



## **Club Constitution**

### **Part A - The Club**

#### ***1. Club Name and Club Colours***

1.1. The name of the club shall be Leicester Westleigh Hockey Club hereafter referred to as The Club.

1.2. All members taking part in Club matches shall wear The Club colours as determined by the Management Committee. 1.3. In league matches and cup competitions and other invitation events or festivals colours shall adhere to the regulations of the appropriate organising committee.

### **Part B - Membership of The Club**

#### ***2. Membership***

2.1. Membership is open to all individuals irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation.

2.2. Membership is subject to registration, the completion of a parental consent form for individuals under 18 years old, and payment of appropriate fees.

#### ***3. Change of Membership Status***

3.1. Any playing member of The Club shall be entitled to become a non-playing member for the following season by giving notice in writing to that effect to The Secretary before the first day of October in any year.

3.2. A non-playing member of The Club may by a similar notice in writing to The Secretary and provided that all outstanding dues have already been paid by them to The Club become a playing member of The Club subject to the approval of the Management Committee.

#### ***4. Cessation of Membership of The Club***

4.1. A member of The Club may resign his membership by giving notice in writing to that effect to the Secretary provided that if such notice shall be given after the first day of October in any year the member shall be liable to pay his subscription for the ensuing season. The Management Committee on recommendation by the Treasurer has the authority to reduce the level of subscription owed should it see fit to do so.

4.2. The membership of a member of The Club shall terminate if such member shall fail to pay his annual subscription in any season by the thirty-first day of December in that season and the Management Committee do resolve that their membership be terminated.

4.3. A member shall cease to be a member of The Club if they shall be expelled under the provisions of Rule 24.

4.4. Any person on ceasing to be a member of The Club shall forfeit all rights and claims upon The Club its property and funds.



## ***5. Life Members and Vice-Presidents***

5.1. Any member of the Club may recommend to the Management Committee that a person be considered to be made a Life Member or Vice-President of the Club.

5.2. If such recommendation shall be passed by open vote at an AGM, the Management Committee shall within one month determine by vote whether to accept or reject such recommendation and its decision shall be final.

5.3. A person shall be elected a Life Member of The Club only on the unanimous vote of the members of the Management Committee present at the said meeting of the Management Committee. A person shall be elected a Vice-President of the Club by a majority of the members of the Management Committee present at the said meeting.

5.4. A person shall only be considered for election as a Life Member if that person is currently elected as a Vice President.

5.5. Any person elected as a Vice President shall be subject to re-election annually.

## ***6. Introduction of Guests by Members of The Club***

6.1. Subject to any regulations from time to time prescribed by the Management Committee any member of The Club shall be entitled to introduce guests to The Club.

6.2. No person for whom an application for membership of The Club has been declined or who has been expelled from The Club shall be introduced as a guest.

# **Part C - The Officers and Management of The Club**

## ***7. Officers of The Club***

7.1. The Officers of The Club shall consist of:

- The President
- The Secretary
- The Treasurer

7.2. The Officers shall be elected at the Annual General Meeting (AGM) for a term of one year. Such term shall commence at the end of the AGM and conclude at the closing of the subsequent AGM.

7.3. The Officers of The Club shall act in an honorary capacity.

## ***8. Management Committee***

8.1. Subject to the express provisions of these Rules and to any resolution passed at an AGM or Extraordinary General Meeting (EGM) the management of The Club shall be vested in the Management Committee.

8.2. The Management Committee of The Club shall consist of the Secretary and six to ten other members of The Club elected at the preceding AGM.

8.3. With the exception of the Secretary a minimum of two members of the Management Committee shall retire after their term in office with precedence to remain being given to the newer members. Retiring members shall not be excluded from nomination for re-election to the committee.



8.4. In the case of equal lengths of service between prospective retiring members, the order of retirement shall be determined by lot.

8.5. At the first meeting of the Management Committee following the AGM which shall be held no later than two months after the AGM the Management Committee shall elect its own Chair by ballot. The appointment shall only be ratified by a majority vote.

8.6. Four members present shall constitute a quorum for any meeting of the Management Committee.

8.7. In situations where a member of the Management Committee is being considered for election as a Life Member or Vice President it may be appropriate that such person is not present at that Management Committee meeting when this issue is before the Management Committee for consideration.

8.8. Voting at meetings of the Management Committee shall be by simple majority. In the instance of a tie, the Chair shall have the casting vote.

8.9. The Management Committee shall have the power to remove from office and replace any Officer of The Club, member of the Management Committee or other elective post where there is a resolution passed at a meeting of the Management Committee to that effect. Such a resolution will only be passed if the Management Committee (in accordance with rule 4.7) determine that such person is not fulfilling their duties or otherwise causing detriment to the effective running of The Club.

#### 8.10. Resolutions

8.10.1. The Secretary shall record all resolutions passed at a meeting of the Management Committee in the minutes of the meeting. The Resolutions shall form an extension/appendix to these rules and will therefore be made available to any Member Vice President or Life Member upon written request.

8.10.2. At an appropriate meeting of the Management Committee prior to an AGM or EGM all resolutions shall be considered for inclusion within the Rules of The Club. Any resolutions not so included shall be reviewed at the first meeting of the Management Committee following the AGM or an EGM to verify that they are still appropriate.

8.11. Postal votes or written communication from members for election of Officers of The Club members of the Management Committee and other elective posts will be acceptable provided that they are received by the Secretary prior to the start of an AGM or EGM.

### ***9. Tenure of Office and Co-opting Powers***

9.1. All Officers of The Club and other persons in an elected post shall hold that position until the closing of the subsequent AGM except for Team and Vice Captains where the AGM is held prior to the end of the playing season. In such cases the Team and Vice Captains shall hold their post until the day following the last game of the regular playing season.

9.2. The Management Committee shall have the power to co-opt into post any member of The Club to fill any temporary vacancy arising in the Officers of The Club, members of the Management



## Committee or other elected posts.

### ***10. Appointment of Sub-Committees***

10.1. The Management Committee shall have the power to appoint sub-committees and may determine their duties and powers and prescribe regulations for the conduct of their meeting.

10.2. Sub-Committees may consist of such members of The Club whether or not members of the Management Committee as the Management Committee may determine.

### ***11. Selection Committee***

11.1. The Selection Committee shall consist of the Chair of the Selection Committee and the team captains.

11.2. The Chair of the Selection Committee so elected does not have to be one of the team captains.

11.3. In the absence of any team captain the vice-captain or any other nominated representative shall deputise.

### ***12. Accounting Year***

12.1. The Annual Accounts of The Club shall be completed by the Treasurer up to the thirtieth day of April in each year.

12.2. The Treasurer shall present for approval at the AGM of the current season, the audited Annual Accounts of the previous season, up to the thirtieth day of April of such season, together with the scrutinised Accounts of the current season up to the thirty first day of December of such season.

### ***13. Scrutiny of the Accounts***

13.1. One person who does not have to be a member of The Club shall be elected at the AGM to act as Scrutineer for the ensuing year.

13.2. The Scrutineer shall inspect the Annual Accounts of the current season so that the same may be presented by the Treasurer at the following AGM.

13.3. The Annual Accounts to be so presented by the Treasurer shall include the written comments of the Scrutineer who may seek such clarification and explanation from the Treasurer in respect of the Annual Accounts as may be necessary to complete the audit.

13.4. At the request of the Management Committee or any member of The Club present at the AGM the Scrutineer shall investigate any aspect of The Club's finances not otherwise covered by Rule 13.2

13.5. The results of any investigation undertaken by the Scrutineer in accordance with Rule 13.4 above shall be advised in writing to the Management Committee which shall there upon decide on the action if any to be taken.

### ***14. Annual Subscriptions and Match Fees***

14.1. The entrance fees annual subscriptions match fees payable by the members of The Club other than Life Members and Vice-Presidents who shall pay no subscription unless they are playing members of the shall be such as shall from time to time be fixed by a resolution and passed at an AGM or EGM.

14.2. All annual subscriptions shall be payable in full by the thirty first day of October in any year. Any member of The Club failing to pay their annual subscription by such day shall in addition be



liable to pay any annual subscription surcharge that may also have been passed at the same AGM or EGM.

14.3. The details of the entrance fees (if any) annual subscriptions and match fees shall be printed on their yearly sign-up sheet. It shall be the responsibility of each member of The Club to ensure the full payment of annual subscription by the due date.

### ***15. Reduced and Deferred Annual Subscriptions***

15.1. The Management Committee may at its discretion permit a member of The Club to pay a smaller annual subscription or match fee than that fixed and passed under Rule 14. This discretion may also be applied to new members joining The Club after the thirty first day of October in any year.

15.2. The Management Committee may at its discretion permit a member of The Club to pay an annual subscription in instalments by dates and in values to be agreed provided that the first such instalment shall be paid by the thirty first day of October in any year.

## **Part E - Annual & Extraordinary General Meetings**

### ***16. Convening of meetings***

16.1. All AGMs or EGMs shall be convened by the Secretary.

16.2. All AGMs or EGMs shall be held at a place and time and date as fixed by the Management Committee in accordance with Rule 18.

### ***17. Notice of Meeting***

17.1. Not less than ten days' notice shall be given by written communication to every member of The Club to hold an AGM or EGM. This notice shall be exclusive of the day of service of the Notice of Meeting but inclusive of the day of the AGM or EGM.

17.2. In the case of an EGM the date for the meeting as fixed by the Management Committee shall not be more than twenty one days after the date of receipt by the Secretary of the written requisition for such meeting (exclusive of the day of receipt but inclusive of the day of the EGM).

17.3. The Notice of Meeting shall state the nature of the business to be considered at such AGM or EGM.

17.4. The accidental omission to give such Notice of Meeting to or the non-receipt thereof by any member of The Club shall not invalidate the meeting.

### ***18. Business of the AGM or EGM***

18.1. The AGM shall be held towards the end of but during the course of the playing season in every year as determined by the Management Committee in accordance with Rules 17 and 18.

18.2. The matters to be considered at the AGM shall be:

18.2.1. Matters arising from the previous AGM

18.2.2. Report by the Chair of the Management Committee

18.2.3. Report and presentation by the Treasurer of the Annual Accounts and the fixing of entrance fees annual subscriptions and match fees.

18.2.4. The election of;

18.2.4.1. The Officers of The Club



- 18.2.4.2. The members of the Management Committee
- 18.2.4.3. The Match Secretary
- 18.2.4.4. The Fixture Secretary
- 18.2.4.5. The Child Welfare Officer
- 18.2.4.6. The election of the Chairman of the Selection Committee
- 18.2.4.7. The captains of the teams
- 18.2.4.8. The election of the Scrutineer
- 18.2.4.9. The re-election of Vice Presidents

18.2.5. Such other business (if any) as shall be stated in the Notice of Meeting or maybe communicated to the secretary by any member of The Club not less than 3 days prior to the meeting.

18.3. The matters to be considered at an EGM shall be stated in the Notice of Meeting.

18.4. All Officers and other elective posts shall act in an honorary capacity.

### ***19. Requisition to Convene an EGM***

19.1. Upon receipt by the Secretary of a requisition in writing, signed by not less than ten members of The Club or one fifth of all members of The Club whichever is the fewer the Secretary shall convene an EGM in accordance with Rules 16 and 17 for the purposes stated in the requisition.

19.2. The Management Committee shall also have the power to instruct the Secretary to convene an EGM.

### ***20. Conduct of AGMs and EGMs***

20.1. The President or in the absence of which any member of the Management Committee shall chair AGMs or EGMs.

20.2. Voting at all AGMs or EGMs shall normally be by a show of hands and each member of The Club shall have one vote. Resolutions shall be determined by simple majority and in the event of a tie of voting the Chair of the Meeting shall have the casting vote.

20.3. Postal votes or written communication from members for election of Officers of The Club members of the Management Committee and other elective posts will be acceptable provided that they are received by the Secretary prior to the start of an AGM or EGM.

20.4. Twelve or one fifth (whichever is the fewer) of The Club members present and eligible to vote shall constitute a quorum for an AGM or EGM subject to Rule 27.

20.5. Any member of the Club whose annual subscriptions remain outstanding in part or in full at the date of the AGM shall be ineligible to vote at such meeting subject to Rule 15.

20.6. In the case of an EGM only Life Members, Vice-Presidents and existing members of The Club whose annual subscription has been paid in full in respect of the last completed season and new members of The Club whose annual subscription has been paid in full subject to Rule 15 in respect of the current season shall be eligible to vote at such Meeting.

### ***21. Amendment of Rules***

21.1. Without prejudice to Rule 27 these rules may be amended by a resolution passed by a majority of the members eligible to vote at any AGM or EGM of which the Notice of Meeting specifies that nature of the proposed amendments.

## **Part F - Club Discipline**





## ***22. Discipline Imposed by the England Hockey***

22.1. The England Hockey (EH) Regulations for the enforcement of discipline and the procedures to be used by all affiliated associations and clubs for conduct both on and off the field of play shall apply including such alteration amendment or repeal as may be effected from time to time by the EH Management Committee.

## ***23. Discipline Imposed by the Club***

23.1. The Management Committee shall be responsible for discipline within The Club. With the exception of misconduct covered by Rule 24 a Disciplinary Sub-Committee appointed by the Management Committee whether of a permanent or ad hoc standing as the Management Committee may determine shall consider individual breaches of discipline whether or not occurring on the field of play.

23.2. For hockey played under the jurisdiction of the EH but where two recognised umpires are not officiating The Club recognises the encouragement given by EH to discipline players at all levels who commit Red Card offences.

23.3. For hockey played outside the jurisdiction of the EH The Club shall take account of the guidance contained in the EH. Disciplinary Code when deciding what action (if any) it may take under such circumstances.

23.4. The Club recognises the powers indicated in the EH Disciplinary Code to apply more severe penalties for Red Card Offences than those referred to in EH Regulations for very serious disciplinary breaches.

23.5. The Disciplinary Sub-Committee shall consider any breach of discipline under this Rule as soon as is practicable. The Disciplinary Sub-Committee must provide the person concerned with sufficient detail of the evidence and subject matter under consideration so that the person concerned is fully aware of the issue under consideration. The person concerned must be informed that the Disciplinary Sub-Committee will meet to consider the alleged breach of discipline and that the person concerned can make written or oral representations on his or her behalf. The person concerned must be given notice of at least one week of such a meeting taking place.

23.6. The Disciplinary Sub-Committee shall consider any breach of discipline involving a Red Card offence given under EH Regulations within the minimum period of suspension to determine whether the minimum period of suspension should be increased.

23.7. After considering all available facts of any breach of discipline including evidence requested from the person concerned whether given in person or in writing the Disciplinary Sub-Committee shall decide what penalty (if any) to apply and advise the person accordingly.

23.8. The person concerned shall have the right to appeal the Management Committee against any penalty that the Disciplinary Sub-Committee may stipulate in respect of breaches of this Rule and also against any additional penalty that the Disciplinary Sub-Committee may stipulate in respect of any Red Card Offence covered by the EH Regulations.

23.9. The findings and decisions of the Disciplinary Sub-Committee in considering Red Card Offences covered by EH Regulations and in accordance with Rule 23.6 must be reported by The Club to the next higher affiliated Association (Leicestershire and Rutland Hockey Association) by not later than the last day of the minimum period of suspension.

## ***24. Misconduct Leading to Expulsion from The Club***

24.1. If any member of The Club shall be guilty of such misconduct as shall in the opinion of the Management Committee render him unfit for membership of The Club the Management Committee



may give notice thereof in writing to such member inviting him or her either in person or in writing to offer an explanation of such conduct.

24.2. Such explanation shall be considered at a meeting of the Management Committee to be held at the place and date and time indicated in the notice which shall state that the meeting is convened solely for the purposes of this rule.

24.3. If after considering any such explanation the Management Committee shall think fit it may pass a resolution to expel such member from The Club with immediate effect.

## Part G - General Matters

### *25. Child Welfare*

25.1. Schedule A contains the Child Welfare Policy of The Club.

25.2. The Policy may be subject to change from time to time to accommodate new guidelines or legislation. Changes to Schedule A may be made with the agreement of the Management Committee save where they may conflict with the Rules and Constitution of The Club.

25.3. Any amendments to Schedule A shall be summarised by the Chairman at each AGM where necessary.

### *26. Liability of The Club*

26.1 The Club, the Officers of The Club, or the members of the Management Committee shall not accept responsibility for loss of, or damage to any property howsoever caused.

26.2 The Club shall indemnify each of the Officers of The Club and the members the Management Committee when acting in good faith against claims by third parties for damage arising out of their official duties for or on behalf of The Club.

26.3 The Club shall not be obliged to arrange accident insurance to cover injuries to members of The Club when playing for The Club. Members are advised to ensure that their own insurance arrangements give adequate financial protection against the risks of injuries incurred when playing for The Club.

### *27. Change of Name, Merger or Other Fundamental Change to The Club*

27.1. Should a suitable resolution be passed at a meeting of the Management Committee the Management Committee shall have the Authority to enter into discussions with third parties as appropriate regarding the future of The Club be it a merger change of name dissolution or other fundamental change of The Club.

27.2. Any such fundamental change can only be approved by the members of The Club at an AGM or EGM. The Management Committee shall decide on a resolution to be voted on and such resolution shall be stated in the Notice of Meeting in accordance with Rule 17.

27.3. The quorum for an AGM or EGM to vote on a resolution with respect to a merger change of name dissolution or other fundamental change of The Club shall be a minimum of one third of the eligible membership of The Club. Members eligible to vote and unable to be present at the meeting but who have provided the Secretary their written vote based on the resolution stated in the Notice of Meeting shall be deemed to be present.

27.4. In such matters as a fundamental change to The Club rule 17.4 shall not apply.





27.5. Of those members present and eligible to vote seventy five percent must vote in favour of such a resolution for fundamental change.

### ***28. Dissolution of The Club***

28.1. If The Club shall be wound up or otherwise dissolved or disbanded, apart from dissolution for the purposes of reformation or similar restructuring of The Club, the assets of The Club shall be donated to Leicestershire and Rutland Hockey Association.

### ***29. Data protection***

29.1. To become a member of the club, individuals will be required to provide the club with personal information which is required to run the club, as outlined in the club's Data Protection Policy. The club will maintain members personal information in line with the club's Data Protection Policy and as required by law.

29.2. Removing the clubs access to your data may constitute as a request to leave the club, as per club's Data Protection Policy.