

**CONSTITUTION
OF THE ALTONA
HOCKEY CLUB
INCORPORATED**

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Constitution

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1. NAME

- 1.1. The name of the Incorporated Association is Altona Hockey Club Incorporated.
- 1.2. The Club, for reasons of documentation, may be referred by the short name AHC Inc.
- 1.3. In accordance with Part 3 Section 12 of the Act the full name of Altona Hockey Club Incorporated is to appear in legible characters:
 - 1.3.1. on its common seal;
 - 1.3.2. in all notices, advertisements and other official publications; and
 - 1.3.3. in all its business documents.
- 1.4. The playing colours of the club shall be Royal Blue and Gold.

2. INCORPORATED NUMBER

- 2.1. The Incorporated Number for Altona Hockey Club Incorporated is. A397.
- 2.2. In accordance with Part 3 Section 12 of the Act the Incorporated number must appear in legible characters:
 - 2.2.1. in all notices, advertisements and other official publications; and
 - 2.2.2. in all business documents.

3. DEFINITIONS

- 3.1. In these rules, unless otherwise defined:

“Club”	Means the Altona Hockey Club Incorporated.
“Facility”	Means the playing field and pavilion in Sugargum Drive, Altona. A property owned by the City of Hobson’s Bay and leased by the club.
“Member”	Means any person who has paid the relevant subscription fee to the club.
“Board”	Means the Committee of Management of the Club.
“Proxy Vote”	Means a member gives permission to the Chairperson to vote on their behalf.
“Elected Representative”	Means a person who has been elected to act as part of the Committee of Management for the Club.
“The Act”	Means the Associations Incorporation Act 1981, as amended.
“The Rules”	Means the policies and guidelines as detailed within the Constitution.

- 3.2. Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Acts Interpretations Act 1958 and the Act as in force from time to time.
- 3.3. Title Page, Table of Contents, Headings and the Summary are for ease of reference only and shall not affect the interpretation or construction of the Rules.

4. HEADQUARTERS

- 4.1. The Headquarters of the Altona Hockey Club Inc is the Hockey pavilion in Sugargum Drive, Altona.

5. AIM

- 5.1. As a vital part of the Altona Community and the Victoria Hockey Community the Altona Hockey Club aims to excel in the areas of:
- 5.1.1. providing a Professional and Supportive Internal Administration,
- 5.1.2. attracting and developing junior players,
- 5.1.3. providing an environment for maximising the performance levels of its teams, players, umpires and coaches.
- 5.1.4. interacting beneficially with the local and hockey communities, and
- 5.1.5. promoting its sponsors “products and services”.

6. PUBLIC OFFICER

- 6.1. In these rules, a reference to the Public Officer of the Club is a reference:
- 6.1.1. to the person appointed as the Public Officer by the Board.
- 6.2. The Public Officer is to ensure that upon appointment the appropriate action is taken in accordance with Section 26 of the Act.
- 6.3. The Public Officer may hold other offices on the Board.

7. VACANCY OF THE PUBLIC OFFICER

- 7.1. The position of Public Officer may become vacant by means listed in Section 27 of the Act. In these instances another Public Officer must be appointed within fourteen (14) days and the appropriate action taken as detailed in sub-clause 6.2.

8. SUBSCRIPTION FEES

- 8.1. The Board shall determine the Annual Subscription Fee of members, if any, and the scheduled date of payment.

8.2. Annual Subscription Fees shall be promulgated within the Club and/or via email before the first game of the regular session.

9. MEMBER

9.1. A Member is a person who has paid the required Annual Subscription Fee described in Rule 8 and promulgated as set in sub-clause 8.2, or granted the title of Life Member as per sub-clause 10.1.

9.2. A voting Member is a person who is:

9.2.1. recognised as a Member as described in sub-clause 9.1.

9.2.2. an age of at least 18.

9.3. A Voting Member has one vote in all Club Special and Annual General Meetings.

10. LIFE MEMBERSHIP

10.1. The Club supports Life Membership of past Members.

10.2. Life Membership to the Club allows:

10.2.1. the status of member as per sub-clause 9.1,

10.2.2. the right of a voting member as per sub-clause 9.3, and

11. QUALIFICATION FOR LIFE MEMBERSHIP

11.1. Qualification for Life Membership is outlined at Annex B.

12. THE BOARD

12.1. A Board of Management elected in accordance with these rules shall manage the affairs of the Club.

12.2. The Board:

12.2.1. Shall control and manage the business and affairs of the Club in the best interests of the Club.

12.2.2. May, subject to these Rules, the Regulations and the Act, exercise all powers and functions, as may be exercised by the Club.

12.2.3. Subject to these Rules, the Regulations and the Act, has power to perform all such acts and things as deemed to be essential for the proper management of the business and affairs of the Club.

12.3. The Board shall consist of no less than five (5) and no more than ten (10) members of the club.

13. ELECTED REPRESENTATIVES

- 13.1. An Elected Representative must be a recognised Member of the Club.
- 13.2. An Elected Representative may resign at any time by giving this in writing to the Board.
- 13.3. If an Elected Representative is absent from three consecutive Board of Management meetings without a valid reason accepted by the majority of the board, the Elected Representative's position will be deemed to be vacant.
- 13.4. Once an Elected Representative's position has been deemed to be vacant, as per sub-clause 13.2 or 13.3, the Secretary shall advise Club Members of the vacancy and shall invite nominations for a replacement representative.
- 13.5. Pursuant to clause 32, the vacancy shall be voted upon by quorum, as per clause 27 of voting members that are present at the special meeting or by proxy.

14. OFFICERS

- 14.1. The Officers positions of the Club shall be held by the Elected Representatives, as nominated on at the first Board Meeting after the Annual General Meeting.
 - 14.1.1. Chairperson,
 - 14.1.2. Vice Chairperson,
 - 14.1.3. Secretary,
 - 14.1.4. Treasurer, and
- 14.2. The provisions of Rule 0, apply to and are in relation to the election of persons to any of the officers mentioned in sub-clause 14.1.
- 14.3. Each officer of the Club shall hold office until the next Annual General Meeting, 2 years after the date of his/her election but is eligible for re-election.
- 14.4. In the event of a casual vacancy in any office referred to in sub-clause 14.1 the Board may appoint another Elected Representative to the vacant office. The person so appointed may continue in that office up to and including the conclusion of the next Annual General Meeting following the date of his or her appointment.

15. VACANCY ON BOARD

- 15.1. A vacancy on the Board shall occur if an Elected Representative resigns his or her membership by notice in writing given to the Board as per sub clause 13, or if an Elected Representative is removed as per sub clause 13.3

16. SUB-COMMITTEES

- 16.1. The Board may appoint Sub-Committees, when deemed necessary, to further the work of the Club. The composition and role of any such Sub-Committee is to be defined in writing in the resolution establishing the Sub-Committee.
- 16.2. Persons who are not Elected Representatives or Elected Representatives may be appointed as members of any Sub-Committee, provided that the Chairperson of each Sub Committee is a member of the Board of Management of the Club.

17. SECRETARY

- 17.1. The Secretary of the Club shall keep Minutes of the proceedings and resolutions of each General Meeting and each Board Meeting. Such Minutes, unless the Board otherwise determines, shall be open to the public;
- 17.2. Copies of the Minutes, as per sub-clause 17.1, shall be forwarded to all Elected Representatives and to any authorised delegates as soon as possible after each Board meeting.
- 17.3. The accuracy of the Minutes of each General Meeting and each Board Meeting shall be resolved at the next General Meeting or Board Meeting. Once adopted as a true and correct record, including any corrections included in the resolution of adoption, the Minutes shall be signed by the Chairperson of the meeting.
- 17.4. The original signed copies of the Minutes are to be filed and kept at the premises of the Club.

18. TREASURER

- 18.1. The Treasurer shall collect and receive all moneys due to the Club and make all payments.
- 18.2. The Treasurer shall keep correct records and accounts showing the financial affairs of the Club with full details of all receipts and expenditure connected with the activities of the Club.

19. COMMON SEAL

- 19.1. The Common Seal of the Club shall be kept in the custody of the Secretary.
- 19.2. The Common Seal shall not be affixed to any instrument except by the authority of the Board and the signatures of either of two Elected Representatives or one Elected Representative and the Public Officer of the Club shall accompany the affixing of the Common Seal.

20. AUDITOR

- 20.1. The auditor appointed by the Club shall be a member of some recognised institute of accountants and he or she shall, in every year, cause the Club's books of account to be audited in accordance with approved practices and guidelines.

21. SERVICE OF NOTICES

- 21.1. Where a document is properly addressed and posted as a letter, the document shall, unless otherwise proved, be deemed to have been given in the time in which the letter would have been delivered in the ordinary course of post.

22. CONTROL OF DOCUMENTS

- 22.1. Except as otherwise directed by these Rules, all books, documents and securities of the Club shall remain at the Facility under the control of the Elected Representatives.

23. EMPLOYEES

- 23.1. The Board may not engage employees for wages or salary.

24. FINANCE

- 24.1. Funds for the Club shall be derived from Memberships, hire fees, grants, donations, subscription and entrance fees (if any), fund-raising activities and other sources as the Board determines.
- 24.2. These moneys shall be placed in a bank account in the name of the Club.
- 24.3. The Treasurer shall oversee and direct all moneys received and the issuing of receipts, and ensure that all accounts are paid.
- 24.4. The Treasurer and any other Member of the Board shall sign all cheques, drafts, bills of exchange, promissory notes and other negotiable instruments.
- 24.5. The Club shall keep accounts for the year ending 30 September.
- 24.6. An accurate and up to date financial statement shall be presented by the Treasurer at each Board meeting.
- 24.7. At the Annual General Meeting the Treasurer shall provide a statement of income and expenditure for the previous financial year that has been audited by the auditor appointed at the previous Annual General Meeting.
- 24.8. All financial accounts, books and documents of the Club shall be available for inspection by all Members of the Club.

- 24.9. The assets and the income of the Club shall be applied solely in furtherance of its above mentioned objectives, and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

25. QUORUM

- 25.1. A quorum for the Board shall be a whole number calculated by taking half of the actual number of Elected Representatives plus one and shall be not less than three. Any observers are not to be included in this equation.
- 25.2. A quorum for the Annual General Meeting and any General Meetings shall be of Elected Representatives of the number required for a Board quorum as per sub-clause 25.1 as well as one third of voting Club Members, present or by proxy.
- 25.3. If within half an hour after the time of commencement of the Annual General Meeting or any General Meeting, a quorum is not present, the meeting shall stand adjourned to such a day, time and place as notified to all members and as set down by the Board. If, at the adjourned meeting the quorum is not present within half an hour after the time appointed for commencement of the Annual General Meeting or any General Meeting, the members present (being not less than one quarter of Club Members) shall be a quorum.

26. QUALIFICATION TO VOTE

- 26.1. An Elected Representative is not entitled to vote at any Board Meeting or General Meeting unless all money payable to the Club as per Clause 8 has been paid.
- 26.2. Upon any motion arising at a Board Meeting or General Meeting, an Elected Representative has one vote only, except as provided in sub-clause 26.4 and 29.5.
- 26.3. All votes shall be given personally by the Elected Representative who is not entitled to appoint a proxy to vote on his or her behalf.
- 26.4. In the case of an equal number of votes being recorded, the chairperson of the meeting is entitled to exercise a second or casting vote.

27. POLLING OF VOTES

- 27.1. A motion arising at a General Meeting of the Club shall be determined by a show of hands or proxy, or if so resolved by the meeting, by a poll undertaken in the method as resolved.
- 27.2. At both a Board Meeting and a General Meeting the chairperson shall declare whether the motion has been carried or lost. An entry to that effect is to be recorded in the minute book without the number of votes recorded in favour of or against that resolution.
- 27.3. An Elected Representative is entitled, upon request, to have an entry made in the minutes recording his/her vote.

28. ADJOURNMENT

- 28.1. The Chairperson of a Board Meeting at which a Quorum is present may, with the consent of the Board, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 28.2. Where a meeting is adjourned for fourteen (14) days or more, a notice of the adjourned meeting shall be given as in the case of a Board Meeting.
- 28.3. Except as provided in sub clause 28.1 and 28.2 it is not necessary to give notice of the resumption of an adjourned meeting or of the business to be transacted at the resumption of an adjourned meeting.

29. BOARD MEETING PROCEDURES

- 29.1. The Chairperson shall preside at meetings of the Board.
- 29.2. If the Chairperson is absent, the Vice Chairperson shall Chair the Meeting. In the absent of both Chairperson and Vice one of the Elected Representatives present shall be appointed by the Chairperson to Chair that meeting.
- 29.3. Questions arising at a Board meeting shall be determined by a show of hands or, if demanded by an Elected Representative, by a poll undertaken in a method as decided by the Chairperson of the meeting.
- 29.4. Each Elected Representative present at a meeting of the Board is entitled to one vote.
- 29.5. In the event of an equality of votes on any question, the chairperson of the meeting may exercise a second or casting vote.
- 29.6. Voting is not compulsory.
- 29.7. If, at a Board Meeting, a vote on any question, is demanded by not less than three Elected Representatives, it shall be taken at that meeting in such manner as the chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the Board meeting on that question.
- 29.8. Interested persons, including Club Members, may attend Board Meetings as observers. Such persons may not address the Meeting unless expressly invited to do so by the chairperson of the meeting. Such persons shall not be permitted to vote on any question being considered.
- 29.9. The Board may, from time to time, resolve to exclude all persons who are not Elected Representatives from a Board Meeting in order to deal with matters of a confidential nature.

30. NOTICE OF BOARD MEETINGS

- 30.1. Written notice of each Board Meeting shall be provided to each Elected Representative by causing it to be delivered to him or her no less than five days before the meeting.
- 30.2. Notification of Board Meetings may be via mail at the listed nominated Members address or via e-mail.

31. GENERAL MEETINGS

- 31.1. All meetings other than Board Meetings, Sub-Committee Meetings and the Annual General Meeting shall be called General Meetings.

32. NOTICE OF GENERAL MEETINGS

- 32.1. The Secretary of the Club shall, at least 14 days before the date of a General Meeting of the Club, send a notice stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting to each Member.
- 32.2. Members are to be notified at the address appearing in the Register of Members and Elected Representatives, or via e-mail and a public notices at the premises of the Club.
- 32.3. No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

33. CONDUCT OF BUSINESS AT A GENERAL MEETING

- 33.1. All business that is transacted at a General Meeting and all business that is transacted at the Annual General Meeting shall be deemed to be special business.
- 33.2. The exception is that business specially referred to in these rules as being the ordinary business of the Annual General Meeting
- 33.3. Any Elected Representative wishing to bring any business before a General Meeting may give notice of that business in writing to the Secretary who shall include that business in the notice calling for the next General Meeting.
- 33.4. No item of business shall be transacted at a General Meeting unless a quorum is present during the time when the meeting is considering the item.
- 33.5. If within half an hour after the time for the commencement of a General Meeting, a quorum is not present, the meeting shall stand adjourned to such day, time and place as notified to the members of the Board by the Chairperson or Secretary. If at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Elected Representatives present (being not less than three) shall be quorum.

34. ANNUAL GENERAL MEETING

- 34.1. The Club shall within three months of the end of the financial year convene an Annual General Meeting of Members and interested persons. The Board shall determine the date of the Annual General Meeting.
- 34.2. The ordinary business of the Annual General Meeting shall be:
- 34.2.1. To confirm the Minutes of the last Annual General Meeting
- 34.2.2. To receive from the Board reports upon the activities and transactions during the previous financial year
- 34.2.3. To receive and consider the statement submitted to the Club in accordance with Section 30 (3) of the Act
- 34.2.4. To receive audited financial reports for the preceding financial year
- 34.2.5. To determine Elected Representatives whose term is due for re-election.

35. CHANGE IN ORDER OF BUSINESS

- 35.1. With the consent of the meeting the Chairperson may alter the order of business on an Annual General Meeting or a General Meeting.

36. VISITORS

- 36.1. The Club shall have the power to admit visitors, or exclude them from, its meetings and any visitor may, on the invitation of the Chairperson, with the consent of the majority of members present, address the meeting.

37. ELECTION OF ELECTED REPRESENTATIVES

- 37.1. Nominations of candidates for election as Elected Representatives of the Club:
- 37.1.1. Shall be made in writing by a Member of the Club and be accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- 37.1.2. Shall be delivered to the Secretary up to but before the opening of the Annual General Meeting.
- 37.2. If insufficient nominations are received to fill all vacancies on the Board, further nominations shall be received at the Annual General Meeting.
- 37.3. If too many nominations are received, any ballot for the election of Elected Representatives of the Club shall be conducted at the Annual General Meeting in the usual and proper manner as the Board may direct.

38. ELECTION OF OFFICERS

- 38.1. Only Elected Representatives can only hold Officer's positions.
- 38.2. Nominations of candidates for election as officers of the Club:
 - 38.2.1. Are accepted and decided upon at the first Board Meeting after the Annual General Meeting.
 - 38.2.2. Must be forwarded by another Elected Representative and endorsed with the consent of the nominated Member.
- 38.3. When two or more Elected Representatives are nominated for the same Officer's Position the winning candidate will be decided by a vote between those un-nominated Elected Representatives.

39. RESTRICTIONS FROM HOLDING OFFICE

- 39.1. Unless otherwise agreed to, by the passing of a Special Resolution to that effect, no person shall be eligible for appointment to more than one of the offices mentioned in sub-clause 14.1.

40. SPECIAL GENERAL MEETINGS

- 40.1. The Chairperson may convene a Special General Meeting of the Club.
- 40.2. If more than 15 months has lapsed between Annual General Meetings, the Chairperson must convene a Special General Meeting.
- 40.3. The Chairperson shall on the written request of any three Elected Representatives convene a Special General Meeting of the Club.
- 40.4. The request for a Special General Meeting shall state the objects of the meeting and include an agenda of items to be raised. This shall be signed by the Elected Representatives making the request and be sent to the Chairperson.
- 40.5. If the Chairperson does not convene a Special General Meeting that is held within one month of the request being sent, the Elected Representatives making the request may convene a Special General Meeting to be held not later than three months after that date.
- 40.6. A Special General Meeting convened by three Elected Representatives shall be convened in the same manner as that in which those meetings are convened by the Board. All reasonable expenses incurred in convening the meeting shall be refunded by the Club to the persons incurring the expenses.

41. DISCIPLINE OF A MEMBER OR ELECTED REPRESENTATIVE

- 41.1. If the Board believes that a Member or Elected Representative has:

- 41.1.1. Missed three consecutive Board Meetings without tendering a prior apology, and/or.
- 41.1.2. Refused to or neglected to comply with these Rules, and/or
- 41.1.3. Been guilty of conduct that is prejudicial to the interests of the Club.
- 41.2. The Board may resolve to, in accordance with the Regulations:
 - 41.2.1. Expel a Member from the Club or the Elected Representative from the Board.
 - 41.2.2. Suspend a Member from the Club or the Elected Representative from the Board for a specified period.
- 41.3. Where the Board passes a resolution under sub clause 41.1 the Secretary shall, as soon as possible, serve a notice in writing on the Member or Elected Representative:
 - 41.3.1. Setting out the resolution of the Board and the grounds on which it is based
 - 41.3.2. Stating that the Member or Elected Representative may address the Board at a meeting to be held between fourteen (14) and twenty eight (28) days after the service of the notice
 - 41.3.3. Informing the Member or Elected Representative that they may do one or more of the following:
 - 41.3.3.1. Request a date, place and time for this meeting;
 - 41.3.3.2. Attend that meeting; and
 - 41.3.3.3. Give to the Board before the date of that meeting written statements seeking the revocation of the resolution;
 - 41.3.4. At a meeting of the Board held in accordance with sub clause 41.3.2, the Board;
 - 41.3.4.1. Shall hear no business other than the question of the appeal;
 - 41.3.4.2. Shall give to the Member or Elected Representative an opportunity to be heard;
 - 41.3.4.3. Shall present details of the grounds for the resolution and the reasons for the passing of the resolution;
 - 41.3.4.4. Shall give due consideration to any written statement submitted by the Member or Elected Representative; and
 - 41.3.4.5. Shall vote, by secret ballot, to confirm or revoke the resolution.

- 41.4. Following the Meeting, provided for in sub clause 41.3.2, the Member or Elected Representative can not appeal the Board's decision.
- 41.5. At a meeting of the Board convened under sub-clause 41.3.2 at least two thirds of the number of Elected Representatives present must vote in favour of the confirmation of the resolution for the resolution to be confirmed.

42. DISPUTES AND MEDIATION

- 42.1. This grievance procedure applies to disputes between;
- 42.1.1. Two members; or
- 42.1.2. A member and an Elected Representative; or
- 42.1.3. Two Elected Representatives; or
- 42.1.4. A member and the Club.
- 42.2. The parties to the dispute must meet and, if possible, resolve the dispute within fourteen (14) days of the matter coming to the attention of all parties.
- 42.3. If the parties have been unable to resolve the dispute or no meeting has taken place within fourteen (14) days, a mediator must be appointed and another meeting held within ten (10) days.
- 42.4. The mediator must be chosen by agreement of the parties or if no agreement is reachable, the mediator must be chosen by the Board. The mediator may be a member of the Board but must not be party to the dispute.
- 42.5. If the dispute is between a Member and the Club, a mediator must be appointed by the Dispute Settlement Centre of Victoria.
- 42.6. At the mediation meeting the mediator must;
- 42.6.1. Give each party every opportunity to be heard
- 42.6.2. Allow due consideration of any written statements submitted
- 42.6.3. Ensure natural justice is accorded to the parties throughout the process
- 42.7. The mediator must not determine the dispute
- 42.8. If the mediation process does not resolve the dispute, the parties may seek resolution in accordance with the Act or at law.

43. WINDING UP

- 43.1. A decision to Wind Up the club must be passed and accepted by members of the Club at a Annual General Meeting or Special Meeting.

- 43.2. In the event of the association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with their powers to any fund, institution or authority which is a non-profit organisation.
- 43.3. All required documentation is to be completed in accordance with Part 8 Section 33 of the Act.
- 43.4. In accordance with Part 4 Section 15 of the Act, no member or officer of the Club shall; by reason only being such a member or officer; be liable to contribute towards the payment of debts or liabilities of the incorporated association or the costs, charges and expenses of the winding up of the incorporated association.

44. ALTERATION OF NAME, STATEMENT OF PURPOSE OR RULES

- 44.1. These rules, statement of purpose and name cannot be altered except in accordance with the Act.

1. ROLES OF THE JUNIOR COMMITTEE

The Junior Committee is a sub committee of the Board of the Altona Hockey Club.

The committee is responsible for the management and promotion of junior hockey on behalf of the Altona Hockey Club.

- 1.1. The committee shall comprise 8 positions, elected by the parent body of the junior players, annually at the end of each playing season.
 - 1.1.1. The 8 positions being: Chairperson, Co-ordinator, Secretary, Fees Manager, Registration Officer and 3 Committee Members.
 - 1.1.2. Chairperson position is also an elected member of the Board of Management of the Altona Hockey Club Inc.

2. REQUIREMENTS FOR LIFE MEMBERSHIP

Life Membership may be granted by the Altona Hockey Club Inc. to a member who has given outstanding and distinguished services to the club over a period of time. The service may involve direct and meritorious contribution through participating in committee, playing or outstanding service of some other capacity.

Life Membership is open to anybody regardless of age, race, colour, religion or sex. Life Membership is NOT automatically given to a spouse. A spouse must be nominated in their own right.

2.1 Conditions for Life Membership Nomination:

- 2.1.1 Must have been member of the Altona Hockey Club for a minimum of 15 years.
- 2.1.2 A nomination for Life Membership must be proposed and seconded by two (2) financial members of the Altona Hockey Club Inc.
- 2.1.3 The nomination must be supported by letters from 3 sources listing reasons/sufficient evidence as to why life membership is considered appropriate. Dates and specific involvement(s) are required to be listed in such letters. Length of membership alone is not appropriate.

2.2 Criteria for Consideration for Life Membership:

- 2.2.1 The nominations will be submitted to the Board prior to any board meeting. The Board will then consider whether nomination is to proceed.
 - Verify the nominee is a financial member
 - Length of membership
 - Verify that the proposer and seconder are financial members.If it is agreed to proceed then;
- 2.2.2 A group of at least 3 of the Board of Management plus one Life Member, as nominated by the Board, will scrutinize the nominations.
- 2.2.3 The group will prepare their findings on the nomination with their recommendation to proceed with life membership or not.
- 2.2.4 If, it is agreed to proceed, the nomination will be put to the members at the next Annual General Meeting where, by combined show of hands and proxy votes, if two third majority is returned, then Life Membership will be sanctioned.