



Club Constitution

EAST LONDON HC



Adopted on 7 April 2019

1. The Name, Location, Objects and Type of Club

- 1.1 The name of 'the Club' shall be the East London Hockey Club, hereafter called 'the Club'. The Club will be affiliated to the England Hockey, the Essex County Hockey Association and the East Region Hockey Association. The name of the Club when on tour is "The Untouchables".
- 1.2 The Club shall be situated within East London
- 1.3 The aims and objectives of the Club shall be
 - 1.3.1 To organize, promote, encourage and foster the growth and development of hockey at all levels through coaching via the Club and schools in leagues, tournaments, and friendly matches.
 - 1.3.2 To seek member support, finance and sponsorship promotion to further the aims and objectives of the Club and to offer equal sporting opportunities to all.
 - 1.3.2 To provide a safe, effective and child-friendly environment in which to learn and play hockey.

2. Membership

- 2.1 Membership shall be open to any person irrespective of nationality, religion, race, sex, sexual orientation or age who has completed a registration form and paid due monies by the appropriate time. The list of members will be recorded by the Membership Secretary and available to the members of the Executive Committee, Playing Committee, Operations Committee and Youth Committee.
- 2.2 All members shall be subject to the rules of the Club.
- 2.3 Membership can be refused or revoked and members suspended for misconduct by an internal disciplinary hearing run by the Chair. The Club's Welfare Officer may temporarily suspend a member in accordance with the Club's Child Protection Policy. Suspended members may not act in any way on behalf of the Club but can make a written appeal to be decided upon by the Executive Committee within 28 days. There will be no refund of subscription fees.
- 2.4 Honorary life membership is available to nominated and approved individuals who have provided a significant and long-standing contribution to the Club, as decreed by the Executive Committee. No annual subscription is payable by honorary life members.
- 2.5 Short term membership of the Club is granted to persons touring under the name of The Untouchables upon payment of an additional premium. The period of membership is limited and shall be defined by the tour organizer.

3. Role of the President

- 3.1 Subject to 3.2 below, the President of the Club shall remain in post for such time as is deemed appropriate by him/her.
- 3.2 In the event of illness, misconduct or some other compelling circumstance affecting the President's ability to serve, a meeting of the Executive Committee would then be responsible for the appointment of a new President from among the membership of the Club. This is to be decided by a show of hands and a simple majority decision.
- 3.3 The role of the President will be to offer guidance and advice to the Executive Committee and he/she will retain the right to ask the Executive Committee to review and reconsider any decisions or policies that may affect the smooth administration of the Club. However, after any due reconsideration, the decision of the Executive Committee will be final.

- 3.4 The President may, at his discretion, appoint up to four Honourary Vice Presidents to assist in representing and supporting the club. The term of the Honourary Vice Presidents will end at the discretion of The President. In addition, the Executive may appoint a formal Vice President to act as the President's deputy on an annual basis.

4. Executive Committee

- 4.1 The affairs of the Club shall be managed by the Executive Committee, except for matters reserved for the Club in Annual General Meeting, while ensuring that the Club Constitution and all of the Club policies are adhered to.
- 4.2 The Executive Committee shall consist of the following members: President, Chair, Treasurer, Secretary, Mens Club Captain, Women's Club Captain, Youth Development Officer, Hockey Development Officer.
- 4.3 A quorum of four members must attend each Executive Committee meeting.
- 4.4 The Executive Committee shall have the power to co-opt members onto the Executive Committee as and when required to achieve the aims of the Club. Co-opted Executive Committee members shall have full voting rights.
- 4.5 It is expected that all Executive Committee members will ensure the health and safety, and be aware of potential hazards, which may affect the players and the public.
- 4.6 Any decision at the Playing Committee, Operations Committee or Youth Committee which meets any of the following criteria must be referred to the Executive Committee for ratification:
- 4.6.1 Any spend over £100, or decision that may later require spend over £100.
 - 4.6.2 The hiring or termination of any paid employee or service provider to the Club.
 - 4.6.3 The creation or dissolution of any team.
 - 4.6.4 Any internal disciplinary action against a Club member.
 - 4.6.5 Any proposal to be submitted at the ELHC AGM or an extra-ordinary meeting.
 - 4.6.6 Any post-election removals or additions to a committee position.

5. Playing Committee

- 5.1 The Playing Committee shall make decisions that address all issues associated with on-pitch activity at the Club, with the exception of those outlined in 7.1 as the remit of the Youth Committee.
- 5.2 The Playing Committee shall consist of the following members: Hockey Development Officer, two Club Captains, four Assistant Club Captains, Coach Development Officer, Coach Liaison Officer, Fixtures Secretary, Umpire Liaison Officer, Umpire Development Officer, League Liaison Officer, Masters Development Officer, Membership Secretary.
- 5.3 The Playing Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Playing Committee. Specifically, any decisions which meet the criteria specified in Clause 4.6 must be addressed to the Executive Committee for ratification.
- 5.4 A quorum of four members must attend each Playing Committee meeting.
- 5.5 The Playing Committee shall have the power to co-opt members onto the Playing Committee as and when required to achieve the aims of the Club. Co-opted Playing Committee members shall have full voting rights.

6. Operations Committee

- 6.1 The Operations Committee shall make decisions that address all issues associated with off-pitch activity at the club, with the exception of those outlined in 7.1 as the remit of the Youth Committee.

- 6.2 The Operations Committee shall consist of the following members: Chair, Secretary, Teas Officer, Social Secretary, Kit Officer, Press & Publicity Officer, Web Officer, Treasurer, Deputy Treasurer, Fundraising Officer, Partnerships Officer, Tour Coordinator, Communications Officer, Tournament Director
- 6.3 The Operations Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Operations Committee. Specifically, any decisions which meet the criteria specified in Clause 4.6 must be addressed to the Executive Committee for ratification.
- 6.4 A quorum of four members must attend each Operations Committee meeting.
- 6.5 The Operations Committee shall have the power to co-opt members onto the Operations Committee as and when required to achieve the aims of the Club. Co-opted Operations Committee members shall have full voting rights.

7. Youth Committee

- 7.1 The Youth Committee shall make decisions regarding youth hockey and young people (Members aged 18 or under) within the Club.
- 7.2 The Youth Committee shall consist of the following members: Youth Development Officer, Youth Head Coach, Welfare Officer, Deputy Welfare Officer and Youth Secretary
- 7.3 The Youth Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Youth Committee. Specifically, any decisions which meet the criteria specified in Clause 4.6 must be addressed to the Executive Committee for ratification
- 7.4 A quorum of three members must attend each Youth Committee meeting.
- 7.5 The Youth Committee shall have the power to co-opt members onto the Youth Committee as and when required to achieve the aims of the Club. Co-opted Youth Committee members shall have full voting rights.

8. Annual General Meeting

- 8.1 An Annual General Meeting of the Club shall be held in the month of April every year.
- 8.2 Notification of every General Meeting shall be given a minimum of 14 days in advance in writing or by e-mail to all members and shall be published on the Club website.
- 8.3 Every member of the Club shall be entitled to be present and to vote at any General Meeting of the Club and should there be equality on any voting issue the Chair of the meeting shall have the casting vote.
- 8.4 The posts to be elected at the Annual General Meeting (AGM) shall be those listed in
 - 8.4.1 Clause 4.2 for the Executive Committee
 - 8.4.2 Clause 5.2 for the Playing Committee
 - 8.4.3 Clause 6.2 for the Operations Committee
 - 8.4.4 Clause 7.2 for the Youth Committee
- 8.5 Items for the agenda must be submitted in writing, to be received by the Secretary no less than 7 days prior to the AGM, or on the day by agreement of the meeting.
- 8.6 All nominations for Committee members must be received by the Secretary 7 days prior to the AGM, or on the day by agreement of the meeting.
- 8.7 Committee members must either be members of the club, or parents or guardians of members from any team that are 16 years or under at the date of the AGM.
- 8.8 An Extraordinary General Meeting (EGM) may be requested by the Executive Committee, or by atleast 10% of the membership in writing to the Chair.
- 8.9 General Meetings shall be open to all current playing members from any team who are over 16 years of age, and to parents or guardians of players under that age

- 8.10 Any club-wide decision, excluding the election of posts, may take place outside of an AGM or EGM through means of an electronic ballot of the membership, following the voting terms of clause 8.3. There should be at least 7 days' notice of the ballot and the ballot should be open for a period of no less than 48 hours.
- 8.11 Committee members may not be contracted service providers to the club. If a sitting committee member wishes to become of contracted service provider to the club, they must first vacate any committee positions held.

9. Committee Member Responsibilities

- 9.1 All Committee members must act in the best interests of the Club.
- 9.2 Each Committee will have a designated secretary, responsibility to take and promptly distribute minutes at all meetings, and to attend to all other administration work as required, who shall be:
- 9.2.1 The Secretary for the Executive Committee
 - 9.2.2 The Club Captains (rotated) for the Playing Committee
 - 9.2.3 The Secretary for the Operations Committee
 - 9.2.4 The Youth Secretary for the Youth Committee
- 9.3 If a Committee member fails to attend at two consecutive meetings of a committee they are a member of, without giving satisfactory reason in advance to the Secretary or submitting their reasons in writing, the Executive Committee shall have the power to remove the said member from office and appoint or co-opt a substitute.
- 9.4 Each Committee member shall have a single vote on a show of hands. All decisions at a Committee, put to a vote, shall be decided by a simple majority. In the event of a tie the chair of the Committee shall have a further casting vote.
- 9.5 Each Committee will be called and presided over by a chair, who shall be:
- 9.2.1 The Chair for the Executive Committee
 - 9.2.2 The Hockey Development Officer for the Playing Committee
 - 9.2.3 The Chair for the Operations Committee
 - 9.2.4 The Youth Development Officer for the Youth Committee
- 9.6 All committee members will serve until the AGM after their election or co-option.

10. Finance and Accounting

- 10.1 The financial year shall run from September to August.
- 10.2 The Treasurer will be responsible for the preparation of the annual Statement of Accounts, which will be presented by the Executive Committee at the AGM.
- 10.3 The summarised accounts shall be subject to examination by any member giving 21 days' notice in writing.
- 10.4 The income of the Club, howsoever obtained, shall be used solely towards the aims and objectives of the Club. No portion shall be paid, transferred (either directly or indirectly) by way of dividend, or otherwise by way of profit, to members.
- 10.5 However, there may be payment in good faith, of reasonable and proper remuneration to any member of the Club in return for services rendered. All such payments must be agreed at an Executive Committee meeting. The member concerned may not be present when the matter is discussed and, if a member of the Executive Committee, shall withdraw from the meeting until after the vote has been taken.
- 10.6 No member or Executive Committee member shall cause the Club to enter into any financial or other commitment without consultation with, and the agreement of, the Executive Committee subject to 10.9 below.
- 10.7 All monies belonging to the Club shall be kept in a bank/building society account named 'East London Hockey Club'.

- 10.8 All withdrawal forms completed for withdrawals from that account must be signed by one of three signatories. The Executive Committee will appoint those signatories.
- 10.9 Decisions regarding purchases for the Club which are over £100 must be made at an Executive Committee meeting, or with the agreement of three or more Executive Committee members. Purchases under £100 can be made at the discretion of the Treasurer. No member of the Executive Committee may give or join in giving approval under this provision to any expenditure in which he has a personal interest.

11. Conduct of Members

- 11.1 The Club may adopt or vary a Code of Conduct and Club Rules, at an Executive Committee Meeting, an AGM or an EGM.
- 11.2 It is the responsibility of all players, supporters and coaches and all third parties to maintain their own health and safety when having interaction with the Club.

12. Changes to the Constitution of the Club

- 12.1 Any alterations to the Constitution may only be agreed at the AGM or an EGM convened for that purpose, and shall require the approval of two-thirds of those present and voting.
- 12.2 The Executive Committee shall have the power to legislate upon any point not provided for in the Constitution, the Club Rules or the Code of Conduct.

13. Dissolution of the Club

- 13.1 In the event of the dissolution of the Club, any monies remaining after all outstanding debts have been paid will be shared between any worthy charitable organizations. Any equipment / assets owned by the Club will be sold and the monies dealt with as above, or the Executive Committee may donate the equipment / assets for charitable cause.