Committee in his place shall take minutes covering resolutions and proceedings of all P&D Section meetings.
- 8.2 These minutes shall be considered at the following appropriate meeting of that same P&D Section Committee and, if approved, shall be signed by the Chairman of such next meeting. The Chairman of the meeting's signature shall be conclusive evidence of the correctness of the minutes.
- 8.3 Copies of these minutes shall be forwarded to:
 - (a) The Hon. Secretary General of the HKHA;
 - (b) Each P&D Section Committee member.

9. ACCOUNTS

- 9.1 The Hon. Treasurer of the P&D Section shall keep the books of accounts. All receipts shall be deposited into a bank account in the name of the HKHA P&D Section and all cheques drawn thereon shall be signed jointly by any two of the Hon. Treasurer, Hon. Secretary and Chairman. The Hon. Treasurer shall be given notice of all P&D Section financial transactions.
- 9.2 The Hon. Treasurer of the P&D Section shall present the Income & Expenditure Accounts and the Balance Sheet for the period ending 31st March of the current year for consideration by the P&D Section Committee in June each year.
- 9.3 After approval by the P&D Section Committee, the Income & Expenditure Accounts and the Balance Sheet for the period ending 31st March of the current year shall be presented at the next P&D Section AGM.

10. FEES AND OUT-OF-POCKET EXPENSE

10.1 Expenses as approved by either the HKHA Council or the P&D Section Committee are permitted. The amounts and types shall be dependent on current rulings.

11. INDEMNITY

11.1 Every Office Bearer or Committee Member or HKHA Staff shall be indemnified by the HKHA against all costs, losses and expenses which any officer, committee member, or HKHA staff may incur or become liable to in respect of any act or deed done by them 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.
