

# **THE RULES OF THE WAIKATO LACROSSE ASSOCIATION, INCORPORATED**

Updated 02 October 2023  
These Rules rescind all previous Rules.

## **PART 1 - INTRODUCTION**

### **1.1 DEFINITIONS**

The following words shall have the following meanings within the text of these Rules and in Regulations made under these rules.

1. "Association" means the Waikato Lacrosse Association, Incorporated.
2. "Annual Meeting" means an Annual General Meeting of the Association.
3. "Meeting" means an Annual Meeting and/or a Special Meeting.
4. "Objects" means the objects of the Association.
5. "Rules" means the Rules of the Association.
6. "Regulation" means Regulations made under these Rules.
7. "Board" means the Association Board as described in Section 7.1.
8. "Chairperson" means the Chairperson of the Association.
9. "President" means the President of the Association.
10. "Secretary" means the Secretary of the Association.
11. "Treasurer" means the Treasurer of the Association.
12. "Officers" means officers of the Association as defined in Section 6.1.
13. "Member" or "Members" means a member or members of the Association.

## **PART 2 - GENERAL**

### **2.1 NAME**

The name of the Association shall be the Waikato Lacrosse, Incorporated.

### **2.2 AUTHORITY**

The Association shall have authority as given to it in these Rules.

### **2.3 REGISTERED OFFICE**

The registered office of the Association shall be at such address as shall be decided from time to time by the Board.

### **2.4 OBJECTS**

The objects of the Association shall be to:

1. be the governing body to promote, develop, foster the sport of lacrosse for the recreation and entertainment of the general public in the Waikato;
2. support and assist our Members to deliver lacrosse in the Waikato;
3. support the New Zealand governing body in achieving its objects;
4. encourage, educate and promote lacrosse as an activity that promotes and maintains the health and wellbeing of all participants in lacrosse;
5. promote opportunities and facilities to enable, assist and enhance the participation, enjoyment and performance in lacrosse in the Waikato, including competitions, tournaments, representative programmes and international matches and tours;
6. affiliate and co-operate with kindred and other organisations, including our governing body and other regional lacrosse bodies;
7. represent the Waikato on the New Zealand governing body and to participate as a member in a way that represents the best interests of the regional body;
8. comply with the Laws of the Game and the by-laws, regulations and resolutions of the New Zealand governing body and World Lacrosse, and to require Members to similarly comply;
9. do all such other things to promote the interests of lacrosse in the Waikato.

### **2.5 POWERS**

The powers of the Association shall be:

1. To prescribe, make and adopt such rules, regulations and resolutions and to do all such acts and things as may be necessary or desirable to carry out the

Objects or to conduct its business including the doing of all such lawful things as are incidental or conducive to the attainment of any of the Objects.

2. To prescribe any fees or charges to be paid by Members and Participants.
3. To purchase, take on lease, exchange or otherwise acquire any lands, buildings, easements or any real or personal property which may be required for the purpose of, or conveniently used in connection with any of the objects and to sell convey, transfer, assign, mortgage, give, exchange or otherwise dispose of the same.
4. To hire or employ an executive director, secretaries, managers, servants workmen or any other type of employee and to pay them and other persons in return for services to the Association such salary, wages, gratuities, fees or pensions as the Association may from time to time determine.
5. To subscribe to or become a member of, or affiliate with, any association, society or organisation whose objects are similar either wholly or in part to the objects or which may further the objects in any way.
6. To expel, suspend or otherwise discipline any Member or Participant.
7. To delegate such of its powers as it may from time to time deem fit.
8. To invest and reinvest in such securities and upon such terms as it thinks fit the whole or any part of the funds of the Association and to employ and deal with the funds of the Association in such manner as it deems fit in the interests of the Association.
9. To borrow or raise and give security for money in such manner, as the Association shall think fit including the issue of bonds, debentures, promissory notes, mortgages or other obligations or securities of the Association secured upon its assets.
10. To enter into any arrangement with any Government or authority, international, municipal, local or otherwise that may seem conducive to the Association's objects or any of them and to obtain from any such Government or authority, any rights, privileges and concessions which the Association thinks desirable and to carry out, exercise and to comply with any such arrangements, rights, privileges and concessions.
11. To do all such other acts as in the opinion of the Association shall further the objects.

## **2.7 COLOURS**

The colours of the Association shall be Red, Black, White and gold.

## **2.8 THE FINANCIAL YEAR AND MEMBERSHIP YEAR OF THE ASSOCIATION**

The financial year and the membership year shall be the same, and shall be from the first day of June to the last day of May.

## **2.9 THE COMMON SEAL**

The Association shall have a common Seal, which shall be held for the Association by the Secretary and which shall be affixed to all contractual documents. However, it shall not be affixed to any document except by two members of the Board pursuant to a resolution of the Board. The members who affix the Common Seal to the document shall sign such a document on behalf of the Association.

## **2.7 LIQUIDATION**

In the event of the disbandment or winding up of the Association, which shall be decided at Special Meetings called specifically for that purpose, the following wording applies: If upon the winding up or dissolution of the association there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the participants of the association but shall be given or transferred to some other organisation or body having objects similar to the objects of this association, or to some charitable organisation or purpose, within New Zealand.

## **PART 3 - MEMBERS**

### **3.1 MEMBERSHIP**

Representatives will be chosen by the Members in March each year and remain as the nominated representative for 12 months. The classes of membership are as follows.

1. Schools. Schools will nominate and provide mandate for 2 Representatives chosen by a staff member of the school, (who has the permission of the Principal to act on the Schools behalf). The Representatives can include Coaches or Managers who are not employees of the school.
2. Clubs. Club members will nominate, and vote on 2 Representatives to provide mandate for them to act on their behalf.

### **3.2 MEMBERSHIP APPLICATIONS**

All applications shall be made in writing in such form as shall be prescribed from time to time by the Board. A new Member or change in membership representation may be made at any meeting of the board or at a Meeting of the members. The Board or a Meeting may refuse to elect an applicant to membership. A change in membership representation request must be accompanied by appropriate documentation.

### **3.3 SUBSCRIPTIONS AND LEVIES**

1. The annual subscription for different classes of member, and any amount payable on joining the Association shall be set by resolution of a General Meeting.
2. The Board may by resolution impose a levy or levies for different classes of members for an amount not exceeding the maximum total set by resolution of a general Meeting.
3. Any member failing to pay the annual subscription, or any levy within one calendar month of the date the same was set, shall be considered as unfinancial, and shall (without being released from the obligation of payment), have no membership rights and shall not be entitled to participate in any Association activity until all arrears are paid, and shall be deemed to have ceased to be a Member, until all arrears are paid in full unless specifically exempted by resolution of the Board.

### **3.4 MEMBERS RIGHTS**

A Member shall be entitled to take part in all activities of the Association if it meets its responsibilities as a member.

### **3.5 MEMBERS RESPONSIBILITIES**

For as long as any member is a member of the Association it will:

1. provide a list of all of their members (participants of WLA) annually;
2. submit AGM, and SGM if applicable, minutes annually, as well as minutes outlining chosen Representatives.
3. apply its property and capacity in pursuit of WLA Objects and their own objects;
4. do all that is reasonably necessary to enable the WLA Objects and their own objects to be achieved;
5. act in good faith with loyalty to WLA to ensure the maintenance and enhancement of NZL and WLA and lacrosse, and its reputation, and to do so for the collective and mutual benefit of NZL and WLA Members and lacrosse;
6. operate with, and promote, mutual trust and confidence between WLA and WLA Members; and
7. always act in the interests of WLA Members and lacrosse.

### **3.6 CESSATION OF MEMBERSHIP**

Any Member may resign from that Member's class of membership by written notice to the Secretary, and each such resignation shall take effect from the end of the Associations then current financial year (last day of May).

A member can be expelled from the Association under section 10.2

## **PART 4 – PARTICIPANTS**

### **4.1 PARTICIPANTS**

The classes of participants are as follows:

1. Player
2. Coach
3. Manager
4. Official
5. Administrator
6. Spectator/Supporter

Individuals will need to select one primary class of participant, however they may belong to more than one.

### **4.2 PARTICIPANT APPLICATIONS**

All Member Schools and Clubs will register all their members as WLA participants annually. Any participant who is not a member of a Member Club or School may register as a participant in writing in such form as shall be prescribed from time to time by the Board. An individual may be classed as a participant whether or not they have registered formally with the Association. The Board or a Meeting may refuse to elect a person as a participant.

### **4.3 SUBSCRIPTIONS AND LEVIES**

Participation levies for players are set by the Board. There will be no participation levy for other participants. This does not preclude other participants from needing to cover costs associated with their roles. This could be food costs, course costs or other such items.

### **4.4 PARTICIPANT RIGHTS**

Participants will have the right to partake in activities of the association, trial to represent the Association and be selected as a delegate to represent the Association.

### **4.5 PARTICIPANT RESPONSIBILITIES**

For as long as any individual is a participant of the Association they will:

1. do all that is reasonably necessary to enable the WLA Objects be achieved;
2. act in good faith with loyalty to WLA to ensure the maintenance and enhancement of NZL and WLA and lacrosse, and its reputation, and to do so for the collective and mutual benefit of NZL and WLA Members and lacrosse;
3. operate with, and promote, mutual trust and confidence between WLA and WLA Members; and
4. always act in the interests of WLA Members and lacrosse.

#### **4.6 CESSATION OF MEMBERSHIP**

Any Participant may resign from that Participant's class by written notice to the Secretary, and each such resignation shall take effect from the end of the Associations then current financial year.

A participant can be expelled from the Association under section 10.2

## **PART 5 - SPECIAL MEMBERSHIP**

### **5.1 LIFE MEMBERSHIP**

1. The Association may at an Annual Meeting elect to life membership of the Association any person who in the opinion of the Association has rendered conspicuous service over a long period of time.
2. No Candidate shall be elected to life membership unless the affirmative votes cast shall be two thirds of the total votes cast by those entitled to vote at an Annual Meeting.
3. A life member of the Association shall not unless otherwise qualified have the right to vote on matters before the Association but shall have the right to move and second motions.
4. A life member shall have the right of entry free of charge to all meetings and activities of the Association.
5. A Candidate for life membership shall be nominated by the Association Board at an Annual Meeting under general business.

### **5.2 HONORARY MEMBERSHIP**

1. The Association may at an Annual Meeting elect to Honorary Membership any person who in the opinion of the Association has an association with the Association, which the Association wishes to recognise.
2. No Candidate shall be elected to Honorary membership unless the affirmative votes cast shall be a majority of the total votes cast by those entitled to vote at an Annual Meeting.
3. An Honorary Member of the Association shall not unless otherwise qualified have the right to vote on matters before the Association.
4. An Honorary Member shall have the right of entry free of charge to all meetings, and activities of the Association.
5. A Candidate for Honorary Membership shall be nominated by the Association Board at an Annual Meeting under general business.

## **PART 6 - THE ASSOCIATION'S OFFICERS**

### **6.1 OFFICERS OF THE ASSOCIATION**

The officers of the Association shall be as follows:

1. President
2. Chairperson
3. Secretary
4. Treasurer

In addition, the Annual Meeting or the Board may appoint such other officers as they shall determine and shall prescribe the duties of such Officers.

### **6.2 OFFICERS EX-OFFICIO ON BOARD**

The Association President, Chairperson, Secretary and Treasurer shall be ex officio members of the Board.

### **6.3 ELECTION OF OFFICERS**

1. No Participant whose subscription is in arrears or who is otherwise non-financial may be nominated as an officer.
2. A candidate for office in the Association shall be proposed by one member and seconded by another Member.
3. If a candidate is not present at meeting at which the election is to take place, then the person proposing the candidate must produce evidence satisfactory to the chairperson of the meeting that such a candidate is willing to accept office.
4. Where there are a greater number of candidates for an office than are required to fill that office, a ballot shall be held. The meeting shall elect scrutinisers for such a ballot.

### **6.4 DUTIES OF OFFICERS**

#### *1. The President*

The President shall provide day to day leadership of the Association and shall preside at meetings if the Chairperson is absent.

#### *2. The Chairperson*

The Chairperson shall preside at all meetings of the Board at which he/she is present.

#### *3. The Secretary*

The duties of the Secretary shall be: to call and attend all Meetings and all Board meetings; to take minutes, submit correspondence and to reply thereto according to the direction of the meeting; to keep a register of members of the Association and the addresses of the same; to keep all records and generally to perform all the clerical work of the Association. The Secretary shall furnish to the Board all returns or information when and as required by the Board. Such information shall faithfully mirror the state of the Association at the required date.

#### *4. The Treasurer*

The duties of the Treasurer shall be: to attend all Meetings of the Association and all Board meetings; to receive all monies due to the Association and to place the same to the credit of the Association's bank account; to sign all cheques for disbursements agreed to by the Board in conjunction with at least one other Association Member appointed for that purpose by the Board; to keep proper accounts; to prepare and submit monthly to the Board a financial report and to prepare and submit annually to the Members at the Annual Meeting, duly reviewed by a Chartered Accountant, a Statement of the financial affairs of the Association.

## **PART 7 -THE ASSOCIATION MANAGEMENT**

### **7.1 THE BOARD**

The membership of the Board shall be composed as follows:

1. The Officers as provided in Section 6.2.
2. Ordinary Board members elected as provided in Section 8.2.4.

### **7.2 THE BOARD VOTING**

The quorum for all Board meetings shall be four (4) members and each Board member shall have one vote, except that the president shall have the deciding vote if there is a tie. There shall be no proxies for voting at the Board.

### **7.3 THE DUTIES AND POWERS OF THE BOARD**

The Board shall:

1. Meet at the conclusion of the Annual Meeting and thereafter not less than quarterly during the ensuing year and if necessary at any time at the request of the Chairperson or any three Board members.
2. Between Annual Meetings conduct the routine administrative affairs of the Association.
3. Carry out all duties and responsibilities required or allowed by these Rules.
4. Deal with all matters as are delegated or decided by Meetings and require action of the Board to carry them out.
5. If it sees fit to employ a person or persons with such duties and responsibilities and with such salary, salaries and/or allowances as the Board shall determine. The Board may also cease to employ, re-employ or dismiss any such employee or employees.
6. Appoint managers and coaches of Association teams, upon such terms and conditions and for such periods, as the Board shall determine.
7. Organise and run or arrange for the organising and running of Association competitions.
8. Decide all matters not specifically provided for in the rules of the Association, the rules of the Board or in these Rules or Regulations.
9. Have the power to, reprimand, suspend or expel or otherwise discipline any Member and Participant who in its opinion has been guilty of any misconduct detrimental to the Objects of the Association or has failed to keep the Rules or Regulations.

## **7.4 THE LENGTH OF BOARD MEMBERSHIP**

Board Members shall be elected for a term of 1 years.

1. Any Board member being absent from three (3) consecutive meetings of the Board, without cause to the satisfaction of the Board, shall forthwith cease to be a member of the Board and shall not be eligible for re- appointment or for re-election at the next election.
2. A Board member may be suspended or expelled from being a member of the Board by a vote of two-thirds (2/3rds) of those present at a Special meeting called for that purpose.
3. If a vacancy occurs during the term of office of the Board it shall be empowered to appoint a Member as a replacement until the next Annual Meeting.

## **7.5 BOARD AGENDA**

Meetings of the Board may be called by the Secretary at any time or on such dates as the Board shall determine. At all meetings of the Board the order of business, unless decided unanimously by the Board to be otherwise, shall be:

1. Apologies for absence.
2. Confirmation of the Minutes.
3. Business arising from previous minutes.
4. Reports
5. General business.
6. Set date and time of next meeting.

## **7.6 AN EXECUTIVE**

The Board may appoint from among its members an Executive Board (may be singular) to transact the business of the Association and generally fulfill all the functions of the Board between Board meetings. However, all decisions of the Executive must be ratified at the first ensuing Board meeting after the decision was made or the decision will lapse. The Executive Board shall report on its decisions to the Board at each meeting in such form, as the Board shall determine.

## **7.7 SUB-COMMITTEES**

1. The Board may appoint at any time such sub-committees as it may consider necessary and will prescribe the duties of such sub-committees as it may consider necessary and may from time to time dissolve such sub-committees and appoint others in their stead or alter the personnel of such sub- committees as the Board may determine.
2. In the appointment of any sub-committee the Board shall not be restricted to choosing from its own members.

3. Save as provided in Clause 5 of this Section, no decision of a sub-committee shall be binding until it has been ratified by the Board, nor, save as provided in clause 5 of this Section, shall any sub-committee, unless its order of reference specifically authorises it in that behalf, have the right to transact any business in the name of the Association.
4. A sub-committee shall carry out the duties assigned to it by its order of reference and shall on the date mentioned in such order or in the absence of such date then as expeditiously as circumstances permit, present its findings and recommendations to the Board. Should the sub-committee fail to present its report on the due date it may apply for further time, and the Board may grant such further time or dissolve the sub-committee, as the Board shall determine.
5. The Board may delegate any or all of its powers to a sub-committee except this power of delegation.
6. Sub-committees may be appointed by a meeting of the Members of the Association in the same manner as provided for the appointment of sub-committees by the Board.

## **PART 8 - MEETINGS**

### **8.1 ANNUAL MEETING DATE**

The Annual Meeting shall be held prior to the 1st of October in each year. Seven days notice of the date, time and place of the meeting shall be given by the Secretary to each Member. The notice may be given by web, email, social medial, post or by advertisement in a daily newspaper circulating in the district the Association serves.

### **8.2 THE ANNUAL MEETING**

The business of the Annual Meeting shall be:

1. To receive the Board annual report and a properly reviewed by a Chartere Accountant, statement of the accounts for the last financial year.
2. To approve the budget for the current financial year.
3. To set the subscriptions/levies for the current financial year
4. To elect the Officers and up to eight (8) additional members of the Board and a Chartered Accountant to complete a review of WLA Annual Accounts.
5. To consider motions, including Rule and Regulation changes, notice of which has been given in accordance with the Rules.
6. To deal with any other business which can properly be considered.

### **8.3 ANNUAL MEETING VOTING**

1. Members (Schools and Clubs) will provide mandate for 2 Representatives as per Section 3.1 who will have one vote each.
2. Voting at the Annual Meeting shall be on voices and/or by show of hands or, on demand of the Chairperson or any member present, by secret ballot. Motions or resolutions, except those covered under Sections 8.7, shall be carried by a simple majority of those present, qualified to vote and voting.
3. A Member shall be entitled to vote by written proxy on the official proxy form.

### **8.4 QUORUM OF ANNUAL MEETING**

The quorum of the Annual Meeting shall be no less than 8 Members who are entitled to vote under Section 8.3.

## **8.5 SPECIAL MEETING**

1. A Special Meeting of the Members may be called at any time by the Board or by a requisition signed by no less than 50%, of the total number of Members who are entitled to vote under Section 8.3. The requisition shall be addressed to the Secretary and shall set out specifically the business for which the Special meeting is required. Upon the receipt of such a requisition the Secretary shall forthwith take the necessary steps to convene the Special Meeting. The notice to Members of the special Meeting shall be in the same form and time frame as prescribed for an Annual Meeting.
2. At a Special Meeting only the business set out in the notice convening the Meeting shall be considered, provided that the Meeting may by unanimous vote permit the discussion of additional business.
3. Voting at a Special Meeting shall be the same as required under Section 8.3 for Annual Meetings.

## **8.6 QUORUM FOR SPECIAL MEETING**

The quorum for a Special Meeting shall be the same as for an Annual Meeting as laid down in Section 8.4. If there is no quorum present the chairperson shall have the discretion to adjourn the meeting or to declare such a Meeting lapsed.

## **8.7 ALTERATIONS TO THE RULES**

1. These Rules may be altered, added to or replaced, by a resolution passed by a two-thirds majority of those members present and voting, provided however that not less than seven (7) days notice of the date, time and place for the consideration of any such resolutions has first been given to all, Members.
2. Every such notice shall set forth the purpose of the proposed alteration, addition, replacement, variation, or amendment.
3. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.
4. No addition to, deletion from or alteration of the organisation's rules shall be made which allow personal pecuniary profits to any individuals. The provisions and effect of this clause shall not be removed from this document and shall be included and implied into any document replacing this document.

## **8.8 ALTERATIONS TO THE REGULATIONS**

Additions and alterations to the Regulations shall be carried out under the same conditions as are required for a change in the Constitution except that, to be approved, only a simple majority of votes cast is required except that the Board may add or alter Regulations between Annual Meetings but these shall lapse unless they are confirmed by the next Annual Meeting following their promulgation. Such a Regulation made by the Board may be rescinded by the Board before an Annual Meeting occurs.

## **PART 9 - FINANCE**

### **9.1 SUBSCRIPTIONS**

The annual subscription shall be decided at the Annual Meeting. The annual subscription shall payable after the completion of the Annual meeting. Members, who have paid, up to the end of the previous financial year are deemed financial at the Annual Meeting.

### **9.2 ARREARS OF ACCOUNTS**

No Member or Participant whose accounts, of any sort, are unpaid two months after they were due to be paid shall be entitled to take part in the activities of the Association. However, this shall not absolve that Member or Participant from the liability to pay the amount owing.

### **9.3 ASSOCIATION FINANCE**

1. The Board has the power to invest and deal with the monies of the Association not immediately required upon such securities or otherwise in such manner as may, from time to time, be determined by resolution of the Board and entered in the minutes.
2. All monies owed to the Association shall be paid to the Board receipted by the Secretary or Treasurer and paid into a bank account in the Association's name, which was authorised by the Board.
3. All disbursements of the Association funds shall be paid by cheque signed by the Treasurer and one other member of the Board appointed for that purpose by the Board. Notwithstanding, this Rule the Board may authorise the use of other means of payment as may be available through the banks.
4. All disbursements by the Board shall be authorised by a Minute in the record of a Board meeting.
5. The Board shall have the power to borrow money but approval must be first obtained for each through a Meeting. The vote must approve the loan by a three quarters (3/4) majority and shall be carried out under the same conditions as for a change in the Constitution.
6. No member of the association or any person associated with a member shall participate in or materially influence any decision made by the association in respect of the payment to or on behalf of that member or associated person of any income, benefit, or advantage whatsoever. Any such income paid shall be reasonable and relative to that which would be paid in an arm's length transaction (being the open market value). The provisions and effect of this clause shall not be removed from this document, and shall be included and implied into any document replacing this document.

## **PART 10 - DISCIPLINARY PROVISIONS**

### **10.1 SUSPENSION**

1. Any Member or Participant of the Association shall be liable to suspension in the event of his/her violating the Rules of the Association or Regulations made thereunder, or failing to comply with any lawful direction of the Board or of an officer of the Association.
2. Suspension may be imposed by the Board for not more than one month's duration. Suspension for a longer period may be imposed only by a Special Meeting called for that purpose.
3. Save as set out in Section 10.2.1 no Member or Participant shall be suspended without being given an adequate opportunity to be heard in defence. Notice of a proposal to suspend a Member or Participant shall be given in writing setting forth explicitly the charge preferred and notifying the time and place of the hearing.
4. Notice of any suspension imposed shall at once be sent by the Secretary to the Board.

### **10.2 EXPULSION**

1. Any Member or Participant of the Association guilty of flagrant breaches of the Rules and/or the Regulations of the Association, of habitual insubordination or unfair practices, or of conduct prejudicial to good order, decency and discipline, whether within the Association precincts or elsewhere, may be called upon to show cause why he/she should not be expelled, and, in the event of failing to show such cause, may be expelled. Pending the hearing and determining of the charges he may be summarily suspended by the Board.
2. Expulsion of a Member or Participant may be made only by a Special Meeting called for that purpose, and only if the votes in favour of expulsion shall constitute three-fourths of the votes of the Members present and entitled to vote at the meeting as laid down in Section 8.3.
3. The notice of such Special Meeting shall be that prescribed for all Special Meetings.
4. In all cases of expulsion, the provisions of Sections 10.1.3 and 10.1.4 shall apply.

### **10.3 APPEALS**

1. Any Member or Participant of the Association may appeal to the Board against any decision of any officer or sub-Board of the Association.
2. Such appeal shall be in writing addressed to the Secretary of the Association, and shall set forth specifically the decision appealed against and the grounds for such an appeal.

3. The Secretary shall arrange for the hearing and determination of the appeal by the Board at the earliest convenient date. Both the person appealing and the official or officials appealed against shall have the right to appear before the Board prior to the determination of the appeal.
4. There shall be no appeal on a question of fact.