



# Droitwich Spa Hockey Club

## Constitution



### 1. Name

The club will be called ***Droitwich Spa Hockey Club*** and will be affiliated to England Hockey and other such associations that may be considered necessary by the committee.

### 2. Objectives

The objectives of the Club will be:

- to provide facilities for hockey and to promote, develop, encourage and further the game of hockey for adults, young people and children;
- to promote the club within the local community;
- to ensure a duty of care to all members of the club and to provide all its services in a way that is fair to everyone;
- to recognise that issues of Child Protection are paramount in sport. The Club shall actively develop and disseminate policies and procedure that will ensure that the interests of children training and playing under the patronage of the club are kept to the fore;
- to ensure that relevant Club policies and procedures provide volunteers with protection whether they are coaching umpiring or involved in any other capacity.

### 3. Membership

- 3.1 Membership should consist of officers and members of the club.
- 3.2 Membership is open to anyone with an interest in the game of hockey and is available on a non-discriminatory basis in accordance with the club Equity Policy.
- 3.3 Membership can be refused or removed by the Committee only for good cause such as conduct or character likely to bring the Club or the game of Hockey into disrepute. Appeal against refusal or removal may be made to the members.
- 3.4 All types of membership shall be determined by the Committee on a yearly basis and outlined on the Membership Application Form.
- 3.5 The Committee shall also be empowered to elect temporary members of the Club on such terms and at such subscriptions as it shall decide. Temporary members shall not have the right to vote.
- 3.6 There will be a minimum of two days between application and admission for new and temporary members.
- 3.7 All members will be subject to the regulations of the Constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.
- 3.8 All members will be expected to respect the spirit of fair play and non-violence and to behave accordingly on the field of play and when acting as a representative of the Club.



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### 4. Membership Fees

- 4.1 Club membership fees will comprise an Annual Subscription and a fee per Match.
- 4.2 Subscriptions fees will be set annually by the Committee and approved at the Annual General Meeting.
- 4.3 Subscriptions are to be paid at the start of each season. If a proposed member does not pay his/her subscription by the 31<sup>st</sup> October, or within two months of joining, each year he/she shall automatically cease to be considered by the Committee for membership and selection to play.
- 4.4 Match fees will be determined annually by the Committee who also reserve the right to adjust said fees as necessary at any time during the season.
- 4.5 The Club will endeavour to keep Subscriptions and Match Fees at levels that will not pose a significant obstacle to people participating.

### 5. Officers of the Club

- 5.1 The officers of the club will be:
  - President (Executive Member)
  - Chair (Executive Member)
  - Vice Chair (Executive Member)
  - Secretary (Executive Member)
  - Treasurer (Executive Member)
  - Fixtures Secretary (Men's and Ladies)
  - Clubhouse & Bar Managers
  - Team Captains (Men's and Ladies)
  - Junior Development Manager (Boys and Girls)
  - Men's Chairman of Selection
  - Ladies Co-ordinator
- 5.2 Officers will be elected annually at the Annual General Meeting.
- 5.3 All officers will retire each year but will be eligible for re-appointment.

### 6. The Committee

- 6.1 The Committee will be convened by the Secretary of the Club and Committee Meetings will be held no less than 6 times per year.
- 6.2 The quorum shall be at least 6 members of the Committee of which 2 should be Executive Members.
- 6.3 In the event of a vacancy occurring, the Committee shall have the power to co-opt a Club member until the next Annual General Meeting.
- 6.4 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 6.5 The Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.
- 6.6 The Committee will be responsible for disciplinary hearings of members who infringe the Club Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 6.7 The Committee shall have sole responsibility for the purchase and care of all Club equipment.



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### **7. Finance**

- 7.1 All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties.
- 7.2 All Club monies will be banked in an account held in the name of the Club.
- 7.3 The Club Treasurer will be responsible for the finances of the Club.
- 7.4 The Accounts of the Club shall be audited and reported on every 12 months by a competent person who is not a club member and has been approved by the committee.
- 7.5 The Treasurer at the Annual General Meeting will present an audited statement of annual accounts.
- 7.6 Any cheques drawn against Club funds should hold the signatures of the Treasurer and either the Chairman or Secretary.
- 7.7 All subscriptions and other monies received by the Treasurer shall be paid into the Club Bank Account by him/her at their earliest convenience.

### **8. Annual General Meetings and Extraordinary General Meetings**

- 8.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary, not less than 14 clear days prior to its date.
- 8.2 The Annual General Meeting shall be held during the month of May each year.
- 8.3 The AGM will receive a report from officers of the Committee and a statement of the audited accounts.
- 8.4 Elections of officers are to take place at the AGM. Voting to be made by secret ballot when there is more than one nominee for any one position.
- 8.5 All members over the age of sixteen, except Temporary members, have the right to vote at the AGM.
- 8.6 In the event of a tied vote the Chairman has the casting vote.
- 8.7 The quorum for AGMs will be 15 members, should this number not be met the meeting will be adjourned and rearranged and held within 14 days of the original date. If at the second meeting 15 members are not present the meeting can proceed and a majority decision will hold.
- 8.8 The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.
- 8.9 Any six members may require the Secretary to call an extraordinary meeting of the members at any time provided that:
- 8.10 The reason for such action is served upon the secretary in writing, giving in sufficient details the reason for calling the meeting and the matters to be discussed.
- 8.11 No matters other than those notified and displayed may be discussed at the Extraordinary meeting.



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## 9. Amendments to the Constitution

- 9.1 This Constitution may only be altered or revoked at a General Meeting of the Club.
- 9.2 Amendments to the Constitution must first be considered and approved by the Committee.
- 9.3 Notification of any proposed alteration will be made to the membership 14 days before the AGM, and the revised Constitution posted in the Club.
- 9.4 Alterations to the Constitution must be carried by the votes of at least two thirds of the Club members present entitled to vote thereon, otherwise it shall not be deemed to be passed.

## 10. Discipline and Appeals

- 10.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 10.2 The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.
- 10.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.
- 10.4 There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## 11. Dissolution

- 11.1 If at any General Meeting of the Club, a resolution for the dissolution of the Club is passed by two thirds of the voting members present, the committee shall realise the property and assets of the Club and after the discharge of all liabilities shall transfer all remaining assets to another registered Community Amateur Sports Club (CASC), a registered charity or to England Hockey.

## 12. Declaration

- 12.1 *Droitwich Spa Hockey Club* hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

SIGNED: ..... DATE: .....

Name: Simon Blackmore.....  
*Club Chair*

SIGNED: ..... DATE: .....

Name: Deborah Slater .....  
*Club Secretary*

*The original signed copy of the Constitution is held in the club file.*