



Thame Hockey Club Constitution

1. TITLE

The Club shall be called Thame Hockey Club, hereafter to be referred to as "The Club". The Club shall be affiliated to England Hockey and Oxfordshire Hockey Boards.

2. OBJECTIVES

- 2.1.** To foster and promote the sport of hockey at all levels, providing opportunities for recreation and (where possible) competition.
- 2.2.** The recruitment and development of children and young people into the sport of hockey as players, leaders/coaches, umpires, and administrators.
- 2.3.** The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development, and performance level.
- 2.4.** To provide equity of opportunity across all areas of The Club, to encourage inclusion by minority groups.
- 2.5.** To provide a safe, effective and child friendly environment in which to play and learn hockey.
- 2.6.** The Club shall have a duty of care to all members to abide by and promote the current codes of conduct as published by England Hockey.
- 2.7.** The Club shall encourage all members to participate fully in the activities of The Club.

3. MEMBERSHIP

- 3.1.** Membership of The Club shall be open to any person interested in promoting, coaching, volunteering, or participating in hockey, regardless of race, age, gender, disability, sexual orientation, ethnicity, or nationality, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of The Club Members.
- 3.2.** Application for membership of The Club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees. These fees and match fees will be agreed by the membership at the AGM and will be published on The Club's website. The categories are:
 - 3.2.1 Full member
 - 3.2.2 Full member(student/unemployed)
 - 3.2.3 Junior member (Under 18)
 - 3.2.4 Social Member (Non-playing)
 - 3.2.5 Family Membership
 - 3.2.6 Day Member
- 3.3.** No person shall be eligible to take part in the business of The Club or be eligible for selection for any Club team unless the appropriate subscription has been paid by the specified date, or the Committee has agreed membership. Non-members may be



selected to play but will not be given priority over members and if selected will be classified and treated as Day Members.

3.4. The Executive Committee may refuse membership, or remove it, for good cause such as conduct or character likely to bring The Club or Hockey into disrepute. Appeal against refusal or removal may be made in accordance with the rules relating to Governance, Discipline and Appeals.

3.5. All members will be subject to the regulations of the Constitution and by joining The Club will be deemed to accept these regulations and any Codes of Conduct that The Club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings. (A Copy of the Constitution will be available to read on The Club's website)

4. EXECUTIVE OFFICERS

4.1. The Executive Officers of The Club shall be as follows

- 4.1.1 Chairperson
- 4.1.2 Vice-Chair
- 4.1.3 Secretary
- 4.1.4 Treasurer
- 4.1.5 Welfare Officer
- 4.1.6 Club Captain - Men
- 4.1.7 Club Captain - Ladies

5. EXECUTIVE COMMITTEE DUTIES

5.1. The Executive Committee shall control the affairs of The Club on behalf of the members.

5.2. The Club Secretary shall maintain records of all Club correspondence and other matters. The Club Secretary shall maintain a list of members in each category, or should the post be vacant, another Officer of The Club nominated by the Committee

5.3. The Club Treasurer shall keep accurate accounts of the finances of The Club. These shall be available for reasonable inspection by members at every Annual General Meeting.

5.4. The Club shall maintain a bank current account and the following Executive Officers shall be authorised signatories: The Chair or The Secretary and The Treasurer



- 5.5.** The Executive Committee will be convened by The Club Secretary and shall usually meet at bi-monthly intervals and not less than 6 times per year. Attendance for Members of the Extended Committee to Executive Meetings is optional, unless advised by the Secretary in advance.
- 5.6.** The Executive Committee shall make decisions based on a simple majority vote. Voting by email in advance of decisions will be accepted, but all correspondence should be submitted to The Club Secretary by email, within 48 hours of the vote. In the case of equal votes, the Chair will have the casting vote. (The Chair has no vote save the casting one). The quorum required for business to be agreed at Executive Committee meetings shall be over 50% of the Officers of The Club.
- 5.7.** The Executive Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-Club members invited to advise on specialist subjects.
- 5.8.** The Executive Committee reserves the right to refuse membership to an individual if they deem their membership to not be in the best interests of the club. The quorum required for membership refusals to be issued to be agreed at Executive Committee meetings shall be over 50% of the Officers of The Club.
- 5.9.** The Executive Committee has the power to: -
- 5.9.1 Acquire and provide grounds, equipment, coaching, training, and playing facilities, clubhouse, transport, and related facilities.
 - 5.9.2 Take out any insurance for Club, employees, contractors, players, guests and third parties.
 - 5.9.3 Borrow money and give security for the same, and open bank accounts.
 - 5.9.4 Buy, lease or license property and sell, let, or otherwise dispose of the same.
 - 5.9.5 Make grants and loans and give guarantees and provide other benefits.
 - 5.9.6 Set aside funds for special purposes or as reserves.
 - 5.9.7 Invest funds in any lawful manner.
 - 5.9.8 Employ and engage staff and others and provide services.
 - 5.8.1 NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Rules and the general law.

6. ELECTION OF EXECUTIVE OFFICERS

- 6.1.** All Executive Officers shall be elected at the Annual General Meeting of The Club, from, and by, the Members of The Club.
- 6.2.** Executive Officers will remain in position for a minimum of two years and thereafter until they decide to resign, or another member stands against them and is elected at a general meeting
- 6.3.** In the event of absence from General Committee Meetings, voting shall be permitted in advance by email, allowing for all The Club's Exec Committee Officers. Voting in this way shall be counted towards the quorum. Any votes received this way are to be forwarded to the secretary or any agreed deputy at least 24 hours prior to the start of any general meeting



- 6.4.** Should there be more than one nominee for a role, they will be required to brief the Membership of their ability to fulfil the role. In addition, each nominee may be questioned by the Membership at the General Meeting prior to voting.
- 6.5.** In the event of there being no candidates for an Executive Office post deemed necessary to be filled by the time of the Annual General Meeting nominations will be taken and accepted at the meeting providing that the nomination is proposed and seconded by Full Members of The Club
- 6.6.** Members seeking election to one of the roles requiring DBS checks, agree to completing the application process of such checks within 8 weeks of election.
- 6.7.** Members may only stand for one Executive Office – but can hold an Extended Committee position at the same time. If this does occur the member will only be entitled to one vote at committee.

7. EXTENDED COMMITTEE

- 7.1.** The Members of the Extended Committee will include the Executive Committee and at a minimum will include the posts of:
 - 7.1.1 Coaching Lead
 - 7.1.2 Umpiring Co-Ordinator
 - 7.1.3 Communications Officer
 - 7.1.4 Senior Team Captains
 - 7.1.5 Junior Team Representatives
- 7.2.** Adult Team Captains will be appointed annually, after squad selections have been finalized. All other Extended Committee Members will remain in position for a minimum of two years and thereafter until they decide to resign, or another member stands against them. Members should not stand for office if they cannot commit to complete the tasks agreed.
- 7.3.** Application for a role should be made to the secretary and will be elected at an Executive Committee Meeting.
- 7.4.** Should there be more than one application, they will be required to brief the Executive Committee of their ability to fulfil the role.
- 7.5.** Members seeking election to one of the roles requiring DBS checks, agree to completing the application process of such checks within 8 weeks of election.

8. EXTENDED COMMITTEE DUTIES

- 8.1.** The Extended Committee shall support the Executive Committee and be responsible for the smooth-running of the adult and junior sections of The Club, on behalf of the members and in compliance with The Club's Code of Conduct and EH Rules and Governance.



- 8.2.** Attendance for Extended Committee Members to Executive Committee Meetings is optional, unless advised by the secretary in advance. Additional meetings of the Extended Committee may be called by any two Executive Officers when the need for such a meeting has arisen.
- 8.3.** The Extended Committee shall make decisions based on a simple majority vote. Voting by email in advance of decisions will be accepted, but all correspondence should be submitted to The Club Secretary by email, within 24 hours of the vote. In the case of equal votes, the Chair will have the casting vote. (The Chair has no vote save the casting one).
- 8.4.** The quorum required for business to be agreed at Committee meetings shall be over 50% of the Extended Committee, two of which must be Executive Officers.
- 8.5.** An elected Committee Member (Executive or Extended) ceases to be such if he or she ceases to be a member of The Club, resigns by written notice, or is removed by the Committee for good cause, after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Governance and Discipline Team. The member will be suspended from the committee until the completion of the appeal
- 8.6.** The Extended Committee has the power to: -
- 8.6.1 Provide coaching, first aid kits, related social and other activities.
 - 8.6.2 Employ and engage staff and others and provide services.
 - 8.6.3 Co-operate with or affiliate firstly to any bodies regulating or organising the sport of hockey; secondly any club or body involved with hockey; and, thirdly with government and related agencies.
 - 8.6.4 Do all other things reasonably necessary to advance the aims and objectives of The Club.
 - 8.6.5 NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the rules and the general law.

9. PROPERTY AND FUNDS

- 9.1.** The property and funds of The Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in The Club.
- 9.2.** The Club may also in connection with the sports purposes of The Club: Sell and supply food, drink and related sports clothing and equipment. Employ Members and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present
- 9.3.** Pay for reasonable hospitality for visiting teams and guests
- 9.4.** Indemnify the Extended Committee and members acting properly during the running of The Club against any liability incurred in the proper running of The Club (but only to the extent of its assets).



10. ANNUAL GENERAL MEETING

- 10.1.** The Annual General Meeting shall be held not later than the end of July each year. 21 clear days' written notice shall be given to Members of the Annual General Meeting by circulating news of the notice to every member and posting the notice on The Club notice board and/or website. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before the meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 10.2.** An Extraordinary General Meeting may be called at any time by the Executive Committee or by three Club members making a written request to the Executive Committee for such a meeting. At least 21 days' notice of the meeting shall be given.
- 10.3.** Every member of The Club shall be entitled to be present, and all may vote at any General Meeting of The Club, except any Member under the age of 16 on the day of the meeting.
- 10.4.** The business of the Annual General Meeting shall be to:
- 10.4.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
 - 10.4.2 Receive an annual report of The Club's performance against previously agreed goals and objectives from The Club Chair.
 - 10.4.3 Receive the accounts for the year from The Club Treasurer.
 - 10.4.4 Review Club subscription rates and agree them for the forthcoming year.
 - 10.4.5 Elect the Executive Committee members of club.
 - 10.4.6 Transact such other business received in writing by The Club Secretary from members 14 days prior to the meeting and included on the agenda.
- 10.5** Nomination of candidates for Executive Committee shall be made in writing to the Secretary at least 7 days in advance of the Annual General Meeting date. Nominations can only be made by Members of The Club and must be seconded by another Club Member.
- 10.6** At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by The Club or by Members attending the meeting.
- 10.7** Decisions made at a General Meeting (with the exception of Constitutional alterations) shall be by a simple majority of votes from those Members entitled to vote attending the meeting and any proxy votes previously sent to the secretary at least 24 hours prior to any General Meeting. In the event of equal votes, the Chairperson shall be entitled to a casting vote. (The Chair has no vote save the casting one)
- 10.8** A quorum for a General Meeting will be deemed to be in effect upon the published start of any general meeting, providing that proper notification of the meeting has been issued to the membership in accordance with the constitution.



11. GOVERNANCE, DISCIPLINE AND APPEALS

- 11.1.** All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with The Club's safeguarding policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any safeguarding concerns.
- 11.2.** All other complaints regarding the behaviour of members which cannot be resolved directly and amicably with the appropriate Club Captain, Coach or Team Manager should be lodged in writing with The Club Secretary. including sufficient detail of any facts they wish to be taken into account.
- 11.3.** Upon receipt of a formal complaint, the Executive Committee shall appoint a Disciplinary Panel of suitable unconflicted persons (from within or outside of The Club) to meet and hear the complaint within 21 days of the complaint being lodged. Any member requested to attend a Disciplinary Panel shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Executive Committee (or its sub-committee) has the power to take appropriate disciplinary action following the recommendations of the Panel, including the termination of membership and escalation of the matter to England Hockey.
- 11.4.** The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days following the hearing.
- 11.5.** There shall be a right of appeal to the Executive Committee against the decision of the Disciplinary Panel. The Committee shall appoint an Appeals Committee (a maximum of three), which shall not include members involved with the initial disciplinary hearing but may include non-members of The Club. The Appeals Committee shall consider the appeal within 30 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- 11.6.** The outcome of the appeal shall be put in writing to all the relevant parties to which the original complaint related within 14 days following the hearing. The decision of the Appeals Committee shall be final and binding on all parties.

12. ALTERATIONS TO THE CONSTITUTION

- 12.1.** Any proposed alterations to The Club Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Member of The Club and seconded by another Member. Such alterations shall be passed if supported by not less than two-thirds of those Members present at the meeting, assuming that a quorum has been achieved.



13. DISSOLUTION

- 13.1.** If, at any General Meeting of The Club, a resolution be passed calling for the dissolution of The Club, the Secretary shall immediately convene a Special General Meeting of The Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 13.2.** If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Voting Members present at the meeting, the General Committee shall thereupon, or at such 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.
- 13.3.** After discharging all debts and liabilities of The Club, the remaining assets shall be given or transferred to another Club with similar sports purposes which is a registered charity and/or to another Club with similar sports purposes which is a registered Community Amateur Sports Club and/or To The Club's governing body for use by them for related community sports.

14. DECLARATION

Thame Hockey Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.