# Club Constitution
# SGHC Issue V2.1
# June 2020

## 1. The Name, Objects and Type of Club

1.1 The name of the Club shall be South Gloucestershire Hockey Club (SGHC)

1.2 The Object of the Club shall be:

1.2.1 The recruitment and development of people into the sport of hockey as players, leaders/coaches, umpires and administrators.

1.2.2 The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.

1.2.3 To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.

1.2.4 To provide a safe, effective and child friendly environment in which to play and learn hockey.

1.3 The Club shall be a members club open to all.

1.4 The Club shall be a not for profit organisation.

## 2. Membership

2.1 Membership is open to all individuals. Membership is subject to the completion of a membership form, parental consent (when under 16) and the payment of appropriate fees.

2.2 Membership fees will be charged as agreed at the Club's Annual General Meeting.

2.3 Other fees are detailed in the appendix of fees.

## 3. Committee and Officers

3.1 The affairs of the Club shall be managed by the Committee of SGHC, except for matters reserved for the club at the Annual General Meeting.

3.2 The SGHC Committee shall consist of the following elected members: Chairman, Vice Chairman, Secretary, Treasurer, Club Winter Captains (men's and women's), Mixed Captain, Welfare Officer, Youth Manager, Social Secretary and Webmaster/Social Media Lead; who shall be elected by the Club in an Annual General Meeting. The elected Committee have the power to invite additional roles onto the Committee to meet the needs of the club, including

but not limited to Recruitment Lead and Financial Controller.

3.3 The Club President is an honorary position only.

3.4 The Committee will meet at least 3 times a year at dates agreed in advance. Additional meetings can be called when necessary. The Chairman and Secretary will call meetings and will provide details at least 7 days in advance.

3.5 A minimum of 5 committee members must attend for any Committee meeting to proceed. Written representation from a committee member sent to the Chairman and Secretary will be heard at the meeting

3.6 The elected Chairman, Vice Chairman, Treasurer and Secretary of the Club shall be Officers of the Club. All invoices should be confirmed as correct by the Secretary or Chairman. Electronic payments can be made with confirmation via email from at least one of the Club Officers.

3.7 The Treasurer shall be responsible for recording all financial income and expenditure of the Club and for presenting independently review accounts at each Annual General Meeting of the Club.

3.8 Club appropriate Committee members are to provide the Treasurer detailed information on monies in and out.

3.9 Only Club Officers may commit the club to expenditure.

3.10 Captains have a discretionary match day allowance to be used in an emergency.

## 4. Payments or Benefits

4.1 SGHC Committee may appoint paid part-time staff for specific coach development projects. Such projects are at the discretion of the SGHC Committee; however, they must be SGHC projects. Example appointments: coaching staff for development programmes; leader qualification course tutors; and umpiring courses etc

4.2 The appointment of any and every paid personnel must be reviewed and confirmed at the discretion of the Committee.

## 5. Annual General Meeting

5.1 The end of the Club year is the 31st March.

5.2 An Annual General Meeting of the Club should be held within the first 4 months of the Club year and hosted by the Chairman and Secretary.

5.3 Notice of the time of the Annual General Meeting shall be posted for a period of at least 28 days before the date of such a meeting.

5.4 A General Meeting may be called at any time by SGHC Committee or by at least 3 members making a written request to the SGHC Committee for such a meeting. Notice of this meeting shall be posted within 28 days of receipt of the third request.

5.5 Every member of the Club shall be entitled to be present and vote at any General Meeting of the Club and should there be equality on any voting issue, the Chairman of the meeting shall have the casting vote. If the matter involves the Chairman, the casting vote is passed to the Secretary.

5.6 Election of Committee Members will take place at every Annual General Meeting. Any Officer wishing to stand down is requested to give as much notice as possible. Members wishing to stand for a position and be eligible to receive proxy votes need to submit their case to both the Chairman and Secretary via email, at least 14 days prior to the AGM. A list of known members wishing to stand for positions will be advertised 7 days prior to the AGM. Members may not stand for a position on the day unless nobody has previously put their name forward.

5.7 A proxy vote for election of officers can be made if you are unable to attend the meeting. This must be made via email to both the Chairman and Secretary. This must contain the name of the member listed on the prior notification and the position they wish to hold. The deadline for proxy votes will be laid in in the communication from the Committee.

## 6. Conduct of Members

6.1 The SGHC Committee must adopt and comply with the England Hockey policies and procedures and ensure all members of the club do also.

6.2 The SGHC Committee may suspend the membership of any member whose conduct had been in the opinion of the SGHC Committee and in line with England Hockey Policy, contrary to the interests of the Club.

6.2.1 Corroborated reports of Players misconduct towards umpires or officials shall receive at least a temporary ban from match days. The decision will be made with at least the Chairman and Captain present.

6.3 It is within the Committee's discretion to reclaim any financial misconduct penalties from the player or players involved.

## 7. Changes to the Constitution of the Club

7.1 These rules may be altered, added to or revoked, in accordance with the Club's and Association Law, by majority comprising of a minimum of two-thirds of the members present and entitled to vote at any General Meeting of the Club.

7.2 The Committee may adapt rules without approval of a General Meeting for a temporary basis, if in the Club's best interest. Such amendments must be submitted for permanent alteration at the next General Meeting.

## 8. The Dissolution of the Club

8.1 If the Club shall pass in a General Meeting, by a majority comprising of two-thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, SGHC Committee shall take immediate steps to convert all of the assets of the Club into money.

8.2 The proceeds of the conversion shall be used by the SGHC Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be passed on to a charity or similar group decided by the Committee.

## 9. Umpires

9.1 Players wishing to become umpires should request an application form/link to the next available training. Once a player has been assessed and are qualified, SGHC will reimburse the course fees and are then eligible for the match fee discount.

## 10. Pitch Bookings

10.1 The Secretary is the primary contact for requesting any changes to the pitch bookings. In the absence of the Secretary, assistance will be given by the Chairman and the Treasurer.