

## **CONSTITUTION OF THE WILMSLOW HOCKEY CLUB**

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### **1. NAME**

The body shall be called the Wilmslow Hockey Club (hereinafter referred to as "the Club").

### **2. ORGANISATION**

The Club shall be governed by a Committee - see Section 6 of this Constitution.

### **3. OBJECTIVES**

1. To encourage an interest in hockey in the Wilmslow area.
2. To provide facilities for a full and active Club life.
3. To promote co-operation between members for social and sporting purposes.
4. The club is non-political and non-sectarian.
5. The Club is run as a non-profit making organisation. In the event that a surplus were to arise in any financial period, such surplus shall be re-invested in the Club and shall not be distributed to the Members.
6. The Committee of the Club shall be entitled to make donations to Charities or to other Community Amateur Sports Clubs (CASCs) if it judges that such donations reflect the wishes of, and are in the interests of, the Members. All such disbursements shall be reported to the Members at the Annual General Meeting.

### **4. PROPERTY**

The property of the Club shall be vested in Trustees appointed by the Club Committee. The number of Trustees shall not be more than four nor less than two and each shall hold office until death or resignation - unless removed from office by a resolution passed at an Annual General Meeting. They shall deal with the Property of the Club in accordance with a resolution of the Club Committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified by the Club against all costs and liabilities of every kind arising out of or in any way incidental to their Trusteeship.

### **5. MEMBERSHIP**

7. Membership shall be open to all subject to the provisions of this Constitution.
8. There shall be five classes of membership, namely:
  - Vice Presidents

- Honorary Members
  - Ordinary Members
  - Junior Members who must be under the age of 18 on May 1<sup>st</sup> preceding the start of the playing season, and shall enjoy all rights of membership except that they shall have no vote in any General Meeting of the Club.
  - Social Members.
9. Vice Presidents shall be elected by the Committee or by a General Meeting
  10. The Committee, or a General Meeting, shall have power to elect to Honorary Membership any person who in their opinion has rendered the Club exceptional service. Elections made by the Committee shall be confirmed at the next General Meeting.
  11. All applicants for Membership shall provide to the Hon. Secretary such details as the Committee shall decide in order properly to identify the applicant and to facilitate communication and shall agree to abide by the Constitution and bye-laws of the Club and to submit to the jurisdiction of the Committee on all matters relating to Membership of the Club. Temporary Membership shall be granted immediately on application but no voting rights shall be conferred at that time. The Committee shall consider each and every application on the table at each of its meetings and shall approve, stating the category of Membership, reject or defer for further enquiry. The Committee's decisions shall be communicated promptly to each applicant but no reasons for a decision need be disclosed.
  12. The Committee shall maintain an up-to-date register of Members, which shall not be available for unrestricted public inspection.
  13. Annual subscriptions shall be determined by the members at the Annual General Meeting and shall be payable in full by the 30<sup>th</sup> November following or within 6 weeks of joining whichever is later.

## 6. MANAGEMENT

14. The Officers of the Club shall be:  
The Chairman, The Hon. Treasurer, The Vice Chairman, The Hon. Secretary
15. The Club shall be managed by the Club Committee, which shall consist of the Officers together with other Members of the Committee as proposed and elected at the Annual General Meeting.
16. Subject only to the overriding power of a General Meeting, the Committee shall be the Executive Committee of the Club, responsible for Discipline, the provision and upkeep of Clubhouse and Playing Pitches, for Finance and for matters of a general nature plying to the Club.
17. Club Committee meetings will ordinarily be held once every month at a time and place to be determined by the members of the Committee. Any three Members of the Committee may, in writing, to the Hon. Secretary, request a special meeting.
18. The date of Special Meetings so requested must be notified to all Committee members within fourteen days of the written request being received by the Hon. Secretary and the meeting must be held within 28 days.
19. The Hon. Secretary shall notify Committee Members of any Committee Meeting not less than seven clear days prior to the date of the meeting, stating the principal items on the agenda.
20. At any Committee Meeting, properly convened, five members shall form a quorum.
21. Should an officer of the Club resign from office for any reason, or be disqualified by Committee decision as provided for in 24 below, his position shall be filled by the Committee. Should a vacancy arise on the Committee for any reason the Committee shall be empowered to co-opt a Member or Members to bring its numbers up to full strength.
22. The officers of the Club shall be elected at the Annual General Meeting and shall retire annually at the following Annual General Meeting. All shall be eligible for re-election.

23. Voting to elect Officers or Committee members shall be conducted as follows: where there are three or more candidates for a post there shall be a second ballot between those candidates coming first and second in the first ballot except where a candidate has a clear majority of the votes cast. With only two candidates a simple majority vote will suffice.
24. In the event of any Member of the Committee being unable to attend a Committee meeting he/she may appoint a substitute to attend but such substitute shall have no right to vote on any resolution before the Committee. Notwithstanding the appointment of a substitute as aforesaid, if any member of the Committee shall be absent from three consecutive Committee Meetings he may, at the option of the Committee, be disqualified from attending further meetings and a replacement found as provided in 21 above.
25. The Committee has the power to appoint advisers and to form sub-committees as deemed appropriate.

## 7. GENERAL MEETINGS

26. The Annual General Meeting shall be held during the month of May each year.
27. Special General Meetings shall be called at the request of not less than any twenty Members who shall signify in writing to the Hon. Secretary their desire and their business. Notice of such meetings shall be sent by the Hon. Secretary to all Members within twenty-one days after a request has been properly served and the meeting shall be held within six weeks from the date of service of the request.
28. The Committee shall be entitled to call Special General Meetings at such times and for such business as it deems fit.
29. Notice of all General Meetings shall be given to all Members at least twenty-one days prior to the dates of the meetings and shall indicate details of the business of such meetings. The notice must be in writing, but may be given by letter, fax or e-mail as judged appropriate. At a properly convened General Meeting twenty per cent of the voting Members shall form a quorum.
30. The Chairman shall take the chair at all General Meetings or in his or her absence the Vice, Chairman, President or Secretary.
31. At all General Meetings the Chairman shall be the sole interpreter of the rules and laws, shall determine every point and shall have a casting vote only.
32. The decision of a General Meeting shall be binding on the Committee.
33. Items intended for discussion at any General Meeting shall ordinarily be given in writing to the Hon. Secretary not less than twenty-eight days before the date of such meeting. Notwithstanding this provision the Chairman of the meeting shall, in extraordinary circumstances, have discretion to admit items for discussion where this requirement has not been met.
34. All Members, except Junior Members, are entitled to vote at a General Meeting. Unless otherwise provided in this Constitution, any resolution, to be carried, must be approved by a majority of the Voting Members present voting in its favour.

## 8. ALTERATIONS TO THIS CONSTITUTION

35. This Constitution may only be amended by a General Meeting of the Club if three-quarters or more of the Members, present and entitled to vote, vote in favour of the amendment.
36. The proposed alteration must be included in the notice of the meeting sent to all Members.

## 9. FINANCE

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

38. The finances of the Club shall be banked in the name of the Club and the signatories to the account shall be the Hon. Treasurer together with any one of: the Chairman, Vice-Chairman or Hon. Secretary.
39. Auditors shall be appointed annually at the Annual General Meeting. The accounts and the Auditors' report thereon shall be submitted to the Annual General Meeting.
40. As provided for above, the Committee shall be empowered to formulate rules which shall govern the maintenance or disposal of the investments or deposits held in the name of the Club.
41. Revenue from Club subscriptions, fund raising events and all other Club income shall be used by the Club to meet the liabilities and expenses of the Club.
42. At the end of each financial year the Hon. Treasurer shall prepare a budget for the following financial year for consideration and approval by the Annual General Meeting.

## 10. DISCIPLINE

43. As provided in section 6.16 of this constitution the Committee is charged with upholding the good name and reputation of the Club and will publish to all members a copy of the Disciplinary Rules.
44. Any indiscipline on the part of a Member or Members whether during games or at any other time may be considered by the Disciplinary Committee as stated in the Disciplinary Rules which shall be entitled to take action against any member found to have damaged the Club's name or breached the Disciplinary Rules.
45. Any Member(s) against whom the Disciplinary Committee has taken action under Section 10.44 above may appeal to a General Meeting whose decision shall be final and binding on all parties.

## 11. EXHIBITION OF CONSTITUTION

An up to date copy of the Constitution shall be available for inspection by any Member of the Club on request.

## 12. DISSOLUTION OF THE CLUB

If two successive properly convened Club General Meetings at which a quorum of Members is present shall pass a resolution calling for the Club to be dissolved the funds and assets remaining on the Club records shall be used to discharge all debts and liabilities of the Club. Any remaining assets shall not be distributed to the Ordinary Members but shall be given or transferred to another CASC, or to the county or the national governing body of Hockey. The resolution shall succeed if three-quarters or more of the Members present vote in favour of the resolution.

## 13. Document Control

1.0	First version approved with amendments.	AGM 18/5/99
1.1	Amendments to bring the constitution in line with CASC recommendations	
1.2	Amendments to bring the constitution in line with Club First	SGM 28/07/08
1.3	Formatting and numbering updates and update to ClubMark logo	09/11/20