## Club Constitution

## ROYAL WOOTTON BASSETT HOCKEY CLUB

1 Name
1.1 The Club is called Royal Wootton Bassett Hockey Club.
1.2 The Club will operate from Royal Wootton Bassett Academy, Lime Kiln, Royal Wootton Bassett

## 2 Aims and Objectives

2.1 The Club is formed to play the game of hockey under the rules of hockey being prescribed by England Hockey.
2.2 The Club may carry on any allied or ancillary activity approved by the Committee.
2.3 The Club is to be affiliated to the Wiltshire Hockey Association and to be a member of England Hockey.
2.4 To offer coaching, competitive and social opportunities in Hockey.
2.5 To promote the Club within the local community.
2.6 To ensure a duty of care to all Members of the Club and its supporters.
2.7 To provide all of the Club's services in a way that is fair to everyone.
2.8 To ensure that all present and future members receive fair and equal treatment.

## 3 Membership and Fees

The Club consists of:
3.1 Playing Members (Players) - Players are admitted to the Club at the discretion of the Committee. All Players have voting rights.
Playing members will be enrolled in one of the following categories:

- Senior Member.
- Junior Member - Playing senior hockey as defined by England Hockey
- Occasional Member.
3.2 Non Playing Members - Non Playing Members are admitted to the Club at the discretion of the Committee. Non Playing Members do not have voting rights.
3.3 Honorary and Life Members - Such persons are appointed by the Club in an Annual General Meeting at the request of the Committee. Honorary and Life Members have voting rights.
$3.4 \quad$ All Club Members will be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations and Codes of Conduct that the Club has adopted.
3.5 Membership fees are set and agreed at the Annual General Meeting.
3.6 Membership to the Club can also be in the form of Honorary or Life Honorary Membership as elected by the Members.
3.7 Membership to the Club will be in the form of an annual subscription.

4 Officers
4.1 The officers of the Club Management (the Committee) will consist of;

- Chairperson
- Vice Chairperson
- Honorary Secretary
- Honorary Treasurer
- Ladies' Section Captain
- Men's Section Captain
- Membership Secretary
- Pitch Coordinator
- Umpire Coordinator
- Youth Development Officer
4.2 The Club shall comprise a Ladies' and a Men's Section. Each section shall consist of the following Officers;
- Section Captain
- Fixtures Secretary
- League Representative
- Team Captains
- Any other officers by appointment of the Section Committee
4.3 The Officers must be proposed, seconded and elected at each Annual General Meeting or are to be elected by the procedure for electing additional Committee members set out below.
4.4 The Section Captain of the Section other than that of the Chairperson is automatically elected as Vice Chairperson.
4.5 All officers shall hold office for no longer than 5 years. If no other club member is proposed and seconded in to a position, then the existing post holder may put themselves up for re-election.


## Committee

5.1 Five members shall form a quorum for any Committee Meeting. At least one member of the quorum for the Management Committee must be from each of the Ladies' and Men's Sections; to safeguard against Committee Members from one Section making a decision affecting the other Section without their input or knowledge.

## 6 Election of Committee

6.1 The Committee shall consist of the Officers of the Club.
6.2 Additional members of the Committee may be elected at the Annual General Meeting or co-opted at any time by the Committee.
6.3 The Vice Captain of any team, whose appointment has been approved by the Committee, may attend any meeting of their respective Committees in place of the relevant Captain and speak and vote at any such meeting.
6.4 If insufficient candidates are put forward for election the Committee may fill the remaining vacancies by invitation.

## 7 Delegation

7.1 The Committee may appoint sub-committees from its number and depute to them such powers and duties as it may determine.
7.2 The Committee may delegate such duties to any Member of the Club as it may determine.

## 8 Powers of Committee

8.1 The Committee, in addition to the powers specifically conferred on it by these rules, has control of the finances of the Club, power to engage, control and dismiss the Club staff, and all administrative powers, including all powers not specifically reserved to the Club in a General Meeting, necessary to carry out the objectives of the Club properly in accordance with these rules.

## 9 Duties of Honorary Secretary

9.1 The Honorary Secretary shall conduct all correspondence (save as authorised by the Committee) on behalf of the Club, and have the custody of all documents belonging to the Club.
9.2 The Honorary Secretary must keep full and correct minutes of all proceedings of the Club.

## 10 Duties of Honorary Treasurer

10.1 The Honorary Treasurer must keep the accounts of the Club and must make up the Annual Statement of Accounts and Balance Sheet of the Club to $30^{\text {th }}$ April in each year.
10.2 The Accounts and Balance Sheet must, after audit, be made available to all members upon request.
11.1 The committee may engage a firm of accountants to prepare and audit the annual accounts.
11.2 If no firm is engaged, a member (other than the Honorary Treasurer) appointed as auditor at the Annual General Meeting, or otherwise by the Committee, must audit and then certify the Annual Statement of Accounts and Balance Sheet before they are issued.

## 12 Match Fees and Subscription

12.1 Match fees and subscriptions are determined by the Club at its Annual General Meeting.
12.2 Members may propose a sliding scale for people joining part-way through the season.
12.3 Match fees are payable after each game.
12.4 If a Member is in arrears with the subscription or match fees, such a Member is unavailable for selection unless the Committee shall otherwise determine.

## 13 Payment of Subscription

13.1 All Annual Subscriptions are payable as the Club, in an Annual General Meeting, shall determine or, in the absence of such a determination, as determined by the Committee.
13.2 All Annual Subscriptions are payable in full on $15^{\text {th }}$ September but, by no later than $31^{\text {st }}$ December for Senior Members and Occasional Members, and, by no later than $31^{\text {st }}$ October for Junior Members (within the current season).
13.3 If at least half the subscription due is not paid by the end of September the Member will not be selected to play until half the full subscription is paid.
13.4 If the deadline for payment of the balance is missed, the Member will not be selected to play until the payment has been made.
13.5 Any Member unable to comply with these deadlines must approach the Committee as soon as possible (and no later than the payment deadline) to request special treatment. Any subsequent decision is made at the discretion of the Committee.
13.6 No Member whose subscription is in arrears may vote at any meeting.

## 14 Life Members

14.1 On the recommendation of the Committee, an ordinary member may be elected a Life Member at any general meeting of the Club.
14.2 A Life Member is entitled to all the privileges of membership without payment of the Annual Subscription or any special payment for life membership.
14.3 A majority of those present is necessary for election of a Life Member.

15 Honorary Members
15.1 On the recommendations of the Committee, Honorary Members may be elected at any general meeting of the Club.
15.2 A majority of Members present is necessary for election of Honorary Members.
15.3 Honorary Members are elected annually or for such other period, as the general meeting may deem expedient.
15.4 An Honorary Member is entitled to all the privileges of membership without payment of the Annual Subscription or any special payment for Honorary Membership.

16 Resignation
16.1 A Member may resign membership of the Club at any time by giving notice in writing to the Honorary Secretary.
16.2 A Member who resigns is not entitled to any refund of their Annual Subscription and continues to be liable for any Annual Subscription due and unpaid at the date of resignation.

## 17 Discipline and Expulsion

17.1 The Committee may, where it considers in its sole opinion that a member has brought the Club into disrepute or for any other fit and proper reason as to the Committee may determine:

- Ban the Member from playing for the Club for such period as the Committee may determine; or
- Discipline such a Member in any other manner as the Committee may determine; or
- By a two-thirds majority, expel such a Member.
17.2 Any Member who is disciplined but not expelled by the Club may appeal any decision to the Committee.
17.3 In the case of expulsion, the Honorary Secretary is to notify the Member of the decision of the Committee as soon as practicable in writing.
17.4 Any member expelled may appeal by notice in writing to the Honorary Secretary within 14 days of expulsion to an Extraordinary General Meeting (at which the appellant must be given the opportunity to be heard) to be summoned within 21 days of receipt of notice of appeal, when a majority of twothirds of those present is required to confirm the expulsion.
17.5 If the expulsion is not confirmed, the Member must be reinstated


## 18 Forfeiture of Rights on Cessation of Membership

Any Member who is expelled in accordance with the rules or otherwise ceases to be a member of the Club:
18.1 Forfeits all rights to, or claim upon, the Club or its property or funds that the expelled Member would have by reason of their membership.
18.2 Is not entitled to any return of subscription or other fees.
18.3 Remains liable for any subscription or other fees outstanding at that time.

19 Annual General Meeting
19.1 The Annual General Meeting of the Club must be held in each year at a date, time and place determined by the Committee.

20 Extraordinary General Meeting
20.1 The Committee may call an Extraordinary General Meeting when any question of urgent importance arises, and must do so on receiving a requisition signed by 15 members of the Club, or by a member who has been expelled by the Committee and desires to appeal to an Extraordinary General Meeting.

21 Notice of meeting and Quorum
21.1 (a) All positions for club officials shall be publicised by the secretary as available at least 4 weeks before the AGM, inviting nominations. Any nomination shall include confirmation by the nominated individual that they are wiling to stand in that post, a nominating club member and a seconding club member. Nominations shall be provided to the secretary at least one week before the AGM.
21.1 (b) For each club officer position,
(i) where more than one nomination is received at least one week prior to the AGM, the secretary will publish details of these persons exactly seven days before the AGM, and invite any member who is unable to attend the AGM to advise the secretary of their vote, whereby the secretary will cast it on their behalf at the AGM.
(ii) where only one nomination is received at least one week prior to the AGM, this nomination will be elected unopposed into the position at the AGM.
(iii) where no nominations are received by the secretary one week prior to the AGM, the secretary will announce this to club membership, and nominees will be invited to agree to stand and be nominated and seconded at the AGM, whereby only those members present at the AGM will be entitled to vote.
21.1 The quorum for Annual General Meetings will be $25 \%$ of the membership.

## 22 Voting Rights, Chair and Casting Vote

22.1 At a general meeting only votes cast in person by those members present at the meeting will be counted in any matter requiring a vote of the membership.
22.2 At any meeting of the Committee or the Club, the Committee shall appoint one of its members to chair the meeting. This member shall, in the case of equality of votes on any matter requiring a simple majority, have the additional casting vote.

## Notices

23.1 No paper, notice or placard, written, printed, emailed, or electronically communicated, may be exhibited or in any way brought to the notice of the members without the sanction of a member of the Committee.

24 Addresses of Members to be Registered
24.1 Every member must communicate to the Membership Secretary addresses for mail and email. This

## Selection

25.1 Team Selection is carried out weekly by a Selection Committee consisting of the Captains and Vice Captains from the relevant Section of the Club.
25.2 Playing Members of the Club are only available for selection if their Match Fees and Subscriptions are paid in accordance with Sections 12 and 13 of the Constitution and if they are not subject to any ban from playing issued under Section 17 of this Constitution.
25.3 Playing Members must communicate their availability for each game via the Club's website, or other agreed medium to a Captain or Vice Captain, prior to Selection taking place.
25.4 Teams are selected in order, starting with the 1st XI, on the principle of 'the strongest team first'.
25.5 Team Selections must be communicated to all Club Members by the posting of team-sheets on the Club's website, or other agreed medium, by the Wednesday morning prior to each match whenever possible. When this is not possible, team sheets must be communicated 48 hours prior to each match at the latest.
25.6 In the event of a grievance resulting from Team Selection a Club Member may request that the Section Captain is called in to arbitrate. If, on investigation, the Section Captain is satisfied that all players have been fairly treated and any relevant competition rules and / or selection guidelines have been followed then the Section Captain must support the selectors' decision.

## 26 Members Bound by Rules

26.1 Every Member is bound by and must submit to the rules of the Club.

27 Dissolution
27.1 If, at any general meeting, a resolution for the dissolution of the Club is passed by a majority of the Members present an Extraordinary General Meeting must be held not less than 6 weeks later (of which not less than 4 weeks written notice has been given to each member). One half of the Club membership must be present and the resolution needs to be passed by a majority of two-thirds of the members voting on it. The Committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the Club and, after the discharge of all liabilities, must divide such property among all the Playing, Life and Honorary Members. The division of property amongst these members is calculated on a pro-rata basis directly related to the value of fees and subscriptions paid by each member (or equivalent subscriptions in the case of Life and Honorary Members) in the preceding 12 months. On completion of such division the Club will be dissolved.

## 28 Amendments to the Constitution

28.1 The constitution will only be changed through agreement by majority vote of both Ladies' and Men's Sections at an Annual General Meeting or Extraordinary General Meeting. No rules of the Club may be repealed or altered, and no new rule may be made, save by a two-thirds majority of the members present at a general meeting.
28.2 At least one calendar month's notice of the intention to propose any new rule or alteration must be given to the Honorary Secretary, who must send notice to every member either by post or via email.

## 30 Declarations

Royal Wootton Bassett Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:
Date:

Name:
Honorary Chair

Signed:
Date:

Name:
Honorary Secretary

