



# Club Constitution

## 01. Name

The Club is called Wycombe Hockey Club, hereinafter referred to as "the Club", and shall be affiliated to England Hockey, Southern Counties Hockey Association and Buckinghamshire Hockey Association.

## 02. Compliance with the Constitution

The Club shall be administered and managed in accordance with the provisions of this constitution.

## 03. Aims and Objectives

03.1. The aims and objectives of the Club are :

- To foster and promote the sport of hockey at all levels.
- To offer playing, coaching and umpiring opportunities in hockey.
- To promote the Club within the local community.
- To provide a safe, effective and child friendly environment in which to play and learn hockey.
- To provide equal access to all its services and encourage inclusion of minority groups.

03.2. These Aims and Objectives may be pursued by any means agreed by its members providing that they are legal. Activities may also include fundraising and social events.

## 04. Membership

04.1. Membership of the Club is open to any persons wishing to play or umpire hockey, to train or be coached or anyone interested in the sport and who agrees with the objectives of the Club and wishes to be involved with the Club.

04.2. Membership may be refused only on the grounds that its granting would be detrimental to the Aims and Objectives of the Club. Any such decisions must be confirmed by a motion put to the first possible Management Committee meeting of the Club and supported by a simple majority of the members attending and voting.

04.3. Membership is available, on completion of a membership form and payment of the relevant Annual or Life Subscription Fee, to anyone regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.



# Wycombe Hockey Club

Founded 2008

**04.4.** Membership shall run from 1st. September to 31st. August. For members joining during the year, the annual subscription is discounted.

**04.5.** Annual Subscriptions for membership will be charged as agreed at the Club's Annual General Meeting, and an indication of likely match fees will be given. The Management Committee shall be responsible for the setting of all match fees once liabilities such as pitch and other costs are known.

**04.6.** Membership of the Club consists of the following categories :

- **Adult Member**  
Anyone not less than 18 years of age who wishes to play hockey for the Club is eligible for Adult Membership.
- **Junior Member**  
Anyone less than 18 years of age who wishes to play hockey or umpire for the Club is eligible for Junior Membership.
- **Student Member**  
Anyone over 18 years of age and in full time education who wishes to play hockey for the Club is eligible for Student Membership.
- **Vice President**  
Anyone over 18 years of age who has previously played, umpired, coached or managed for the Club, for High Wycombe Hockey Club, or for Wycombe Rye Ladies Hockey Club, or who serves or has served on any Committee of these Clubs is eligible for Vice President membership.
- **Associate Member**  
Anyone over the age of 18 who wishes to support or be involved in the Club is eligible for Associate Membership.
- **Honorary Member**  
Anyone admitted to membership by the Management Committee for such period as the Management Committee shall deem expedient shall be eligible for Honorary Membership.

## **05. Structure and Roles of the Club's Management Committee**

**05.1.** The elected officers of the Club shall be the Chairperson, the Vice Chairperson, Secretary and the Treasurer. Wherever practical the Chairperson and Vice Chairperson should not be of the same sex. Any cheques drawn against Club funds should be signed by the Treasurer and one other Officer.

**05.2.** The management of the Club (except as otherwise provided by this Constitution) shall be deputed to a Management Committee, which will consist of the Chairperson, the Vice Chairperson, the Secretary, the Treasurer and a minimum of six members of the Club. The Chairperson, the Vice Chairperson, Treasurer and Secretary are ex-officio members of the Committee. The Management Committee should contain a minimum of 30% male members and a minimum of 30% of female members.



**05.3.** Members of the Management Committee shall be elected at the Annual General Meeting of the Club by a majority of the members present. They will serve for a period of one year and may be re-elected to the same office, or position, or to another office, or position, the following year. It is permissible for one individual to hold more than one office if there are insufficient volunteers to fill all the available posts. Appointment of members of the Management Committee may be deferred to the incoming Management Committee if there is no suitable candidate available at the AGM.

**05.4.** The Management Committee may appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting.

**05.5.** The Management Committee shall meet at agreed intervals and not less than eight times a year. The quorum for a Management Committee meeting shall be six, two of whom must be Club Officers.

**05.6.** The Management Committee may delegate its managerial responsibilities to such Sub-Committees as it may from time to time appoint who shall have power to co-opt members to assist with the duties involved. Sub-Committees will be accountable to, and will report directly to, the Management Committee. The quorum for a Sub-Committee meeting shall be three, and must include a member of the Management Committee.

**05.7.** The duties of the Management Committee shall be :

- To control the affairs of the Club on behalf of the Members.
- To require the Treasurer to keep accurate accounts of the finances and to report on these to the Management Committee Meetings.
- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson, or person acting as Chairperson, has the casting vote.

## **06. Decisions at Meetings**

Every question at General or other Meetings shall be decided by a majority of the votes given by a show of hands except as otherwise herein specifically provided. The Chairperson of the Club, the Vice Chairperson or, in their absence, such chairperson as the meeting shall decide shall be Chair at all meetings.

## **07. Rights of Membership**

**07.1.** At the Annual General Meeting all members over the age of 18 on September 1 of the previous year are eligible to vote.

At Extraordinary General Meetings Adult Members, Student Members, Vice Presidents and Associate Members who are eligible for Vice-President Membership are eligible to vote.

**07.2.** Members eligible to vote may hold Officer or Management Committee positions in the Club.

**07.3.** Associate Members may become Vice Presidents by a vote of the Management Committee.



## **08. Annual General Meetings**

**08.1.** An Annual General Meeting shall be held in every year at such time and place as the Management Committee may appoint and there shall not be more than fifteen months between one Annual General Meeting and the next.

**08.2.** Nominations for Officers and for the Management Committee shall be sent to the Secretary not less than 7 days before the Annual General Meeting. If nominations exceed the number of vacancies a ballot shall be taken.

**08.3.** At the Annual General Meeting, twenty members eligible to vote shall form a quorum.

**08.4.** The Secretary shall circulate, or give notice of, the agenda for the meeting to Members not less than fourteen days before the meeting. This notification shall be by email or post to members' home addresses and should specify the date and starting times, the place of the meeting and the nature of the business to be discussed including any motions.

**08.5.** The business of the Annual General Meeting shall be :

- Approval of the minutes of the previous Annual General Meeting.
- Presentation of reports from the Chairperson and other officers as required.
- Presentation of accounts for the previous Club financial year by the Treasurer and their adoption.
- Setting of Annual Subscriptions and an indication of match fees.
- Election of Club Officers, other positions of the Management Committee, and Auditor if required. Only those in attendance at the AGM can vote for Officers and Management Committee Members.
- Discussion of any such business as circulated in the agenda.

**08.6.** No business shall be transacted at any such meeting other than that specified in the notice convening the meeting. If no quorum has been achieved half an hour after the official start time then the meeting shall be declared not quorate.

**08.7.** All motions shall have a proposer and seconder.

- A defeated motion cannot be put again in less than six months from the time of its defeat unless the Management Committee rules otherwise through emergency circumstances.
- A resolution cannot be negated or rescinded within six months of its acceptance at a General Meeting unless the Management Committee rules that earlier action is essential in which case a motion to rescind or negate shall be notified to all members and put to a general meeting.

**08.8.** If necessary, the Club shall appoint an auditor who need not be a member. The auditor shall be nominated at the AGM.



## **09. Extraordinary General Meetings**

**09.1.** An Extraordinary General Meeting may be summoned, at any time, at the request of the Chairperson of the Management Committee, or at the request of the Management Committee by majority vote, or at the request in writing from not less than ten Members of the Club who are eligible to vote at an Annual General Meeting.

**09.2.** At least fourteen days' notice of the Meeting shall be given. Procedures for Extraordinary General Meetings shall be the same as for the Annual General Meeting including the details to be sent out in the notice and the quorum requirements. The majority required to pass a motion at an Extraordinary General Meeting shall be two thirds of those Members present and who are eligible to vote.

**09.3.** The notice shall specify the purpose for which the meeting is to be convened. No business shall be transacted at any such meeting other than that specified in the notice convening the meeting.

## **10. Expulsion of Members/Termination of Membership**

**10.1.** Any person whose continued membership is grossly detrimental to the Aims and Objectives of the Club or a Member violating any of the rules and regulations of the Club or charged with any misconduct may, after an opportunity has been afforded to them of being heard by the Management Committee in explanation or defence, be expelled from the Club on the basis of a simple majority vote of the Management Committee then present. Any member so expelled shall forfeit all claims to the property of the Club and shall only be eligible for re-election by majority decision of the Management Committee.

**10.2.** Membership may also be terminated when :

- The member resigns.
- The member fails to pay their membership fee within the 12 months in which it is due.

## **11. Amendments to the Constitution**

Any alterations or amendments to the Club Constitution may only be considered at an Extraordinary General Meeting. Any alteration or amendment must be proposed by a Member, eligible to vote, and seconded by another Member, eligible to vote. Such alterations shall be passed if supported by a simple majority of the Members present at the meeting, assuming that a quorum has been achieved.

## **12. Policies and Rules**

The Management Committee may from time to time make such Policies and Rules as it thinks necessary for the proper conduct and management of the Club. It may make such Policies and Rules to regulate the admission and classes of membership; conditions of membership; and the conduct of members in relation to one another.



## **13. Dissolution**

**13.1.** A resolution to dissolve the Club can only be passed at an Extraordinary General Meeting through a majority vote of the Members present at the meeting who are eligible to vote.

**13.2.** Any such meeting must be convened within one month of receipt of the proposal to dissolve the Club. The proposal must have been made in writing to the Secretary of the Club and must be accompanied by the names of a proposer and seconder both of whom should be Members eligible to vote.

**13.3.** If the Members resolve to dissolve the Club, the Chairperson, Vice-Chairperson and Treasurer shall remain in office for as long as is necessary to dissolve the Club. Their duties are :

- To notify Members of the decision to dissolve.
- To settle all outstanding bills and liabilities.
- To disperse any remaining assets by giving or transferring them to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.
- To ensure that dispersion of the assets does not benefit, directly, a Member of the Club.

**Adopted at the Extraordinary General Meeting of Wycombe Hockey Club held at High Wycombe Cricket Club, London Road, High Wycombe, Bucks., HP11 1DE on 11 July 2016.**

**Article 13 amended at EGM of Wycombe Hockey Club held at High Wycombe Cricket Club, London Road, High Wycombe, Bucks., HP11 1DE on 4 April 2017.**



# High Wycombe Hockey Club

Founded 1900

## Memorandum of Understanding

High Wycombe Cricket Club and High Wycombe Hockey Club together form High Wycombe Sports Club.

High Wycombe Hockey Club will change its name to Wycombe Hockey Club on 1st. November 2008 when it merges with Wycombe Rye Ladies Hockey Club and any rights that High Wycombe Hockey Club has as a member of High Wycombe Sports Club will transfer to Wycombe Hockey Club from that date.

D. Lippiat  
Chairman  
High Wycombe Hockey Club

October 2008