

SHEPTON MALLET HOCKEY CLUB CONSTITUTION

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• **INTRODUCTION**

This document forms part of a complete range of documents to assist in the smooth and efficient running of Shepton Mallet Hockey Club.

• **PURPOSE OF DOCUMENT**

This document outlines the overall rules, objectives, regulations and composition of the club.

• **RECORD OF AMENDMENTS**

Any amendments to this document should be recorded in the table at the end of this document.

- **CONSTITUTION**

- **Name.** The name of the organisation shall be the Shepton Mallet Hockey Club hereinafter referred to as the 'Club', and SMHC.

- **Objectives.** The Club is established to pursue the following objectives:

- Participation in the sport of hockey hereinafter referred to as the 'sport'.

- The organisation, management and development of hockey for all members of the Club.

- Membership of appropriate leagues for the purpose of establishing regular competitive play for the Club's representative teams.

- The provision of training and playing facilities for its members.

- Promoting and maintaining the highest standards of technical competence and safety in the sport.

- Upholding the rules of the sport.

- Providing equal opportunities for successful participation by all sections of the community.

- The promotion of the sport.

- **Affiliation.** The Club shall be affiliated to the National Governing Body and relevant County associations.

- **Membership.**

- All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- Membership of the Club is open to all individuals provided they comply with this Constitution.

- No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability and they shall have equal and genuine opportunity to participate in hockey as well as any role within the Club.

- All applications for membership shall be accompanied by the appropriate annual membership fee as detailed in the attached memo regarding the current seasons membership fees.

- Each fully paid up member shall be entitled to attend, and vote at General or Annual General Meetings.

- Only fully paid up members may be elected and serve on Committees and Sub-Committees.

- All members will receive a copy of the relevant Code of Conduct; a copy of the Club's Child Protection Policy and a copy of the Constitution.

- Members shall be enrolled on one of the following categories:

- Senior Member.

- Student Member

- Junior Member

- Non-Playing Member

- Training and Social Member

• **Suspension, Refusal or Termination of Membership.** The Executive Committee shall be entitled to:

- Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the Club as set out in Rule 2 of the Constitution.
- For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full Executive Committee before a final decision is made.
- The member may apply for reinstatement at the next general meeting.
- Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Executive Committee and at general meetings, and may be suspended from taking part in any event under the control of the Club until such fees are paid.
- All members must register on the membership app before being eligible for selection
- . Any member under suspension may be barred from taking part in any match or event under the control of the Club.
- Any member still owing the Club subscription from any season will be barred from taking part in any match or event under the control of the Club in the following season until such time as the debt and new season subscription is paid.
- The Executive Committee shall inform the member in writing of any decision to terminate their membership.

• **General Meetings.** An Annual General Meeting (AGM) shall be held each year at such time and place as determined by the Executive Committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- Receive and confirm the minutes of the previous AGM.
- Presentation of the Club's financial accounts for the year.
- Presentation of the Club's projected financial situation for the forthcoming year and the setting of all fees.
- Presentation of Chairperson's report.
- Election of officers to the Executive Committee.
- Election of officers to the Playing Committee.
- Election of officers to the Social and Fundraising Committee.
- Any other business brought before the meeting, which has been submitted in writing to the Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Chairperson.
- **EGM.** An Extraordinary General Meeting (EGM) may be called upon written demand of:
 - 33% of the membership.
 - The Chairperson.
 - 2/3 majority of the Executive Committee.

- Notice for an EGM shall be of a minimum of fourteen days' notice, and stating the business to be discussed.
- **Rules for General Meetings:**
 - A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
 - The Chairperson, or in their absence a member selected by the meeting, will take the Chair.
 - All members shall register with the Secretary prior to the start of the meeting.
 - Each member shall have one vote.
 - All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
 - The quorum shall be one quarter of those eligible to vote or twenty such members, whichever is the smaller.
 - The Secretary shall keep the minutes of the meeting and record all proceedings and resolutions.
- **Election of Officers to the Executive Committee:**
 - The members of the Executive Committee shall be drawn from the membership, as defined in clause 4 of this Constitution.
 - Candidates shall be elected at the AGM and shall be members of the Executive Committee from the conclusion of that AGM until the conclusion of the following AGM.
 - All nominations of candidates for election shall: have the consent of the nominee; be seconded and be advised to the Secretary in writing a minimum of 21 days in advance of the AGM so they can be circulated with the notice (7a).
 - Nominations can also be made at the AGM.
- **Members of the Executive Committee.** The Executive Committee shall consist of the following officers:
 - Chair
 - Vice Chair/Chairs
 - Club Secretary
 - Director of Finance
 - Club Captain
 - Social and Fundraising Chair
 - As required...
 - There will be a minimum of at least three men and at least three ladies on the Executive Committee.
- All the above shall be entitled to one vote each at General Meetings, except the Chair.
- The Committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- The Executive Committee may appoint any Sub-Committees it may deem necessary to deal with the matters of the Club, until the conclusion of the following AGM.

The proceedings of all such Committees shall report to the Executive Committee by a representative elected by that Sub-Committee.

- **Rules for the Executive Committee:**
 - The Chairperson shall chair the meeting, or in their absence one of the President, Vice President or Secretary. Or a nominee from the Committee in the event of all those mentioned being absent.
 - Fourteen days' notice of any meeting of the Executive Committee shall be given by the Secretary, except when:-
 - The date of the meeting had been agreed at the previous Executive meeting, in which case seven days' notice shall be given.
 - In an emergency the Chairperson may call a meeting at four days' notice.
 - The quorum shall be four of those Officers entitled to vote, as listed at Rule 9.a)
 - All members of the Executive Committee as listed at Rule 8.a) shall be entitled to vote.
 - All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
 - Meetings shall be open to all members of the Club
- **Team Colours.** The team colours will be White shirts with Green Sash, White shorts/skirts with Green Trim, and Green socks.
- **Finance.** The following is a summary of the Clubs constitutional finance arrangements:
 - The Club is a non-profit making organisation.
 - The financial year of the Club shall run from 1st May to 30th April.
 - All monies shall be lodged in bank accounts in the name of the Club, and the Chairperson, Director of Finance and Secretary shall be authorised signatories to sign cheques on behalf of the Club, of which two signatories shall be needed.
 - All profit and surpluses will be used to maintain or improve the Club's facilities.
 - No profit or surplus will be distributed other than to another non-profit making body or as clause 16 on winding up or dissolution of the Club.
 - The Club shall have the power to raise money by means of yearly membership fees and match fees as determined at the Annual General Meeting.
- **Amendments to the Constitution.** This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.
- **The Dissolution of the Club.** Any resolution to dissolve the Club may be passed at any General Meeting provided that:
 - The terms of the proposed resolution are received by the Secretary at least forty-two days before the meetings at which the resolution is to be brought forward, and that;
 - At least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that;

- Such a resolution shall receive the assent of two thirds of those present and entitled to vote and that;
- Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred to a registered CASC, a registered charity or the National Governing body and/or respective County HAs determined by the meeting, to be employed for the development of the sport.
- **Declaration.** It is hereby certified that this document represents a true and most up to date version of the Constitution of Shepton Mallet Hockey Club.