



CONSTITUTION

1. Name

The name of the organisation shall be KEYNSHAM HOCKEY CLUB, hereinafter referred to as the 'Club'.

2. Objectives

The Club is established to pursue the following objectives:

- a) Participation in the sport of hockey hereinafter referred to as 'the sport'.
- b) The organisation, management and development of the sport for all members of the Club.
- c) Establishing regular competitive play for the club's representative teams.
- d) The provision of training and playing facilities for its members.
- e) Promoting and maintaining the highest standards of competence and safety in the sport.
- f) Upholding the rules of the sport.
- g) Providing equal opportunities for all participants
- h) The promotion of the sport.

3. Affiliation

The Club shall be affiliated to England Hockey Board, Avon County Hockey Association, West Hockey Association and the local ladies' and men's hockey leagues.

4. Membership

All members are subject to the Constitution of the Club and the regulations Membership of the club is open to all individuals provided they comply with this Constitution.

- a) No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- b) All members undertake to pay the relevant membership fees according to the schedule described on the Club website.
- c) Each fully paid up member shall be entitled to attend General or Annual General Meetings.
- d) Voting members may be elected and serve on any Committee.
- e) Copies of all policies and procedures will be available on the Club website.
- f) Members may be enrolled in any of the following categories:
 - Adult
 - Student (18-24 in full time education)
 - Junior (up to 18)
 - Casual (adults entitled to play up to 5 games)
 - Life

5. Suspension, Refusal or Termination of Membership

The Committee shall be entitled to:

- a) Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
- b) For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full committee before a final decision is made.
- c) The member may apply for reinstatement at the next general meeting.
- d) Any member who fails to pay their fees by the date required shall forfeit their right to representation on the committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- e) Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- f) The committee shall inform the member in writing of any decision to terminate their membership.

6. General Meetings

- a) Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM.

At each AGM the following business shall be conducted:

- i. Receive and confirm the minutes of the previous AGM.
- ii. Presentation of the Club's financial accounts for the year.
- iii. Presentation of Chair's report.
- iv. Presentation Club Captains' Reports
- v. Election of officers to the Committee (known as the committee) shall take place on the day. Where there is more than one nomination for a position, the vote shall be by secret ballot. The result will be counted and detailed during the meeting.
- vi. Members can send proxy votes to be added to this ballot should they be unable to attend the AGM.
- vii. Any other business brought before the meeting, which has been submitted in writing to the chairman not less than 7 days prior to the AGM, and any other business deemed relevant by the chair.
- viii. Notice for an AGM shall be a minimum of 21 days.
- ix. A minimum number for attendance at an AGM shall be 10 members plus the Executive of the committee

- b) Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i. 33% of the membership.
- ii. The Chair.
- iii. 2/3 majority of the Committee.
- iv. Notice for an EGM shall be of a minimum of fourteen days' notice, and stating the business to be discussed.

7. Rules for General Meetings

- a) A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.

- b) The Chair, or in his/her absence a member selected by the meeting, will take the Chair.
- c) All members shall register
- d) Each member qualified to play adult hockey shall have one vote.
- e) A simple majority shall determine all votes. In the event of a tied vote, the Chair may exercise a casting vote.
- f) the minutes of the meetings will be recorded in writing an available to all members

8. Election of Officers

- a) Candidates shall be elected at the AGM, and shall be in post until the following AGM
- b) All nominations of candidates for election shall have the consent of the nominee.
- c) Nomination(s) elected at the AGM may fill uncontested posts.

9. Members of the (Executive) Committee

Members are expected to carry out a post for no longer than 5 years. However no more than two posts should be vacated at any one time. Should a post remain vacant following the AGM then the full committee shall take responsibility for the role.

- a) The Committee shall consist of the following:
 - i. Chair *
 - ii. Club Secretary *
 - iii. Treasurer *
 - iv. Fixtures Officer *
 - v. Membership Officer *
 - vi. Academy Co-ordinator(s)
 - vii. Senior Coach
 - viii. Summer League Co-ordinator(s)
 - ix. Events Co-ordinator(s)
 - x. Men's and Ladies' Club Captains
 - xi. Kit Manager
 - xii. Safeguarding Officer

Should an executive decision be required without a requirement for full membership vote the agreed quorum is 5 people to include the Chair or Club Secretary.

* The positions comprise the Executive Committee.

- b) All the above shall be entitled to one vote each at General Meetings.

10. Rules for the Committee

- a) The Chair shall chair the meeting, or in his/her absence the Club Secretary or nominee from the Committee in the event of all those mentioned being absent.
- b) Fourteen days' notice of any meeting of the committee shall be given by the chair, except when:
 - i. The date of the meeting had been agreed at the previous committee meeting, in which case seven days' notice shall be given.
 - ii. In an emergency the Chair may call a meeting at four days' notice.

11. Other Committees

- a) Selection Committee is made up of the Captains/Vice Captains of the teams using the selection.
- b) The Committee can call any officer or member of the club to attend if they require input not available from the members of the elected committee.
- c) Any member of the Executive Committee shall be entitled to attend any selection meeting for the purpose of passing club information to the selection committee.
- d) If any member of the Selection Committee fails to attend on 3 or more successive occasions, the member will forfeit their right to attend at the discretion of the Committee. A replacement will be appointed by the Club's Chair until such time as the matter is resolved.
- e) All summer league fixtures are excluded from the formal process.

12. Finance

- a) The Club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the members at the Annual General Meeting.
- b) All monies shall be lodged in a bank account in the name of the Club.
- c) All surplus monies can only be used for re-investment for the good and future of the club. As such, the Club is a not for profit organisation.
- d) All accounts will be audited on a regular basis. The auditors will be appointed by the membership at the AGM.
- e) At least three members of the Executive Committee shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- f) The financial year of the club shall run from 1st May.

13. Amendments to the Constitution

This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extra Ordinary General Meeting.

14. The Dissolution of the Club.

- a) Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - i. the terms of the proposed resolution are received by the Chair at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - ii. at least twenty eight days of the proposed resolution shall be given in writing by the Chair to all members, and that
 - iii. Such a resolution shall receive the assent of two thirds of those present and entitled to vote and that
- b) Upon dissolution of the Club, after all Club and Club liabilities have been cleared, all remaining financial and material assets shall be given to any not for profit local sporting or community organisation so designated by a majority of the membership

14. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of Keynsham Hockey Club.

Chair:

Date:

Club Secretary:.....

Date: