



1. CLUB NAME

The club shall be called EXE HOCKEY CLUB and shall be affiliated to the Devon Hockey Association, West Hockey Association and England Hockey.

2. OBJECTIVES

The objectives of the Club shall be to promote the development and playing of hockey at all levels. The Club fully supports the principal of equal opportunities and is committed to ensuring that all persons are treated fairly and on an equal basis, regardless of gender, age, racial origin, culture, religious belief, disability or sexual identity.

3. COMMITTEE

The Officers of the Club shall be as follows:

President (ex Officio)

Chairperson

Secretary

Treasurer

} Executive Officers

All Officers are to be elected at the Annual General Meeting of the Club, from, and by the Members of the Club.

All Officers are to be elected for a period of one year but may be re-elected to the same office or another office for the following year.

General Committee:

The affairs of the club shall be controlled by the Executive Officers of the Club and Membership Secretary, Communications Officer, Junior Co-ordinator, Fixtures Secretary, Social Secretary, Fund-Raising Secretary, Welfare and Wellbeing Officer, Kit & Equipment Manager, Coaching Co-ordinator, Umpiring Co-ordinator and Selection Officer, as elected at the AGM, together with the captains of the senior teams.

The General Committee shall meet at agreed intervals not less than 4 times a year. The duties of the General Committee shall be:

- a) To control the affairs of the Club on behalf of the members.
- b) To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members. The Club shall maintain a bank account and the following Officers shall be authorised to sign cheques, two from Chairperson, Treasurer and Secretary. A separate Junior bank account may be maintained with the Junior Co-ordinator a signatory along with one of the three Executive Officers. In addition, the Treasurer has authority to make electronic payments on receipt of email confirmation from either the Chairperson or Secretary. For audit purposes the Chairperson must confirm these payments on the bank statement.
- c) To co-opt additional members of the Committee as the Committee feels is necessary.
- d) To invite to appropriate meetings any person who may be appointed to deal with club activities, but who shall not have the power to vote.
- e) To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.



To form a quorum, there shall be at least one quarter of the committee present at any committee meeting.

4. EXPULSION OF MEMBERS

The general committee shall have the power to suspend or expel at any time any member who, in the opinion of the committee, shall have been guilty either on or off the field of conduct discreditable to the club.

Before any member is expelled, the Secretary must give them seven days written notice to attend a meeting of the Committee and must inform them of the complaints against them.

No member may be expelled unless he/she has first had an opportunity to appear before the Committee and answer complaints made against them and at least two thirds of the committee then present, in favour of his/her expulsion.

5. THE AGM

The Annual General Meeting of the Club shall be held not later than the end of May each year. Notice convening the Annual General Meeting must be sent to Members, or posted in some conspicuous part of the club premises, not later than 14 days before the Meeting and must specify the matters to be dealt with (no AOB section to the agenda). In event that circumstances outside of the clubs control prevent an AGM being held by the end of May, the club has the option to either hold the AGM before the end of September or alternatively convene a virtual meeting using appropriate technology available at the time.

The business of the Annual General Meeting shall be to:

- a) Confirm the Minutes of the Previous Annual Meeting and any Special General Meetings.
- b) Receive the accounts for the year from the Treasurer. The accounts and accounting records shall be reviewed by a person appointed by the committee (whenever possible by external auditors).
- c) Receive the annual reports from Committee Members
- d) Elect the Officers of the Club and other General Committee Members. Nominations for the election of such officers and members shall be in writing and delivered to the Hon. Secretary at least seven days prior to the AGM, and shall be signed by the proposer and one other club member and by the person nominated, indicating their willingness to serve if elected. If there are insufficient nominations prior to the AGM, nominations will be accepted at the AGM provided that consent is obtained from the nominee.
- e) Review current subscription and match fee rates and agree them for the forthcoming year
- f) Transact such other business, including proposed changes to the Rules, received in writing by the Secretary 28 days prior to the Meeting and included in the Agenda
- g) Special General Meetings may be convened by the General Committee or by written request to the Secretary from not less than 10% of full Members of the Club. At least 21 days notice of the Meeting shall be given.
- h) At all General Meetings, a Chairperson must be elected to preside.



- i) Decisions at a General Meeting shall be by a simple majority of votes from Members attending the Meeting. In the event of equal votes, the Chairperson to have an additional casting vote.
- j) All members over the age of 16 shall be entitled to vote at General and Special General Meetings.
- k) A quorum for a General, or special General Meeting, shall be one Officer and fifteen voting members.

6. MEMBERSHIP

Membership shall be open to any person completing a membership application form and paying the relevant subscription as determined at the Annual General Meeting of Club Members. There shall be four classes of Membership –

1. Senior Member
2. Student Member (Over 13 – end of full-time education, playing/training with senior teams)
3. Junior Member (U16 – playing/training junior only hockey)
4. Associate member (defined as a person who wishes to be associated with the Club as a volunteer or occasional player)

In addition, Honorary Members (President, Vice Presidents, Life Members) may be elected by the members of the club.

7. SUBSCRIPTIONS

The annual subscription is due by 30th September. Subscriptions may be paid in two instalments by cheque, one post-dated to 1st January. In special circumstances, members may seek permission from the Membership Secretary to pay by standing order over a period of months. The name of any member, whose current subscription has not been paid by the end of October of any year, and neglects to comply with a written request for payment within seven days after it has been sent to him/her, must be posted on the club's website. Such members will not be eligible for selection until such time as their subscription is paid.

New members joining during the season must pay within one month of acceptance to the club.

8. PLAYER CHARTER

Everybody who is a member of the club shall adhere to the players charter. Any change to the charter should be agreed at the Annual General Meeting of the Club.

9. SELECTION

Teams for each match shall be selected by a Selection Committee normally consisting of the coach, captains and vice captains of the teams. However, additional members of the Selection Committee can be determined by the General Committee.

10. CAPTAINS & VICE CAPTAINS

Captains and vice-captains of the teams shall be elected as soon as possible after the squads have been elected

11. UNIFORM



Members chosen to play in a match shall appear in the uniform of the club.

12. CHANGE OF CONSTITUTION

Any change to this constitution must be agreed by the club members at the AGM or a Special General Meeting. Notification of any change to this constitution must be made to the members fourteen days before the meeting.

13. BYELAWS

The Committee may make byelaws (not inconsistent with these rules) to regulate the affairs of the Club.

The byelaws and constitution must be posted on the Club website for reference and are binding to all members.

14. DISSOLUTION

If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately call a Special General Meeting, to be held not less than one month thereafter to discuss and vote on the resolution.

If at the Special General Meeting the resolution is carried by at least two thirds of the voting members present, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

Any remaining balance held in the name of the Club will be transferred to another Club/Association sharing the same objectives as the Club.

Approved at Annual General Meeting on 15th May 2020.