

GUILDFORD HOCKEY CLUB CONSTITUTION (Constitution)

1 NAME AND AFFILIATIONS

- 1.1 The Club shall be called "Guildford Hockey Club" (Club)
- 1.2 The Club shall be affiliated to England Hockey and the Surrey Hockey Association
- 1.3 The Club will be registered with HMRC as a Community Amateur Sports Club (CASC)

2 OBJECTIVES

- 2.1 The objectives of the Club are as follows:
 - To encourage and promote increased community participation in the sport of hockey at all levels and to provide opportunities for all ages
 - To encourage interest in the game of hockey amongst Juniors in the Guildford area and elsewhere
 - To provide sporting and related social facilities, coaching courses, training, insurance cover, medical treatment and any other reasonable provisions required of an amateur sports club for the benefit of the Members
 - The Club may, in connection with its sporting purposes, sell and supply food, drink and related sports clothing and equipment, employ Members and remunerate them for providing goods and services on fair terms set and approved by the Board

3 MEMBERSHIP

- 3.1 Membership of the Club shall be open to anyone interested in hockey regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs
- 3.2 Members of the Club shall be those that apply for membership, who are accepted and maintained as members by the Club, and who have paid the required annual subscription
- 3.3 Membership shall commence upon receipt by the Club of a correctly completed membership application form and payment in full of the relevant subscription, or a written financial agreement from the Treasurer of an alternative payment plan for a Member. A Member shall continue to be eligible provided membership details are reviewed and confirmed each year and the new annual subscription is paid
- 3.4 In certain circumstances, such as a lack of capacity of the available facilities or appropriate teams to accommodate additional Members, membership applications may be rejected on a non-discriminatory basis
- 3.5 Membership of the Club will consist of four different classes (the Members), namely:
 - Adult Playing Members (aged 18 or over)
 - Junior Playing Members (under 18 at time of subscription being due)
 - Non-Playing Members – team coaches, team managers, social members and parents of Junior playing members
 - Honorary Vice-Presidents

- 3.6 In each class, membership sub-classes may be created with the agreement of the Board
- 3.7 The Board shall have the power to recommend and appoint any person to honorary life membership as a Vice-President, where in the opinion of the Board that person has provided exceptional services to hockey in general and/or the club
- 3.8 The Club will establish and maintain a record of all current Members (Register), the contents of which is available for use by the Board and adult/junior team coaches and captains for the sole purpose of eligibility and selection of Members to play in Club matches
- 3.9 All Members shall be bound by the Constitution, a copy of which shall be on the Club website

4 SUBSCRIPTIONS AND MATCH FEES

- 4.1 For all Adult Playing Members subscriptions shall be due on 31 October each year or within one month of a Members application, if joined after 31 October.
- 4.2 For all Junior Playing Members subscriptions shall be due on 30 September each year or within one month of a Members application, if joined after 30 September
- 4.3 Annual subscriptions shall be the amount as decided each year at the Annual General Meeting (AGM). The Board may exercise their discretion on behalf of the Club to amend the annual subscription payable
- 4.4 Members will not be selected to play unless they have either paid their subscription in full, or made financial arrangements with the Treasurer
- 4.5 Any Member whose subscription remains unpaid in full two months after it falls due, and without a financial agreement with the Treasurer, shall receive a written notice from the Treasurer and if, after a further 14 days, the subscription has still not been paid in full, the Board, upon notification to the Member, shall immediately cancel their membership to the Club. The Board shall have power to reinstate a Member on receipt of a satisfactory explanation and payment, or agreement of a payment plan
- 4.6 Every Member selected to play in a friendly or competitive match for the Club will pay the full match fee for their relevant membership class for each game. The match fee for each membership class will be agreed upon each year at the AGM
- 4.7 Junior Playing Members will pay match fees when playing for a junior team and will pay a junior match fee when playing for an adult team
- 4.8 Junior Playing Members over the age of 13 are eligible for selection in adult matches
- 4.9 All Members are entitled to the full benefits of membership up until the 31st August following payment of their relevant subscription

5 CLUB BOARD

- 5.1 The management of the Club shall be carried out by the Club Board (Board).
- 5.2 The Board shall include but not be limited to the following positions:
 - President
 - Chairman

- Secretary
- Treasurer
- Ladies Club Captain
- Men's Club Captain
- Junior Club Captain

- 5.3 In absence of a permanent appointment to one of the above positions the Board shall nominate from the Board an interim to fill the position of President, Chairman, Secretary or Treasurer and from either the Board or current Members to fill the position of Ladies/Men's or Junior Club Captain
- 5.4 Additional Board positions shall be established and appointed by the Board as required for the reasonable running of the Club. The additional Board positions shall be set out on the Club website
- 5.5 The Board shall be elected from current Members, by Members, annually at the AGM for a period up to and including the next AGM. The Board shall be automatically eligible for re-election to the same office each year
- 5.6 If during the period between annual elections any vacancies occur amongst the Board, the Board shall have the power to fill the position up to the next AGM
- 5.7 Without derogating from its primary responsibility, the Board may delegate its management of certain club affairs (e.g. Fixtures, Umpires, Socials, Summer/Mixed Hockey) in order to achieve its stated purpose to other Members (Officers). Each Officer shall be appointed by a decision at a Board meeting
- 5.8 Officers are eligible to attend Board meetings but not entitled to vote on decisions and shall retain their positions indefinitely and not be subject to re-election at the AGM. Removal may be through Board decision
- 5.9 The Board and Officers shall be in good standing, at least 18 years of age upon appointment and must have, or agree to undergo, a Disclosure and Barring Service check
- 5.10 The Board and Officers shall be entitled to a reduction in membership subscriptions for the period of time the position is held at the discretion of the Treasurer
- 5.11 The name and position of the Board and all Officers shall be stated on the Club website
- 5.12 The President shall:
 - 5.12.1 Serve as a spokesperson for the Club when required
 - 5.12.2 Assist in the development of partnerships with sponsors, fundraising, local council, shared facility users and organisations that are relevant to the objectives of the Club
 - 5.12.3 Any other duty as agreed with the Board
- 5.13 The Chairman shall:
 - 5.13.1 Ensure that the Club operates in accordance with the Constitution and within the rules of any association to which the Club is affiliated
 - 5.13.2 Chair the AGM and Board meetings and ensure they run efficiently and effectively
 - 5.13.3 Act as a signatory for the Club in all legal and financial purposes and submit the annual report at the AGM
 - 5.13.4 Any other duty as agreed with the Board

5.14 The Secretary shall:

- 5.14.1 Maintain the Club Register and provide support to the Board
- 5.14.2 Give notice of meetings to the Members and the Board
- 5.14.3 Draw up the agendas for and minutes of those meetings and make available to Members upon request
- 5.14.4 Maintain an up-to-date copy of the Constitution, Code of Conduct, Child Protection Procedures, other Club rules and Club contacts
- 5.14.5 Any other duty as agreed with the Board

5.15 The Treasurer shall:

- 5.15.1 Keep proper records of the Clubs financial transaction in accordance with current accepted accounting rules and practices
- 5.15.2 Develop and implement control procedures to minimize risk of financial exposure, such procedures to be reviewed annually
- 5.15.3 Ensure bills are paid and cash is banked in accordance with the procedures developed under Clause 5.12.2
- 5.15.4 Prepare an annual budget for the Club and regularly inform the Board of progress against that budget
- 5.15.5 Ensure that all statutory returns are made including VAT, income tax and corporation tax, if appropriate
- 5.15.6 Seek advice as necessary on tax matters
- 5.15.7 Make all records, procedures and accounts available upon request to the Board and Members

6 BOARD RESPONSIBILITIES

6.1 The duties of the Board include, but are not limited to:

- Controlling the affairs of the Club on behalf of the Members
- Determining the financial year of the Club
- Keeping accurate accounts of the finances of the Club through the Treasurer. The accounts shall be available for reasonable inspection by the Members
- Entering into contracts, paying and dismissing any servants of the Club, namely Ladies/Men's/Junior Coaches, Director of Junior Hockey
- Appointing Officers
- Recommending annual subscription rates and match fees for the coming year
- Making, altering or revoking rules for the internal management of the Club. All such rules shall be made available on the Club website and shall be binding on all Members of the Club provided they are consistent with the Constitution
- Carrying out any other function as may be required from time to time in order to assist in the running of the Club

- 6.2 The Club is a non-profit making organisation. The property and funds of the Club cannot be used for the direct or indirect benefit of Members other than as reasonably allowed by the above rules and all surplus income and profits are reinvested in the Club

7 BOARD MEETINGS

- 7.1 The Board shall meet at agreed intervals not less than 6 times per year and not less than once every 3 months
- 7.2 The Secretary is responsible for seeking mutually agreeable dates for Board meetings and communicating these dates not less than 2 weeks in advance of meetings
- 7.3 The Chairman (or Secretary on his/her behalf) shall set the agenda for meetings
- 7.4 The quorum shall be four Board members present in person. When any financial matter is to be transacted there must be present the Treasurer
- 7.5 The Secretary will maintain a record of decisions made and vote tallies (but not individual votes) which shall be made available to Members upon request
- 7.6 All decisions, except where this Constitution provides otherwise, shall be determined by a majority vote of Board Members present and voting. In the case of equal votes the Chairman of the Club shall have the casting vote
- 7.7 At least two Board meetings each year should be open to all Members
- 7.8 Minutes of all meetings shall be kept and copies of the minutes shall be made available to Members upon request

8 ANNUAL GENERAL MEETING

- 8.1 The annual general meeting (AGM) of the Club shall be held not later than the end of May each year and not longer than 15 months after the previous AGM
- 8.2 20 days' notice shall be given to Members by posting a notice on the Club noticeboard, Club website, InTouch and the Club's social media accounts
- 8.3 Resolutions to be brought forward at the AGM shall be sent to the Secretary in writing 14 clear days before the date of the AGM.
- 8.4 Nominations of candidates for election to the Board shall be sent to the Secretary in writing 14 clear days before the date of the AGM. Nominations must be made by Members and must be seconded by another Member
- 8.5 Written notice of the AGM shall be sent to each Member seven days before the date of the AGM with particulars of any nominations received and copies of any resolutions. Such notice will be deemed to have been sent to all Members by being posted on the Club noticeboard, Club website, InTouch and the Club's social media accounts
- 8.6 At the AGM, the Chair will be taken by the Chairman, or in their absence by a Vice Chairman (specially appointed by the Board for this purpose)
- 8.7 The business of the AGM shall be to:

- Confirm the minutes of the previous AGM and Board meetings held since the last AGM
 - Receive a report of the year from the Chairman
 - Elect the Board
 - Approve the final accounts of the year from the Treasurer
 - Pass the proposed budget for the forthcoming year from the Treasurer
 - Pass the proposed membership subscription rates and match fees for the forthcoming year
 - Accept the nominations of the Board of Honorary Vice-Presidents
 - Transact other resolutions received in writing by the Secretary from the Members
- 8.8 The quorum for the AGM shall be 10 Members, two of which must be from the Board
- 8.9 Decisions at the AGM shall be determined by a majority vote of Members present. In the case of equal votes the Chairman of the Club shall have the casting vote
- 8.10 Each adult Member of the club (aged 18 or over) shall be entitled to one vote at general meetings, except parents/guardians of Junior Playing Members. Parents/guardians of Junior Playing Members will be entitled to one vote per Junior Playing Member in that family

9 EXTRAORDINARY GENERAL MEETINGS

- 9.1 The Board shall convene an Extraordinary General Meeting (EGM) within 30 days' of receiving a requisition signed by at least 20 Members of the Club entitled to vote, or by one fifth of the Members if membership of the Club is less than 50, stating the purpose for which the EGM is required
- 9.2 21 days' notice shall be given to Members by posting a notice on the Club noticeboard, Club website, InTouch and the Club's social media accounts
- 9.3 The Chair shall be the Chairman, or in their absence the Vice Chairman (specially appointed by the Board for this purpose)
- 9.4 The quorum for the EGM shall be 15 full members, two of which must be from the Board
- 9.5 Decisions at the EGM shall be determined by a majority vote of Members present. In the case of equal votes the Chairman of the Club shall have the casting vote
- 9.6 Each adult Member of the club (aged 18 or over) shall be entitled to one vote at general meetings, except parents/guardians of Junior Playing Members. Parents/guardians of Junior Playing Members will be entitled to one vote per Junior Playing Member in that family

10 DISCIPLINE

- 10.1 The Board shall be duty bound to investigate all reports of any matter or conduct, whether by a Member of the Club or otherwise, received by the Board or by any Officers, of behaviour that is alleged to be:
- In breach of the Club rules as laid down from time to time by the Board
 - In breach of the rules of any association to which the Club is affiliated

- Detrimental to the interests of the Club or any section of the Club or its Members
- 10.2 In the first instance the investigation shall be carried out by the Club Welfare Officer and a member of the Board who will prepare a report for the Board in respect to the matter
- 10.3 The Club Welfare Officer and member of the Board may issue a verbal or written warning as it deems appropriate to deal with the matter
- 10.4 If it is deemed that the matter requires greater disciplinary action than a verbal or written warning, the matter shall be considered at a hearing conducted at the next eligible Board meeting for decision on the appropriate disciplinary action
- 10.5 Fourteen days' notice in writing of the date of the hearing shall be given to any Member (Respondent) whose conduct is being considered for disciplinary action
- 10.6 The disciplinary hearing shall fully investigate the matter and the Respondent, or a representative of the Respondent, shall be entitled to make representations at the hearing but shall not be entitled to be present during the hearing's deliberations
- 10.7 The disciplinary hearing shall have power to:
- Issue verbal or written warnings
 - Suspend or expel any Member and
 - Make any other impositions or recommendations as appropriate

- 10.8 In all hearings a simple majority of the Board shall be sufficient to carry a motion
- 10.9 The Secretary shall notify the Respondent in writing of the Board's decision within seven days of the hearing
- 10.10 The Respondent shall have the right of appeal in writing to the Board following disciplinary action being announced. The Board shall consider the appeal within 14 days of the Secretary receiving the written appeal. The appeal shall be way of review not a re-hearing. The Secretary will notify the Respondent of the appeal decision within seven days

11 CHILD PROTECTION

- 11.1 The Club shall follow all legal requirements and any recommendations made by England Hockey on child protection
- 11.2 The Board shall implement and maintain a Child Protection Policy and procedures for ensuring the safety of young players
- 11.3 The Club shall ask Members to apply for a Disclosure and Barring Service check (DBS) or attend a Child Protection Workshop/online course where it is deemed appropriate and/or necessary
- 11.4 If Members refuse to apply for a DBS or attend a course when requested by the Club, the Board reserves the right to immediately remove the Member from the Club
- 11.5 A copy of the Child Protection Policy and England Hockey's Safeguarding Policy shall be available on the Club website at all times and upon request from a Member

12 ALTERATIONS TO THE CONSTITUTION

- 12.1 Any proposed alterations, additions or amendments to the Constitution shall only be considered at the AGM or a specially convened EGM with the required written notice of the proposal
- 12.2 All alterations, additions or amendments must be proposed by a Member and seconded by another Member. Such alterations shall be passed if supported by not less than two thirds of eligible Members present and subject to a quorum being achieved

13 WINDING UP AND AMENDMENT

- 13.1 A winding-up resolution shall be proposed at any Board meeting subject to 21 days' notice being given to the Members but no such resolution, nor any resolution to alter or delete Clause 13 shall be effective unless at least 60% of the Members of the Club being at least 90% of the eligible Members (as determined by the Register) voting on such resolution have voted in favour
- 13.2 In the case of the dissolution of the Club not involving a merger, amalgamation or reconstruction, the assets of the Club, after discharging all debts and liabilities, shall be given or transferred to some other voluntary organisation having objects similar to those of the Club