

CRAWLEY HOCKEY CLUB

CONSTITUTION 2016

1. THE CLUB

- 1.1 The club shall be known as **Crawley Hockey Club (CHC)**
- 1.2 The club shall be situated in West Sussex.
- 1.3 The club shall include ladies, men's, mixed and junior teams.
- 1.4 **The aims** of the club shall be:
 - 1.4.1 to promote, encourage and co-ordinate the game of hockey within the Crawley area.
 - 1.4.2 to provide members with the opportunity to participate in the life of the Club through playing as well as the management of the Club and social activities.
- 1.5 **The objectives** of the Club shall be:
 - 1.5.1 to provide a safe, effective and child friendly environment in which to play and learn hockey.
 - 1.5.2 to provide equity of opportunity across all areas of the Club, to encourage inclusion by minority groups.
- 1.6 The Club shall be a members' club open to all.
- 1.7 The Club shall be affiliated to the Sussex Hockey Association and any other relevant body.

2. MEMBERSHIP

- 2.1 **SENIOR Membership** – This is open to any hockey players in the community who are actively playing hockey and on payment of the appropriate subscription. This member is entitled to one vote at the Annual General meeting.
- 2.2 **JUNIOR Membership** – This is open to any hockey player under 16 years of age with parental /carer consent and in full time education and on payment of the appropriate subscription. This member is not entitled to vote at the Annual General Meeting nor make proposals or nominations for officers of the Club, but may voice their views via a member entitled to vote.

KEY AMENDMENTS:

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1 THE CLUB

- 1.5 Club objectives and 1.6 are new.

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- 2.3 **STUDENT Membership** – This is open to any hockey player, over 16 years of age and in full time education on payment of the appropriate subscription. This member is entitled to one vote at the Annual General Meeting.
- 2.4 **ASSOCIATE Membership** – This is open to non-playing individuals e.g. past players, umpires and others interested in the Club, or occasional playing members on payment of the appropriate subscription. This member is not entitled to vote at the Annual General Meeting nor make proposals or nominations for officers of the Club.
- 2.5 **PRESIDENT(S)** – These are figureheads of the Club and are honorary position(s) elected at the Annual General Meeting(s) of the Club. The President(s) once elected at the Annual General Meeting(s) of the Club shall hold office without submitting to re-election. If a President(s) wishes to retire they may do so at any time. A new President will be elected at the Annual General Meeting. This member is entitled to one vote at the Annual General Meeting.
- 2.6 **HONORARY LIFE Membership** – This is available to any person who has rendered exceptional service to the Club. Nominations must be in writing to the committee for approval in accordance with the requirements of the Annual General Meeting as set out in the constitution. This position confers full membership rights of the Club for life. This member is entitled to one vote at the Annual General Meeting.
- 2.7 **HONORARY VICE-PRESIDENTS** – This is available to any person who has rendered exceptional service to the Club. Nominations must be made in writing to the committee for approval in accordance with the requirements of the Annual General Meeting as set out in the constitution. No playing membership is included in this position. This member is entitled to one vote at the Annual General Meeting.
- 2.8 The committee has the right to approve or disapprove membership of any new player/member following a 28-day trial/introductory period.
- 2.9 The appropriate membership subscriptions shall be determined by the Annual General Meeting. Subscriptions are to be paid in full by 31st October of the playing season, unless a direct debit payment programme has been lodged with the Club.

KEY AMENDMENTS:

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2 MEMBERSHIP

- 2.2 Junior membership now includes "with parental/carer consent".
2.9 This recognizes the use of direct debit programmes.

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3. COMMITTEE AND OFFICERS

- 3.1 CHC Committee shall be made up of a minimum of 8 personnel.
- 3.2 These personnel are as follows;
- Chairperson
 - Vice Chairperson
 - Secretary
 - Fixtures Secretary
 - Treasurer
 - Ladies' & Men's Club Captains
 - Junior Co-ordinator
 - Welfare Officer
 - Communications/Publicity Officer
 - Social Secretary
- 3.3 CHC Committee is elected at the Annual General Meeting or Extraordinary General Meeting and all Officers are honorary positions. All personnel of CHC Committee shall retire annually but are eligible for re-election.
- 3.4 CHC Committee may appoint one or more additional officers of CHC Committee for such purposes as it may deem appropriate.
- 3.5 These personnel include:
- Team captains
 - Junior Manager
 - Disciplinary Officer
 - Umpire Co-ordinator
 - Kit Officer
- 3.6 Other personnel may be elected as the club feels appropriate.

KEY AMENDMENTS:

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3 COMMITTEE AND OFFICERS

This was previously section 4 and now includes the role of Welfare Officer on the committee. Communications includes Website.

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4. ADMINISTRATION OF THE CLUB

The affairs of the Club shall be managed by the Committee of CHC, except for matters reserved for the Club in Annual General Meeting.

- 4.1 **Co-option** – CHC Committee shall have the power to co-opt and invite suitable personnel onto the Committee. Such personnel and co-opted members do not have the power to vote. CHC Committee shall meet every six weeks during the season.
- 4.2 **Sub Committees** – CHC Committee may delegate any of its duties to sub-committees, which may include persons other than members of the committee. Sub-committees shall conform to any regulations imposed on it by CHC Committee. A sub-committee may not co-opt without prior approval of CHC Committee. CHC Committee members are ex-officio members of all sub-committees.
- 4.3 **Quorum** – The quorum necessary for the transaction of business by CHC Committee is 6 of the voting members.
- 4.4 **Voting** – Issues shall be determined by a majority of the voting members present at each meeting. The chairperson only has the power to vote in the case of an equality of votes, in which case they have a casting vote only. The voting members present can decide the method of voting used.
- 4.5 **Finance** – The financial year of Club shall end on 30th April. The club financial accounts up to and including this date shall be prepared by the Treasurer. The accounts shall then be audited by a qualified accountant, and shall be presented at the Annual General Meeting.
- 4.6 **Fees** – Recommended amounts for subscriptions, match fees, teas expenses etc. shall be advised by the Treasurer at the Annual General Meeting, and voted for at the AGM, but may be amended during the year in exceptional circumstances.
- 4.7 **Funds** – The funds of the Club shall be lodged at a financial institution, as CHC Committee shall deem appropriate. All cheques, drafts etc., drawn on any account shall be signed by any two of the designated signatories approved by CHC Committee. Where only one signatory is needed to make an electronic payment a record of these will be kept and made available to any of the second designated signatories approved by CHC Committee.

KEY AMENDMENTS:

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4 ADMINISTRATION OF THE CLUB

This was previously section 3.

4.1 Every month changed to six weekly meetings.

4.7 Recognises the use of electronic payments.

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- 5. ANNUAL GENERAL MEETING and EXTRAORDINARY GENERAL MEETING**
- 5.1 **An Annual General Meeting** of the Club shall be held in the month of June every year.
- 5.2 **Notice** of the time of the of the Annual General Meeting shall be posted for a period of at least 21 days before the date of such a meeting. A provisional agenda and nomination forms will be included. Additional items for the agenda should be submitted in writing to the secretary no later than 14 days before the date of the meeting. If necessary a, a final agenda will be posted no less than 10 days before the date of the meeting.
- 5.3 **Any Other Business** items at the Annual General Meeting must only be items of information. No discussion topics are allowed unless procedure 5.2 has taken place.
- 5.4 **Voting rights** at the Annual General Meeting shall be allocated as shown in the Membership section of this constitution. No person shall be permitted to vote in more than one capacity. Authorised voters are to register with and collect their voting cards from the Secretary on arrival at the meeting. Votes of authorized voters may be cast by proxy in their absence.
- 5.5 **The quorum** required for this meeting to function is a minimum of 25% of the total membership with voting power attending.
- 5.6 **Amendments to the constitution** can only be considered at this meeting after submission to the Secretary as an item for the agenda as in 5.2. Amendments to the constitution require the support of 75% of the authorized voters in attendance at the meeting, providing there are sufficient for a quorum as per 5.5.
- 5.7 **Other issues and resolutions** shall be determined by a majority of the voting members present at the Annual General Meeting. The Chairperson only has the power to vote in the case of equality of votes, in which case they have the casting vote only. Resolutions shall be decided by a majority of voting members present.
- 5.8 **All matters** shall be decided by a show of voting cards.
- 5.9 **Only members** of the Club may attend the meeting.
- 5.10 **Non-members** may not be represented or present unless invited by CHC Committee.

KEY AMENDMENTS:

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5 AGM

- 5.1 This now fixes the AGM to be held in June each year.

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- 5.11 **Election of Committee** personnel and other officers shall take place at this time.
- 5.12 **An Extraordinary General Meeting** may be called at any time by CHC Committee or by (a minimum of) 15 members making a written request to CHC Committee for such a meeting. The provision for item 5.6 (changes to the constitution) and 5.10 (election of CHC Committee personnel and officers) shall apply to Extraordinary General Meetings. Any request must be in writing. The meeting will be called as soon as possible, but giving members at least 10 days' notice. There will be no AOB agenda item.

6. CODE OF CONDUCT

- 6.1 It is the responsibility of players to ensure their **membership subscription** is paid in full by October 31st in the playing season (see also 2.9).
- 6.2 It is the responsibility of the player to ensure their **match and practice fees** are kept fully up-to-date.
- 6.3 **Any player or member in arrears** with subscription or match fees may be suspended until such time as the arrears are cleared. Membership may also be withdrawn.
- 6.4 **CHC Committee will adopt and comply with the England Hockey polices** and procedures and ensure all members of the club do also.
- 6.5 **CHC Committee may suspend the membership of any member** whose conduct has been, in the opinion of CHC Committee and in line with (the Club Code of Conduct *and Ethics*) England Hockey policy, contrary to the interests of the Club.

KEY AMENDMENTS:

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6 CODE OF CONDUCT

6.4 and 6.5 recognise the policies and procedures recommended by England Hockey. It ensures CHC Committee will adopt and comply with them and ensure all members do also.

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7. DISSOLUTION OF THE CLUB

- 7.1 If the Club shall pass in General meeting, by a majority comprising 75% or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, CHC Committee shall take immediate steps to convert all the assets of the Club into money.
- 7.2 The proceeds of the conversion shall be used by CHC Committee firstly to discharge all the debts and liabilities of the Club. Any remaining monies will remain in hockey in a way to be determined pending further discussion by a full committee.

We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes:

Name *KEITH TAYLOR*
Signature *[Handwritten Signature]*
Position *CHMGR*
Date *27/6/16*

Name *CJSavage*
Signature *[Handwritten Signature]*
Position *President*
Date *27/6/16*