

ROMSEY HOCKEY CLUB

CONSTITUTION

May 2009

Contents

<u>Section</u>	<u>Page</u>
1. Name & Location	3
2. Objectives	3
3. Membership	3
4. Subscriptions & Match Fees	4
5. Election of President, Vice President, Honorary Life & Associate Members	5
6. Officers , Secretaries and Captains	5
7. The Management Committee	6
8. Powers of the Management Committee	6
9. Section and Sub Committees	7
10. Vacancies and Co-options	7
11. Arranging of Management Committee & Section Meetings	8
12. Notice of Committee Meetings	8
13. Conduct of Committee Meetings	8
14. Annual General Meeting	8
15. Notice of General Meetings	9
16. Extraordinary General Meeting	9
17. Conduct of General Meetings	10
18. Financial Year	10
19. Honorary Auditor	10
20. Banking & receipts	10
21. Accounts	10
22. Minutes	11
23. Term of Service	11
24. Playing colours	11
25. Expenses	11
26. Extraneous matters & disputes	11
27. Alterations and Additions	11
28. Dissolution	12

ROMSEY HOCKEY CLUB

CONSTITUTION

1. Name & Location

- 1.1 The Club shall be called the Romsey Hockey Club.
- 1.2 The Club's location shall be Romsey, Hampshire.
- 1.3 The Club's postal address shall be that of the Club's General Secretary, as published by the Hampshire Hockey Association.

2. Objectives

The objectives of the Club are:-

- 2.1 to encourage and promote the sport of hockey for men, women and children;
- 2.2 to preserve the prestige and dignity of the sport;
- 2.3 to organise friendly and league matches and tournament competitions for playing members.
- 2.4 to provide playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
- 2.5 to recruit and develop children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
- 2.6 to provide equity of opportunity across all areas of the club
- 2.7 to provide a safe, effective and friendly environment in which to play and learn hockey for adults and children alike.

3. Membership

- 3.1 Membership of the Club shall comprise all those persons who have been enrolled as members by the Management Committee in accordance with the criteria set out below and who have not subsequently been removed from the register of members in accordance with the Constitution.
- 3.2 The following persons may be admitted to membership by the Management Committee:-

- (a) Full Members (annual subscription)

Subject to payment of the appropriate annual subscription, the following classes of full membership are available annually:-

- Adult
- Student
- Junior
- Social

- (b) Elected Members

Subject to election in accordance with the rules of the Club, the following classes of elected membership may be awarded:-

- Associate
- Honorary Life

- 3.3 Adult membership shall be open to anyone over the age of 18 as at the date of application.
- 3.4 Student membership shall be open to anyone aged 16 years or more at the date of application who is either in full time education or who is in full time employment as a Trainee, or who is in neither full time education or full time employment but who is in receipt of income support or unemployment benefit.
- 3.5 Junior membership shall be open to any child under the age of 16 at the date of application but shall be subject to completion of written parental consent.
- 3.6 Social membership shall be open to any person wishing to take it up but shall be subject to the rule that such membership will not entitle the member to take an active part in training or friendly or league matches. The Management Committee shall have the power to limit the number of Social members.
- 3.7 Associate (annual, non-playing) membership is open to those persons that the Club chooses so to elect in recognition of immediate services to the Club.
- 3.8 Honorary Life membership may be awarded by election at a General Meeting on the recommendation of the Management Committee and in recognition of outstanding services to the Club.

4. Subscriptions and Match Fees

4.1 Annual subscriptions and match fees shall be reviewed at least annually by the Management Committee and recommendations as to the amounts to be levied shall be proposed to Club members and shall be charged as agreed at the Club's Annual General Meeting.

4.2 Annual subscriptions for the season commencing 1 September each year shall be paid to the Club Treasurer on or before the first Saturday in October and match fees shall be paid to the relevant Team Captain prior to the playing of the relevant match.

4.3 The Management Committee shall have the power to levy a surcharge (increase or decrease) not exceeding 25% of current annual subscriptions and future match fees without reference to a General Meeting. Any such surcharge shall become due on such date or as determined from time to time by the Management Committee.

4.4 Tournament fees shall be determined from time to time by the Management Committee but shall not exceed the amount of one current match fee per player per day unless notice of any excess determined by the Management Committee is given to the players prior to the day of the relevant tournament.

4.5 A player playing two or more consecutive matches in a day shall pay a full match fee for the first match only.

5. Election of President, Vice President, Associate and Honorary Life Members

5.1 The Club may elect at a General Meeting a President in recognition of outstanding services to the community at large, hockey in general or the Club in particular.

5.2 The Club may elect at a General Meeting a Vice President in recognition of outstanding services to hockey in general or the Club in particular.

5.3 The Club may elect annually at any time non-playing Associate members in recognition of immediate services to the club.

5.4 The Club may elect at a General Meeting, on the recommendation of the Management Committee, Honorary Life Members in recognition of outstanding services to the Club.

5.5 Nominees for election under this section must first be proposed and seconded by Officers of the Club, such proposal having first been approved by a simple majority of the Management Committee.

6. Officers, Secretaries & Team Captains

6.1 The Officers of the Club shall comprise:

- Chairperson
- Vice Chairperson
- General Secretary
- Men's Treasurer
- Ladies' Treasurer
- Club Captain – Ladies
- Club Captain – Men
- Club Captain – Juniors

6.2 The Officers shall be elected annually at the Annual General Meeting and shall constitute the Management Committee of the Club. NO person may hold more than two offices at any one time.

6.3 The Management Committee shall be supported in the administration of the Club by elected Secretaries. The Secretaries shall also be elected annually at the Annual General Meeting and it shall be permissible for an Officer to hold the post of Secretary or Captain as well save that NO person may hold more than three posts at any one time. The Secretaries and Captains shall be:

- Fixtures Secretary - Ladies
- Fixtures Secretary - Men
- Match Secretary - Ladies
- Match Secretary - Men
- Press Secretary
- Umpiring Secretary - Ladies
- Umpiring Secretary - Men
- Social Secretary - Ladies
- Social Secretary - Men
- Discipline Secretary
- Team Captains - Ladies
- Team Captains - Men
- Indoor Captain

- Juniors' Secretary

6.4 The Officers', Secretaries' and Captains' voting rights in committee meetings are as set out below.

6.5 The duties of the elected Officers shall be as set out in the proposal forms issued by the General Secretary in advance of the AGM at which the Officers are elected.

6.6 The duties of the elected Secretaries shall be to undertake their particular roles as directed by the Management Committee.

6.7 Nominees for election as a Secretary or Club Captain must be formally proposed and seconded by two Full Members of the Club.

7. The Management Committee

7.1 The affairs of the Club shall be controlled and managed by the Management Committee except for matters reserved to the Club as a whole at the Annual General Meeting.

7.2 The Management Committee shall consist of a Chairperson, a Vice Chairperson, a General Secretary, a Men's Treasurer, a Ladies' Treasurer, a Club Captain (Men), a Club Captain (Ladies) and a Club Captain (Juniors).

7.3 The Management Committee shall meet at agreed intervals and not less than twice per year.

7.4 The duties of the Management Committee shall be:

7.4.1 To control the affairs of the Club generally on behalf of the Members.

7.4.2 To keep accurate accounts of the finances of the Club through the Treasurers. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting.

7.4.3 To maintain a Bank current account for depositing of income and payment of expenses.

7.4.4 To set up and maintain Section Committees for the Men's, Ladies' and Juniors' Sections to assist the Management Committee with the day to day administration of the Club's activities and to appoint to those Committees as appropriate the elected Secretaries and Team Captains.

8. Powers of the Management Committee

8.1 The Management Committee shall have full powers of management and control of the Club between General Meetings and without prejudice to the generality of the foregoing shall have power to expel or suspend for such period as it thinks fit any member for conduct or behaviour unbecoming a member of the Club or likely to bring the Club or the sport of hockey into disrepute.

8.2 The Management Committee shall have the power to create (or dissolve) one or more subordinate standing Committees (eg a Section Committee) for such purposes as it may deem appropriate and to appoint to such Committees one or more of the elected Secretaries and Captains as thought necessary to fulfil the intended purpose.

8.3 The Management Committee shall also have the power to create additional posts as may be necessary for the administration of the Club, provided always that such posts should be elected positions offered up annually at the Annual General Meeting.

8.4 The Chairperson, Treasurers and General Secretary of the Club shall be the signatories of the Club's bank accounts, of which two of those named must counter sign each and every payment.

8.5 The Treasurers, in consultation with the Management Committee, shall be responsible for controlling and recording all financial income and expenditure of the Club and for presenting audited accounts at each Annual General Meeting of the Club.

8.6 The Management Committee shall make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

9. Section and Sub Committees

9.1 As stated in paragraph 8.2 above the Management Committee shall have the power to create Section and Sub Committees for such purposes and upon such terms and conditions as they think fit.

9.2 No Section or Sub Committee shall be given power to act unless it comprises not less than three members of the Club, at least two of whom are either an elected Secretary or a Club Captain.

9.3 Section or Sub Committees shall make decisions on the basis of a simple majority vote. In the case of equal votes, the Committee Chairperson shall be entitled to an additional casting vote.

9.4 Every Section or other Sub Committee shall report to the Management Committee as and when required to do so but in any event not less than twice a year.

10. Vacancies and Co-Options

10.1 The Management Committee shall appoint a person to fulfil the duties of any Officer, Secretary or Captain in the event of a casual vacancy arising and upon any such appointment being made the person concerned shall become a member of the Management Committee or relevant subordinate Committee as appropriate.

10.2 The Management Committee shall have power to co-opt to the Management committee itself not more than two additional members over and above the number which were or would (but for lack of nominations) have been elected at the immediately preceding Annual General Meeting.

10.3 Persons appointed or co-opted to the Management Committee or any other committee under this rule shall have full voting rights in accordance with section 13 below.

11. Arranging of Management & Section Committee Meetings

11.1 The General Secretary or if there is a vacancy in such office the Chairperson shall arrange a meeting of the Management Committee whenever required by three members of the Management Committee.

11.2 The Club Captain or his/her nominated representative shall arrange a Section Committee Meeting whenever one is required.

12. Notice of Committee Meetings

12.1 The General Secretary or if there be a vacancy in such office the Chairperson shall give to each member of the Management Committee notice of every meeting of the Management Committee as soon as possible after the date time and place of the meeting has been arranged but when such arrangements are made at Management Committee meeting such notice shall be deemed to have been given to those present at the time.

12.2 Notice of every meeting of a Section or Sub Committee shall be given by the appointed Chairperson to each member thereof as soon as possible after the date time and place of the meeting has been arranged but when such arrangements are made at a Committee meeting such notice shall be deemed to have been given to those present at the time.

13. Conduct of Committee Meetings

At a meeting of the Management or a subordinate Committee:-

13.1 Six members of the Management Committee for the time being shall constitute a quorum.

13.2 Three members of any subordinate Committee for the time being shall constitute a quorum.

13.3 The Chairperson or if she/he shall not be present a member of the Committee elected at a meeting shall preside.

13.4 Procedure shall be determined by the person presiding.

13.5 Decisions shall be made by a simple majority

13.6 Each member of the Committee shall have a vote on every resolution put to the meeting and in the event of equality of votes the person presiding shall have a casting vote.

14. Annual General Meeting

14.1 The Annual General Meeting of the Club shall be held before the end of May of each year.

14.2 Twenty-one clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every Member at their given contact address (whether by email or post or text) and/or by posting the notice on the Club website.

14.3 Members must advise the General Secretary in writing of any business to be moved at the Annual General Meeting at least fourteen days before a meeting.

14.4 The General Secretary shall circulate or give notice of the agenda for the meeting to Members not less than seven days before the meeting and shall attach to the agenda a copy of the Accounts, any resolution properly received and any other documents to be formally considered by the Membership.

14.5 The business of the Annual General Meeting shall be to:

14.5.1 Confirm the Minutes of the previous Annual General Meeting and any other General Meetings.

14.5.2 Receive the audited accounts

14.5.3 Receive the annual report of the General Secretary.

14.5.4 Elect an auditor.

14.5.5 Elect the Officers, Captains and Secretaries of the Club.

14.5.6 Fix Club subscription rates. A Member who has not paid his subscription by such default date as the Committee prescribes may at the discretion of the Committee be deemed to have resigned.

14.5.7 Transact such other business received in writing by the General Secretary from Members fourteen days prior to the meeting and included on the agenda.

14.5.8 Such other business except business for which an Extraordinary General Meeting is required (e.g. dissolution or changes to the constitution) as by common consent of the meeting the Chairperson in his/her discretion admits.

14.6 Nomination of candidates for election of Officers, Captains and Secretaries shall be made in writing to the General Secretary at least 14 days in advance of the Annual General Meeting date.

14.7 Nominations can only be made by Full Members and must be seconded by another Full Member.

14.8 In the absence of nominations prior to the meeting nominations may be taken from the floor. All nominations shall have the consent of the nominee.

15. Notice of General Meetings

The General Secretary or if there be a vacancy in such office the Chairperson shall give not less than twenty one days notice of all general meetings incorporating an agenda and a copy of any resolution received to each member of the Club.

16. Extraordinary General Meetings

16.1 The Management Committee may call an Extraordinary General Meeting of the Club whenever they shall consider it expedient.

16.2 Alternatively the Management Committee shall call an Extraordinary General Meeting on receiving a requisition signed by no less than eight paid up Members specifying the purpose and subject matter of the meeting.

16.3 In either case, and subject to paragraph 15 above, the Management Committee shall give notice thereof within fourteen days of their decision or of receipt of the requisition.

16.4 The Notice of an Extraordinary General Meeting shall specify the purpose and subject matter of the meeting, at which no other business shall be discussed.

17. Conduct of General Meetings

At a general meeting:-

17.1 One quarter of all Full Members of the Club, which must include a minimum of two members of the Management Committee, shall constitute a quorum.

17.2 The Chairperson, or if she/he shall not be present, a member of the Management Committee present shall preside.

17.3 Procedure shall be determined by the person presiding.

17.4 Decisions shall be made by simple majority.

17.5 Each Full Member of the Club present shall have one vote on any resolution put to the meeting and in respect of elections one vote for each vacancy to be filled and in the event of equality of votes the person presiding shall have a second or casting vote.

17.6 Voting shall be by a show of hands by those present except in the case of elections which shall be by secret ballot on ballot papers provided by the Committee.

18. Financial Year

The financial year of the Club shall end on 30 April in each year.

19. Honorary Auditor

An Honorary Auditor shall be elected annually at the Annual General Meeting and if a casual vacancy shall arise the committee shall appoint an Honorary Auditor. The Auditor shall NOT be a member of the Management Committee.

20. Banking and receipts

The Management Committee shall keep a current and/or a deposit bank account and may also keep a building society account or accounts in the name of the Club and all monies received on behalf of the Club except cash utilised to discharge debts or liabilities of the Club or retained by a committee member as petty cash shall be paid into such an account. Cheques drawn on the Club's bank accounts shall be signed by two Officers. Withdrawals from the club's building society accounts shall be signed by two Officers. Receipts shall be signed by one Officer.

21. Accounts

The Treasurer shall keep or cause to be kept receipts, vouchers and accurate accounts of all financial transactions of the club and shall present an Income and Expenditure Account and Balance Sheet duly audited by the Auditor at the Annual General Meeting immediately following the end of the financial year.

22. Minutes

22.1 The General Secretary shall keep or cause to be kept Minutes of all Management Committee meetings in a book or file provided for such purpose and Minutes of all general meetings in a separate book or file provided for such purpose.

22.2 Minutes of Section or Sub Committee meetings shall be taken by a person nominated by the Chair of the meeting and thereafter (having been approved) be passed to the General Secretary for safekeeping.

23. Term of Service

23.1 All persons elected (under rules 5, 6, 8 and 19) to positions at an Annual General Meeting shall take up such positions immediately after such Annual General Meeting and shall hold the same until the conclusion of the next following Annual General Meeting.

23.2 All persons appointed or co-opted (under rule 10) to positions at a committee meeting shall take up their positions immediately after their appointment or co-option and shall hold office until the conclusion of the next following Annual General Meeting.

23.3 Nothing in the rules shall prevent a person being elected appointed or co-opted for a further term of service after the expiration of their existing term of service.

24. Playing Colours

The Club's usual playing colours are gold and navy blue. Alternative colours when required for playing against a team with colours similar to those of the Club's will be arranged by the captain of the team concerned. Each player of every Club team will wear the Club's usual playing colours or alternative colours as appropriate over all other clothing (except footwear) worn during play.

25. Expenses

The Club may pay or contribute towards the expenses of all persons travelling to matches tournaments or meetings for the purpose of representing the club as a player, umpire, coach or other official or of obtaining umpiring, coaching or other qualifications in order to assist the Club to such extent as the Club at a general meeting or failing that the Management Committee shall from time to time determine.

26. Extraneous Matters and disputes

Any matter not expressly provided for in the rules and any dispute arising on or by virtue of these rules shall be determined by the Management Committee in such manner as they shall think fit. Any such matter or dispute arising at a general meeting shall be dealt with in such manner as the Club shall decide at such general meeting.

27. Alterations and Additions

Alterations and additions to these rules shall be made ONLY:-

27.1 At an Annual General Meeting or Extraordinary General Meeting properly convened for that purpose;

27.2 Provided that:

27.2.1 Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member;

27.2.2 full details of the proposed alterations and/or additions shall have been set out in the notice convening the meeting.

27.3 And if more than two thirds of the total votes cast at the meeting are in favour of the proposed alterations and/or additions. An abstention shall be recorded but shall not count as a vote.

28. Dissolution

28.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the General Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

28.2 If at that Extraordinary General Meeting, the resolution is carried by at least two thirds of the Full Members present at the meeting and voting the Management Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club. Abstentions shall be recorded but shall not count as a vote.

28.3 If upon dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever the same shall be given or transferred to some local district, county or national body or bodies having objectives similar, wholly or partially, to the objects of the Club such body or bodies to be determined at the Extraordinary General Meeting convened before and approving the same dissolution.

Dated: May 2009

Signed as approved:

Chairperson.....

General Secretary.....

Treasurers.....