



# Aldershot and Farnham HC

## Constitution & Rules

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### 1 TITLE

The Club shall be known as **Aldershot and Farnham Hockey Club**, hereafter to be referred to as 'the Club' and shall be affiliated to Hampshire Hockey Association and England Hockey.

Club colours are red shirt with navy trim, navy shorts or skirts and navy, red and white hooped socks.

### 2 AIMS AND OBJECTIVES OF THE CLUB

To foster and promote the sport of hockey at all levels within the community and within the sport, providing opportunities for recreation, coaching, competition and having fun.

To ensure a duty of care to all members of the Club by adopting and implementing a child protection policy.

To ensure a duty of care to all members of the Club by adopting and implementing an equity policy statement.

### 3 MEMBERSHIP

Membership of the Club shall consist of Officers of the Club and members.

The Club shall be open to all persons having an interest in the game of hockey and who pay the appropriate subscription and match fees.

All members will be subject to the regulations of this constitution and by joining the Club will be deemed to accept these regulations and any codes of conduct that the Club has adopted. There shall be the following classes of membership:

**a. Full Member** - A member of the Club shall be one who has paid the full subscription for the current season or who has been elected to membership during the current season and paid the pro rata subscription. The current subscription is due on 1st September of the new season and expires on the following 31<sup>st</sup> August. The rates of subscription and match fees shall be determined by the committee and ratified by the members at the AGM. Full members are entitled to vote at all general meetings. Prospective members of the Club are allowed to play for only one month before paying their subscriptions.



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**b. Junior Member** - Membership shall be open to young hockey players who are seventeen years of age or under on 1<sup>st</sup> September at the start of the season. On payment of the appropriate fee and completion of the membership form by their parent or guardian they shall become Junior Members. Junior members aged 16 or over shall enjoy full voting rights at General Meetings.

**c. Parent/Guardian Member** – Parent / Guardian Members are associated with a junior member, who have paid the appropriate fee. Parent / Guardian Members are not eligible to vote at General Meetings, but can be considered for elected administration posts.

**d. Honorary Vice President** - The Committee shall have the power to create honorary vice presidents in recognition of an individual's invaluable service to the Club. Those holding such a position shall be regarded as full members of the Club.

**e. Social Members** - Social Members are members of the Club, who have paid the appropriate fee but do not wish to be considered for match selection. Social Members are eligible to vote at General Meetings, and can be considered for elected administration posts; but shall not enjoy voting rights for the election of captains.

**f. Affiliated Members** - All opposing teams, match officials and their guests who are affiliated to (either directly or indirectly) the recognised Governing Sporting Body, via membership of their Club, will be considered as affiliated members for the duration of their stay. Affiliated members have no voting rights and must adhere to the Club Rules at all times.

## 4 Organisation

**Club Officers** - Chairperson, Honorary Treasurer, Honorary Secretary, Hockey Manager, Junior Chairperson and Honorary President with no voting right.

**Executive Committee** – Club Officers, Vice Chairperson, Club Captains, Fixture Secretaries, Membership Secretaries, and Welfare Officer.

**Management Committee** – Executive Committee, Assistant Welfare Officer, Umpire Liaison Officer, Webmaster, Publicity Officer, Disciplinary Officer and Social Secretary.



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The Management Committee's powers and responsibilities are as follows:

- a) Management of the Club on behalf of the members.
- b) The committee shall have the power to fill any vacancies of the committee occurring during the year and shall have the power to co-opt additional members.
- c) Keeping accurate accounts of the finances of the Club through the Honorary Treasurer.
- d) The quorum for Management Committee meetings shall consist of a majority of the Management Committee members.
- e) Make decisions based on a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional casting vote.
- f) The committee may appoint sub-committees as they deem necessary, one of which may be a selection or hockey committee.
- g) The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- h) All persons holding an appointed post e.g. Team Captains are entitled to attend Management Committee meetings and may vote at the chairperson's discretion.

### **5 General Meetings**

21 days notice shall be given to members of General Meetings by circulating a copy of the notice to every member either by post or email, and by posting on the Club notice board. Members must advise the Honorary Secretary in writing of any other business to be moved at an AGM at least 14 days before the meeting. The Honorary Secretary shall circulate or give notice of the agenda for the meeting to members either by post or email not less than 7 days before the meeting.

For the purposes of General Meetings a quorum of 25 members must be present.

General Meetings shall be chaired by the Chairperson of the Club, or their appointed deputy. Decisions made at General Meetings shall be by a simple majority vote from those members attending the meeting (except constitution changes and dissolution votes see 8 & 9) who are entitled to vote. In the event of equal votes the Chairperson shall be entitled to an additional casting vote. Each member is entitled to one vote at General Meetings.



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### 5.1 Annual General Meetings

The AGM shall take place after the end of the season and before 30th June. The business of the AGM shall be to:

- Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
- Receive and approve the accounts for the year from the Honorary Treasurer.
- Receive and approve the annual report of the Management Committee from the Honorary Secretary.
- Receive the reports from the Hockey Manager, Club Captains and Junior Chair.
- Elect the Honorary President if there is a vacancy. The Honorary President shall be regarded as a full member of the Club.
- Elect Management Committee members.
- Review Club subscription rates and match fees and agree them for the forthcoming year.
- Transact any other business included on the agenda by the Management Committee.
- Transact such other business received in writing by the Honorary Secretary from members

14 days prior to the meeting and included on the agenda.

Nominations for elected posts should be submitted by any member in writing, proposed and seconded and with the nominees' consent, to the Honorary Secretary at least 7 days prior to the date of the AGM. If insufficient nominations are received prior to the AGM, nominations can be taken from the floor.

All Officers of the Club, Club Captains and Management Committee members are elected for a period of one year, but may be re-elected to the same office, or another office, the following year. The Honorary President shall hold office until vacated. If a quorum is not achieved the committee shall continue in office and reconvene another AGM.

### 5.2 Extraordinary General Meetings

An EGM may be convened at any time and shall be convened on receipt by the Honorary Secretary of a notice signed by 15 voting members of the Club. The Committee shall also have the power to convene an EGM when necessary. The notice must state the purpose of the meeting and this will be the only business of the meeting.



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### 6 Finance

All club monies shall be banked in an account in the name of the Club.

The financial year of the Club shall end on 30th April. The accounts shall be subject to an independent examination and made available to members at the AGM.

The Honorary Treasurer and two elected officers shall be the signatories of the Club's bank account, any two of these signatories being required to release funds.

All surplus income or profits shall be re-invested in the Club. No surplus or assets will be distributed to members or third parties.

### 7 Discipline

All complaints regarding the behaviour of members should be lodged in writing with the Honorary Secretary.

An appointed disciplinary sub-committee, comprising any three from Club Officer, Member Management Committee, Captain, Welfare Officer/Assistant Welfare Officer and Disciplinary Officer, will meet to hear complaints within 21 days of a complaint being lodged. The appointed disciplinary sub-committee, has the power to take appropriate action, including the termination of membership.

The outcome of any disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There shall be a right of appeal to the Management Committee following disciplinary action being given. Any appeal should be made to the Honorary Secretary in writing within 21 days of receipt of the outcome of the disciplinary hearing. The Management Committee will consider the appeal within 21 days of its receipt.

Playing offences will be dealt with in accordance with the disciplinary code, the current version of which can be found in the fixture card or on the website.

### 8 Dissolution

If at any General Meeting of the Club a resolution be passed calling for the dissolution of the Club, the Honorary Secretary shall immediately convene an Extraordinary General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution. If at that Extraordinary General Meeting, the resolution is carried by at least two-thirds of the full voting membership present at the meeting, the Management 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.



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After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the full members of the Club, but shall be given or transferred to an approved sporting or charitable organisation as approved by the members.

### **9 Constitution**

All members shall be bound by the Constitution and Rules of the Club.

Amendments to the Club's constitution must be proposed by a full member and seconded by another full member. The committee may also propose amendments to the constitution. The constitution of the Club shall not be altered except by approval of a 2/3 majority vote of members present at an AGM or EGM.

The Committee shall have the power to act on any matter on which the Constitution and Rules are silent, and to deal with all matters not provided for in the constitution.

### **Aldershot & Farnham Hockey Club**

**June 2018**

Nigel Oates, Chairman