

FELIXSTOWE HOCKEY CLUB CONSTITUTION

1 **Name:**

The club shall be called FELIXSTOWE HOCKEY CLUB

2 **Objectives:**

The club through its members aims to:

2.1

Recruit and develop players of all ages and abilities amongst all sections of the community. This includes that opportunities are provided for:

2.1.1

Young people.

2.1.2

People of minority groups, such as ethnic minorities and people with disabilities.

2.1.3

Adults of all ages and abilities.

2.2

Encourage club members to be involved in the running of the club through open consultation where necessary.

2.3

Enable club members to develop other skills related to the operations of the club such as:

2.3.1

Coaching.

2.3.2

Umpiring.

2.3.3

Administration.

2.4

Create an environment to encourage social interaction between club members by:

2.4.1

Providing recreational and social facilities for its members.

2.4.2

Providing organised social events for its members.

2.4.3

Providing an annual awards ceremony.

3 **Colours:**

The colours and kit of the club shall be of an agreed design as determined by the Executive Committee. All members playing in matches must wear full club colours.

4 **Affiliation:**

The club shall be affiliated to and all games should be played under the rules of:

4.1

The England Hockey Association.

4.2

The East-Hockey Leagues.

4.3

The Suffolk County Hockey Association.

5 **Patrons:**

The club shall be under the patronage of a President elected annually along with Vice Presidents at the Annual General Meeting (AGM).

6 **Trustees:**

Trustees are required to ensure that the Club's Constitution is observed at all times.

6.1

There shall be no less than three Trustees of the Club.

6.1.1

Trustees are appointed when necessary by the Executive Committee.

6.1.2

A Trustee shall hold office during his/her lifetime or until he/she resigns, by notice given in writing to the Executive Committee or until a resolution removing from office shall be passed by the Club by no less than two thirds majority of those entitled to vote at a General Meeting.

6.1.3

All property of the Club including land, leases and investments, shall be held by the trustees for the time being, in their own names so far as is necessary and practicable, on trust for the use and benefit of the Club.

6.1.4

On the death, resignation or removal from office of a trustee, the Executive Committee shall, if necessary, appoint a new trustee in his/her place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the trustees as constituted after such nomination.

6.1.5

The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Executive Committee, and shall have the power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Executive Committee's directions (which shall be duly recorded in the minutes of the

proceedings of the Executive Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

6.1.6

The Trustees shall be effectually indemnified by the Executive Committee out of assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise in good faith of their duties or in relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a trustee of the Club.

6.1.7

The Trustees are entitled to receive minutes of Committee meetings and call for minutes of subcommittees as required.

7 **Membership:**

Club members are accepted on the following grounds:

7.1

The individual intends to join as:

7.1.1

Full playing member.

7.1.2

Junior member (15-18).

7.1.3

Mini member (Under 15).

7.1.4

Student member.

7.1.5

Social member.

7.2

The individual has been proposed and seconded by members of the Club and the application has been approved by a majority at a meeting of the Management Committee.

7.3

The individual has signed up to the Club 'code of conduct' and been issued with a copy of the club constitution.

7.4

A membership form has been fully completed and forwarded to the Membership Secretary.

7.5

The parents of Mini members can join the club as social members along with their children in a family membership. The rate of this membership will be determined at the AGM at the membership rates for the following season. All family members must follow the application process as set out in 7.2.

8 **Resignation:**

Any Club member wishing to resign from the Club will have confirmation of the resignation sent to them in writing from which they have seven days to rescind their resignation. No refunds will be given at any time. Any person wishing to rejoin the club must follow the application process as set out in 7.2 and pay the relevant subscription.

9 **Subscriptions:**

A fee must be paid by all Club members under the following:

9.1

The subscriptions and match fees where applicable for each membership type (as set out in 7.1) is to be determined by majority vote at the AGM.

9.2

All subscriptions shall become due on the 1st August each year.

9.3

Subscriptions must be either paid in full or by means of 5 payments by standing order to the Club account.

9.4

If full subscription is not paid (or standing order not set up) by the 31st October then members will not be eligible to play for the Club or use any of the Club's facilities.

9.5

In special cases to ensure that members from low income families or disadvantaged groups are not further disadvantaged the management committee shall have the power to remit the whole or part of a member's subscription.

9.6

Any person wishing to join the club after half way through the season, set as the 1st January, may pay half the relevant subscription for that season only.

10 **Finance:**

The Hon. Treasurer shall transact the financial business of the Club and maintain adequate records:

10.1

He/She shall present the audited accounts made up for the previous season, which shall end on the 30th April.

10.2

Bank accounts shall be in the name of the Club.

10.3

Cheques must be signed by TWO of THREE officers authorised by the Executive Committee, one of whom shall be the Hon. Treasurer.

10.4

The bar account may have joint and several signing rights and be operated by the Hon. Treasurer, the Chairman and the Bar secretary. The balance of this account should not exceed the level set by the Management Committee at the start of each season.

11 **Auditors:**
Auditors will be appointed annually at the AGM.

12 **Insurance:**
The Hon. Treasurer shall ensure that full Public Liability insurance and Employee Liability insurance is in force at all times to adequate levels and that annual receipts for such premiums shall be posted in the clubhouse.

13 **Executive Committee:**
The Executive Committee shall consist of the officers of the Club:

13.1
The Executive Committee members are:

- 13.1.1 The Chairman.
- 13.1.2 Hon. Secretary.
- 13.1.3 Hon. Treasurer.
- 13.1.4 Men's Club captain.
- 13.1.5 Women's Club captain.
- 13.1.6 Bar Secretary.

13.2
These 6 officers shall act collectively as the Executive Committee and make policy decisions in the best interests of the Club.

13.3
Decisions shall be by simple majority with the Chairman holding the casting vote.

13.4
The Executive Committee shall meet at least once a season, a quorum shall consist of at least three members of the Committee.

14 **Management Committee:**
The day to day affairs of the Club shall be conducted by a Management Committee which shall consist of:

14.1
The Executive Committee and other members who shall be elected each year to cover the positions of:

- 14.1.1 Fixture Secretary.
- 14.1.2 Membership Secretary.
- 14.1.3 Social Secretary.
- 14.1.4 Fundraising Secretary.
- 14.1.5 Youth Development Officer (Child Protection Officer).
- 14.1.6 Kit Co-ordinator.
- 14.1.7 Webmaster.
- 14.1.8 Volunteer Co-ordinator.
- 14.1.9 Publicity Secretary.
- 14.1.10 Umpire Liaison Officer.

14.2
These officers shall act as the Management Committee and lead operations concerned in the day to day running of the Club.

14.2.1
Role profiles of all volunteer positions will be available on the club website. These will be reviewed annually and available 4 weeks prior to the AGM.

14.3
Meetings will take place monthly. The agenda will be set by the Chairman and Hon. Secretary relevant officials will then be invited to join the meeting.

14.3.1
All Management Committee meetings must consist of at least 6 members. Two of which must be from the Executive Committee.

14.3.2
Management Committee members may request an item to be discussed at a meeting by sending a request with relevant details to the Hon. Secretary five days prior to the next meeting.

14.3.3
Apologies for not attending a meeting must be sent to the Hon. Secretary at least one day before the meeting.

14.4

Decisions shall be made by simple majority.

14.5

Officers will be at liberty to form sub committees made up from Club members that they deem most suitable to assist them in their tasks.

14.6

All correspondence sent and received by committee members is to be forwarded to the Hon. Secretary.

15 **Elections:**

The positions on the Executive and Management committees and the Team Captains shall be decided by elections at the AGM

15.1

All positions on the committee are selected each year but officers can remain in position provided that there is no other candidate for that role. At this point if an officer wishes to remain in situ a vote will be necessary.

15.2

Nomination papers setting out the offices to be filled, together with the name of the current officer and a role profile, will be circulated by the Hon. Secretary four weeks prior to the AGM.

15.2.1

All nomination papers should be returned to the Hon. Secretary two weeks prior to the AGM.

15.2.2

Nominations for offices must be proposed and seconded, and the proposer must ascertain that the nominee is willing to stand for election.

15.2.3

A list of nominations received will be circulated with the final notices at the AGM

15.2.4

Nominations will also be accepted at the AGM for any vacant position with no members proposed for office.

15.2.5

Nominees unable to attend the AGM must provide confirmation in writing of their intention to stand for office.

15.3

Voting will take place by a show of hands or ballot at the discretion of the Chairman.

15.3.1

Only eligible members of the Club are permitted to vote.

15.4.2.1

Eligible members are playing members over 16 years old and social members who are currently officers.

15.3.2

Offices are decided by a simple majority. If there is a tie a vote between the top two candidates will then take place. If there is still a tie the Chairman will have the casting vote.

15.4

If a position is not filled at the AGM then it may be filled by co-option by a majority decision at any meeting of the Executive Committee.

15.4.1

Such co-opted persons shall hold the position until the next AGM.

15.4.2

Decisions are decided by a majority decision from members present at the meeting.

15.5

Team Captains will serve on the appropriate sub-committee chaired by their respective Club Captain. All Team Captains are selected each year but Captains can remain in position provided that there is no other candidate for that role. If an alternative candidate for that role is proposed, and the incumbent Captain wishes to remain in position, then a vote will be necessary. Nomination papers setting out the Team Captain roles to be filled, together with the name of the current officer and a role profile, will be circulated by the Hon. Secretary four weeks prior to the AGM.

15.5.1

All nomination papers should be returned to the Hon. Secretary two weeks prior to the AGM.

15.5.2

Nominations for Captains must be proposed and seconded, and the proposer must ascertain that the nominee is willing to stand for election.

15.5.3

A list of nominations received will be circulated with the final notices at the AGM

15.5.4

Nominations will also be accepted at the AGM for any vacant position with no members proposed as Captain.

15.5.5

Nominees unable to attend the AGM must provide confirmation in writing of their intention to stand as Captain.

16 **The President:**

The President of the Club shall be elected for the following year by members at the AGM and will represent the Club and its members. The President may attend Committee meetings in a non executive role.

17 **Sub Committees:**

17.1

The Management Committee has overall responsibility for the management of the affairs of the Club but it shall appoint permanent sub-committees as follows:

17.1.1 **Men's Playing Committee:**

Generally responsible for matters solely the affairs of the men and shall consist of Men's Club Captain and Team Captains.

17.1.2 **Women's Playing Committee:**

Generally responsible for matters solely the affairs of the women and shall consist of Women's Club Captain and Team Captains.

17.1.3 **Bar Committee:**

Generally responsible for matters concerning the Club House, the Bar, catering activities and social activities and shall consist of the Bar Secretary, Social Secretary and all volunteer bar staff.

17.2

Terms of reference of these subcommittees may vary from time to time as circumstance require and will be decided by the Management Committee.

17.3

Other subcommittees may be formed to undertake specific functions as the necessity arises. Such subcommittees may include co-opted members but must include a member of the Management Committee.

18 **Disciplinary Matters:**

All Club members must adhere to the 'code of conduct' and the constitution.

18.1 **Code of conduct:**

At the end of each season the Club 'code of conduct' will be reviewed by the members of the Management Committee and issued to all members.

18.1.1

The 'code of conduct' will form part of the membership agreement for the following season. A member must sign to agree to the 'code of conduct' before their membership can be renewed.

18.1.2

Interpretation of the 'code of conduct' is at the Management Committee's discretion.

18.2 **Disciplinary Matters:**

It may from time to time be necessary to discipline members for breaking the Club 'code of conduct'. In order to ensure a fair and unbiased decision all but the most trivial matters will be subject to the disciplinary procedure.

18.2.1

Firstly the matter will be passed to the most appropriate member of the Executive Committee for investigation via the Hon. Secretary.

18.2.2

The Club member(s) will be notified in writing of their alleged breach of the 'code of conduct'. They will then be invited to respond to the matter providing supporting evidence where necessary.

18.2.3

The member of the Executive Committee will then assess the case and present their findings to the members of the Executive Committee.

18.2.3.1

Most cases will be concluded at this stage with the Executive Committee deciding on appropriate action.

18.2.3.2

If this is the case then the Club member will be notified of the outcome in writing.

18.2.3.3

If the matter is more severe or the outcome inconclusive then it will be necessary to hold a disciplinary hearing.

18.2.4

A Disciplinary hearing will take the following format.

18.2.4.1

The Club member will be invited in writing to the hearing giving them fair notice.

18.2.4.2

Those present at the hearing will be, the Club member involved and a representative of their choice who is an eligible member, a member of the Executive Committee and an eligible member of their choice.

18.2.4.2.1

An eligible member is a playing member over 16 years old or a Social member who currently holds an office.

18.2.4.3

The alleged offence will be discussed with the member being given full opportunity to present their case.

18.2.4.4

On completion of the hearing the members present, with the exception of the Club member involved, will discuss the case and come to a decision. They will then decide appropriate action.

18.2.5

Members have a right to appeal in writing to any disciplinary decision within one week of being notified. Appeals will be reviewed by another member of the Executive Committee.

18.2.6

No Club disciplinary measures will override or conflict with those imposed by any organisation or governing body that the Club is affiliated to(see 4).

19 **Grievance Procedure:**

In the event of a Club member being unhappy in anyway they should follow the Club grievance procedure.

19.1

Raise the matter with their Team Captain and they will attempt to resolve the issue.

19.2

If the matter is not resolved or the member does not wish to involve their Team Captain then they can raise the matter with their Club captain.

19.3

If the issue is not resolved or the Club member does not want to involve their Club Captain they must put their grievance in writing and send it to the Hon. Secretary.

19.4

The Hon. Secretary will then liaise with an appropriate member of the Executive Committee and carry out an investigation.

19.5

Appropriate action will be decided and the Club member will be notified in writing.

20

General Meetings:

20.1 **Annual General Meeting:**

The AGM shall be held at a date fixed by the Management Committee, not later than 30th June for the purpose of electing the President, officers and auditors of the Club and for transactions of the general business of the Club. Annual reports and a statement of accounts will be submitted and subscriptions and match fees will be fixed for the coming year.

20.1.1

All members shall be given four weeks notice, in writing of such a meeting. Any member wishing to have a resolution considered at the AGM must notify the Hon. Secretary of his/her intent at least 7 days prior to the meeting and such a resolution must be supported by a second member of the Club.

20.2 **Extraordinary General Meeting:**

An Extraordinary General Meeting shall be called by the Hon. Secretary not less than 14 days and not more than 28 days after receipt of a requisition from the Executive Committee, or one signed by not less than 10 members of the club.

20.2.1

Members shall be given 7 days notice, in writing, of such meetings. The notice shall specify the purpose of such a meeting and no other business shall be discussed.

20.3 **Voting:**

20.3.1

A General Meeting may proceed to business if one fifth of the members of the Club are present within half an hour of the time fixed for the meeting, otherwise the meeting if convened on the requisition of the Club members, shall be dissolved, but, if convened by order of the Executive Committee, it shall stand adjourned to the week following at the same time. The adjourned meeting may proceed to business whatever the number of Club members present.

20.3.2

Each eligible club member present at a General Meeting shall be entitled to one vote on each motion, except the Chairman who shall have a casting vote only. Voting shall be by a ballot for all positions contested as set out in the notices of the meeting. If a vacant position is nominated at the time of the meeting the vote will be by a show of hands unless four of the members present demand a ballot. Voting at all meetings shall be decided by way of a simple majority.

20.4 **Alteration to the Constitution:**

No alterations or additions to the Constitution of the Club shall be made except by a majority of members present at a General Meeting. No amendment can be made at a General Meeting unless notice of the motion, in writing, has been given to the Hon. Secretary at least seven days prior to the meeting by the proposer and seconder of the amendment.

21

Club House Rules:

21.1

The Purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of the Bar Committee.

21.2

The permitted hours for the supply of intoxicating liquor shall be fixed from time to time by the Committee in accordance with the provision of the Licensing Act.

21.3

The rules for sale of intoxicating liquor as set out by the Licensing Act will be enforced by members of the Bar Committee and adhered to by all persons using the facilities.

21.4 **Bona Fide Guests:**

Non- members may be admitted to the Club premises only as bona fide guests of members.

21.4.1

No member may admit more than four guests on any occasion.

21.4.2

Guests may also be admitted by invitation of the Management Committee.

21.4.3

All members introducing a Guest shall enter the name and address of the guest in the visitor's book at the Club premises and sign his/her name as the introducing member.

21.4.4

Guests entering or remaining on the Club premises after 6pm must pay a Guest fee of £2.

21.4.5

Guest fees may be refunded on the evening that they are paid if the guests applies to become a member of the Club and pays the relevant Club membership fee.

21.4.6

Guests may purchase intoxicating liquor whilst in the company of the introducing member or with the consent of a member of the Management Committee.

21.4.7

An introducing member shall be responsible for his/her guest's strict observance of the Club rules. If Club rules are broken by a Guest then the signing member will be held responsible for any resulting action by the Club. This could lead to disciplinary action.

21.5 **Visiting Teams:**

Members of Sports and Recreational teams and people who attend the premises in good faith to support their team on the occasion of a match or tournament shall be entitled to the full use of the facilities of the Club.

21.6 **Special Club Functions:**

In the event of a special Club function or social event non-members are permitted to attend as long as they are in possession of a valid ticket. Non-members may be required to pay a surcharge for such events. If this is the case the Guest Fee is to be waived on these occasions only.

21.7 **Persons Under 18 years:**

No persons under the age of 18 years shall be permitted to purchase or consume intoxicating liquor at the Club premises.

21.8 **Consumption off Premises:**

Only members shall be permitted to purchase intoxicating liquor for consumption off the premises.

21.9

No member shall, except for professional services rendered at the request of the Committee, on any pretence or in any manner receive any profit, salary or emolument from the funds or transactions of the Club.

21.10

No person shall at any time be permitted to receive at the expense of the Club or of any member thereof any commission, percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying of the Club.

21.11

The Bar Committee must enforce any rules imposed by the Clubhouse management company and adhere to all requirements in the rental agreement.

21.12

The Club Rules and list of names of all Club members shall be kept in the Bar.

22 **Liability:**

All members of the Club shall be jointly and severally liable to indemnify the Committee of the Club against all costs, expenses and liabilities incurred by them by carrying out the Club's business exclusively.

22.1

Any claims for the above must be made with documentary evidence.

22.2

Reimbursement for petrol whilst transporting other Club members to fixtures will be at a rate determined by the Management Committee. Payments for travel must be made in accordance to the official club mileage sheet.

22.3

Any claims other than travel costs on match days must be made to the Hon. Secretary, in writing with full evidence, and agreed at the next meeting of the Management Committee.

24 **Data:**

All data collected will be used for legitimate purposes only and only accessed by the relevant committee members. We will adhere to the data protection act where necessary.

23 **Income:**

Any surplus income or gain should be reinvested in the Club and does not permit any distribution of Club assets, in cash or kind, to members or third parties.

24 **Loss and Damage:**

Any member negligently losing or damaging any property of the Club shall be held responsible for such loss or damage. The Club cannot be held responsible for damage or loss of any property of members or visitors and a notice to this effect shall be posted in the Club premises.

25 **Emergencies:**

The Hon. Secretary, in conjunction with the Chairman, shall be empowered to act in case of emergency where such arise. Matters dealt with under this rule shall be reported at the next meeting of the Management Committee.

26 **Dissolution:**

Notice of motion to wind up the Club should be sent to all members at least 21 days before the meeting at which it will be put. After any General Meeting at which a resolution for the dissolution of the club is passed by at least two thirds of those present, and entitled to vote, which must be fifty percent of the membership, this decision must be notified to all members of the Executive Committee by the Hon. Secretary. Full minutes of the meeting must be provided and the Trustees will then determine the action to be taken. On dissolution of the Club any net assets after the payment of all debts and liabilities should be held by the Trustees for two years then applied to approved sporting or charitable purposes.

27 **Interpretation of Rules and Constitution:**

The Executive Committee shall be the sole authority for the interpretation of these rules and of the regulations made from time to time by the Committee. The decision of the Committee upon any question of interpretation, or any matter affecting the Club and not provided for in these rules shall be final and binding on the Members.