

CORSHAM HOCKEY CLUB
CLUB CONSTITUTION

1. Name

- a. The Club shall be called Corsham Hockey Club

2. Aim

- a. The aim of the Club shall be to provide hockey, through arranged association hockey matches and social activities for its members

3. Status of Rules

- a. The Club Rules form a binding agreement between each member of the Club

4. Address

- a. The address of the Club shall be that of the current elected Club Secretary.

5. Rules & Regulations

- a. The Club shall have the status of an Affiliated Member Club of The England Hockey Association by virtue of its affiliation to/membership of The England Hockey Association (The Parent Association). The Rules and Regulations of The England Hockey Association Limited and League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated in to the Club Rules.
- b. No alteration of the Club Rules shall be effective without the prior written approval of The Parent Association.
- c. The Club will also abide by The England Hockey Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. The Club will, in addition ensure that all members act in accordance with England Hockey's Safeguarding & Protecting Young People policy. This will include, but will not be limited to, making England Hockey's Good Practice (plus any amendments) Guide available to all Committee Members, coaches and members. The Good Practice Guide shall be maintained and made available on the Club's website. All members of the Club should be aware of, and read the Guide.
- d. The Executive Committee shall have sole powers to introduce new Rules & Regulations or policies to The Club.

6. Club Membership

- a. There shall be three classes of Membership of The Club; Full Members (which will include students aged 13 and over who are in full time education), Junior Members (who shall be aged under 13) and Non Playing Members. Non Playing Members do not have voting rights unless they are a Club Officer or Member of one of The Club Committees. The parents or guardians of Junior Members shall have one vote for each of their children or wards named in the Club Register.
- b. Membership of the Club shall be open to anyone, regardless of, age, disability, ability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to the available facilities may occur on a non-discriminatory basis.
- c. The Members of the Club shall be those persons listed in the register of members (The Membership Register) which shall be maintained by The Club Secretary.
- d. Any person who wishes to be a member must apply on The Membership Application Form and deliver it to The Club Secretary. Membership shall become effective upon receipt of the appropriate fee and their name being entered in to The Membership Register. Rejection of membership shall be at the sole discretion of The Executive Committee.
- e. In the event of a member's resignation or expulsion, his or her name shall be removed from The Membership Register.
- f. The England Hockey Association shall be given access to The Membership Register on Demand.

7. Annual Membership Fee/Subscriptions/Match Fees

- a. Annual fee/subscription and Match Fees payable by each Member shall be determined by The Executive Committee following their election at the Annual General Meeting. Any fee shall be payable on successful application membership and paid annually by each member. Fees shall not be refundable unless in extreme circumstances in which case, the member may formally request a refund to the Executive Committee.
- b. The Executive Committee shall have the authority to levy further subscriptions from members as are reasonably necessary to fulfil the objectives of The Club.

8. Resignation & Expulsion

- a. A member shall cease to be a Member of The Club if, and from the date on which,
 - i. He/she gives notice to The Executive Committee of their resignation
 - ii. He/she has not paid any and all outstanding fees due to The Club, by failing to make payments through an agreed a payment plan with the Treasurer to clear arrears.
 - iii. The payment of annual membership/subscription or further subscription is more than two months in arrears. In this instance the member shall be deemed to have resigned.
- b. The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of The Club for them to remain a member of The Club or they do not adhere to The Club policies and procedures. There shall be no appeal procedures.

9. Club Committees

- a. The Club shall consist of four Committees (The Club Committees). Each Committee will work to deliver the Aim of the Club, and will abide by The Club Constitution.
- b. The Committees shall be:
 - i. The Executive Committee.
 - ii. The Ladies Section Committee
 - iii. The Men's Section Committee
 - iv. The Juniors Section Committee
- c. The Men's, Ladies and Junior Section Committees shall be sub committees of the Executive Committee, and shall abide by the decisions and implement the policies of The Executive Committee.
- d. The purpose of The Executive Committee is to provide strategic direction, ensure financial sustainability and co-ordinate Club activities and shall consist of the following members:
 - i. The Club Chairman
 - ii. The Club Secretary
 - iii. The Club Treasurer
 - iv. One member elected by each of The Men's, The Ladies and The Juniors Sections as a Section Representative.
- e. The Club Chairman and Treasurer shall be elected by a majority of members voting at The Club Annual General Meeting.
- f. The Club Secretary shall be elected from the Membership at the Annual General Meeting. However both the positions of Club Secretary and Treasurer shall not be held by members of one section only, unless no other candidates put themselves forward.

- g. The Executive Committee shall meet a minimum of four times each year. One of these shall be for the purpose of arranging an Annual General Meeting. The Club Chairperson or Club Secretary shall have the power to call further meetings of the Committee if deemed by them to be necessary or in the event of a disciplinary hearing.
- h. The Executive Committee shall constitute the disciplinary committee of The Club. Its decisions shall be binding on all sections.
- i. Each of the Mens and Ladies Sections' Committees shall consist of the following posts elected by the members of each section:
 - i. The Section Representative to The Executive Committee. They will act as Chair of the Section Committee.
 - ii. A Section Secretary
 - iii. Section Coach
 - iv. The Captains of each Section's teams.
- j. The Junior Section of the Club shall consist of the following posts elected by the members of the section::
 - i. The Section Representative to The Executive Committee. They will act as Chair of the Section Committee.
 - ii. A Section Secretary
 - iii. Two parents (from two different families) whose children are Junior Members registered in the Club Register
- k. Each of the Section's Chair shall be responsible for ensuring that the Club's welfare obligations are understood and met. They will be accountable to both the Section Committee and the Executive Committee for Welfare in their respective sections.
- l. Each Officer on a Committee of The Club shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting.
- m. One person may hold no more than one Club Officer position at any one time. No member shall hold a number of posts on a single committee which taken together, under this Clause, would give them sole control of such Committee. In the event of an unresolved dispute in this regard the Executive Committee will at its discretion convene an EGM to resolve by a vote of the membership of the Club
- n. The Executive Committee shall be responsible for all affairs of the Club. The Executive Committee shall delegate management of certain affairs to each of The Ladies, Men's and Junior Sections. These will include, but may not be limited to, matters relating to their respective League participations, Fixtures, team selection, collection of fees, section membership and implementation of Club welfare and disciplinary policies and decisions.
- o. Decisions of The Club Committees shall be made by a simple majority vote of those attending meetings of The Club Committees. The Chairperson of each The Club Committees shall have a

- casting vote in the event of a tied vote. Meetings of each of The Club Committees shall be chaired by the Chairperson of the Committee or in their absence the relevant secretary.
- p. In the event that a decision cannot be reached by the Ladies, Men's or Junior Sections, the issue will be referred to The Executive Committee by the Section Representative. The decision of The Executive Committee on the matter will be binding on the relevant Section Committee.
 - q. The quorum for the transaction of the business of any of The Club Committees shall be three .
 - r. Decisions/Minutes of each of The Club Committees shall be kept, maintained and published on request by the secretary of each such Committee. The Club Secretary shall have the power to request sight of the minutes of the Ladies, Men's and Junior Section's Committees.
 - s. A Member of any The Club Committees of which they are a Club Officer may call a meeting of such Committee by giving not less than 7 days notice to all members such Committee. Each Section Committee shall determine the frequency of its meetings.
 - t. An outgoing Club Officer may be re-elected.
 - u. Any vacancy on the Club Committees which arises between the Annual General Meetings shall be advertised to all of The Club members, and elected by a majority vote of the members of the relevant Section or The Club who chose to register a vote.
 - v. Save as provided for in the Rules and Regulations of The England Hockey Association, The Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning The Club Rules.
 - w. Any Member may attend The Executive Committee, or relevant Section Committee meetings having given prior written notice to the relevant Committee Secretary, however they would have no voting rights.

10. Annual and Extraordinary General Meeting

- a. An Annual General Meeting (an AGM) shall be held in May each year to:
 - i. Receive a report of the activities of The Club over the previous year.
 - ii. Receive a report of The Club's finances over the previous year from The Club Treasurer, or as soon as possible thereafter.
 - iii. Elect Members of The Executive Committee. All members attending the AGM shall vote together to elect the members of the Executive Committee.

- iv. Election of members to each Section Committee shall take place at the AGM. Only members of each Section shall be eligible to vote on election of members to their Section committee.
- v. Consider any other business as on the agenda. All requests for agenda items must be received in writing by The Club Secretary, 14 days in advance of the AGM. Each agenda item must be proposed and seconded by current Club Members.
- b. Nominations for election of members as Club Officers or as members of The Executive Committee shall be made at the AGM by a proposer and seconder, in accordance with the provisions of Clause 9. Both must be existing members of the Club.
- c. Notice of any resolution or proposed change to the Club Rules to be proposed at an AGM shall be given in writing to The Club Secretary not less than 21 days before the AGM.
- d. A Extraordinary General Meeting (an EGM) may be called at any time by The Executive Committee and shall be called within 21 days of the receipt by The Club Secretary of a request in writing signed by not less than 3 members of The Club stating the purpose for which the meeting is required and the resolutions to be proposed. Business at an EGM may be any business that may be transacted at an AGM.
- e. The Club Secretary shall give each member notice of the date of a General Meeting (Extraordinary or Annual) together with the agenda and resolutions to be proposed at least 14 days before such meeting.
- f. The Club Chairperson, or in their absence, The Club Secretary, shall take the Chair. Each member present shall have one vote and resolutions shall be passed by simple majority vote, except in respect to the election of The Club Secretary and Club Treasurer where the provisions of Clause 9 f. will apply. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- g. The Club Secretary, or in their absence or by delegation, a member of The Executive Committee, shall keep and maintain decisions/minutes of General Meetings.

11. Club Finances

- a. A bank account shall be opened and maintained in the name of The Club (The Club Account). Designated Account Signatories shall be the Chairperson, The Secretary and The Treasurer of The Executive Committee. No sum shall be drawn from The Club Account except by cheque signed by two of the signatories designated on The Club Account. All monies payable to The Club shall be deposited in The Club Account promptly.
- b. The income and assets of The Club (The Club Property) shall be applied only in the furtherance of the Aims and Rules of The Club.
- c. The Executive Committee shall have the power to authorise the payment of remuneration and expenses to any Member of The Club and to any other person or persons for services rendered to The Club.
- d. The Club Treasurer shall prepare a Budget for the club.
- e. The Officers of each Sections will be:
 - i. Accountable to The Club Treasurer for adhering to The Budget.
 - ii. Responsible for ensuring the fees due from the membership of each section are collected and deposited into The Club Account and advised to The Club Treasurer.
 - iii. Responsible for managing the costs allocated to their Section by The Club Treasurer.
 - iv. Responsible for providing The Club Treasurer with such reporting and financial information as required by The Club Treasurer in ensuring the financial stability and solvency of The Club
 - v. Responsible for making any requests for finance that may be needed by the Section. The Executive Committee's decision on any such requests will be final and binding.
- f. The Club Treasurer shall prepare a financial statement for all sections of The Club for each Executive Committee meeting.

12. Club Welfare

- a. The Executive Committee shall be responsible for the welfare of all Club Members. The Club Secretary will be responsible for ensuring that each section abides by the Club's Welfare obligations.
- b. The Executive Committee shall be responsible for ensuring that each of the Ladies, Men's and Junior Sections implement the policies set out in Clause 5 c. of The Club Constitution.
- c. The Executive Committee will ensure that in addition to the requirements of Clause 5c. The Club Rules and Regulations in respect of Club welfare are consistent with the requirements of the Springfield Campus, or such other provider of pitch facilities (The Pitch Owner) used by The Club.

- d. The Executive Committee will ensure that any changes advised by The Pitch Owner in relation to welfare and playing matters are promptly advised to the Ladies, Men's and Junior Sections.
- e. Any Welfare issues which each of The Ladies, Men's and Junior Sections are unable to resolve or decide within their respective Section Committee meetings will be referred immediately to The Club Chair and Club Secretary who will decide whether the issue requires calling a meeting of The Executive Committee in accordance with Clause 9 g of the constitution.
- f. The Executive Committees decisions on welfare matters will be binding on the Ladies, Men's and Junior Sections.

13. Dissolution

- a. A resolution to dissolve The Club or a Section of the club shall only be proposed at either an AGM or EGM and shall be carried by a majority of at least three quarters of the members of the Mens, Ladies and Junior Sections members present. A three quarters vote of one Section in favour of dissolving The Club will not be sufficient.
- b. The dissolution shall take affect from the date of the resolution being passed by an AGM or EGM and the members of The Executive Committee shall be responsible for the winding up of the assets and liabilities of The Club.
- c. Any surplus assets of The Club after the discharge of the liabilities of The Club shall be transferred to The Parent Association who shall determine how the assets shall be utilised for the benefit of hockey. Alternatively, and if proposed in the resolution to dissolve The Club, such assets may be disposed of in such manner resolved with the consent of The Parent Association.
- d. Any debts owed to The Parent Association, the Leagues or other associations to which The Club is affiliated shall be levied on The Club Members.

14. Matters not covered by the constitution

The Executive Committee shall have power to act on any matter on which the constitution is silent but action shall be taken at the next Committee Meeting to ratify the action which has been taken.

Reviewed and ratified by Committee