

Welwyn Garden City Hockey Club

CONSTITUTION

1. GENERAL

- 1.1 The name of the Club shall be Welwyn Garden City Hockey Club, (“the Club”).
- 1.2. The objectives of the Club shall be to promote and play hockey of the highest possible standard and to engage in appropriate activities and initiatives in pursuit thereof and ancillary thereto.
- 1.3 Membership shall be open to all members of the local community and the Club will ensure that all members receive fair and equal treatment and provide them with a duty of care.

2. MANAGEMENT

- 2.1 The general management of the Club shall be vested in a Management Committee, thereafter referred to as “the Committee”.

The Committee shall comprise:

- a) The President of the Club who is invited to attend all meetings and will take the chair at the Annual General Meeting and at other meetings in the Chairman’s absence.
 - b) The Chairman who will take the chair at all meetings of the Committee and at any Annual General Meeting (“AGM”), or Special General Meeting (“SGM”) in the absence of the President.
 - c) The Ladies Captain
 - d) The Mens Captain
 - e) The General Secretary
 - f) The Treasurer
 - g) The Youth Development Officer
 - h) The Marketing Manager
 - i) The Facilities Manager
 - j) The Club Welfare Officer
 - k) The Communications Officer
- 2.2 The Treasurer and the General Secretary shall both have Assistants who need not be elected at an AGM. In the event that the Committee member is a lady member, then the Assistant shall preferably be a male and vice versa.
 - 2.3 The Committee shall appoint members to serve in any number of non-committee posts, including those in 2.2 above, on an annual basis.
 - 2.4 At meetings of the Committee, four shall form a quorum, provided that both ladies and men are represented.
 - 2.5 The Committee shall have power to co-opt and to fill any vacancy until the next AGM.
 - 2.6 The Committee shall have power to appoint sub-committees, the chair of sub-committees and other posts in the interests of the Club, and to delegate such authority as is thought appropriate on a temporary basis. In this matter there shall be a Youth Development Committee whose Constitution and Terms of Reference shall be agreed by the Management Committee.
 - 2.7 The Club shall provide hockey playing opportunities for Club members.

3. MEMBERSHIP

- 3.1 Prospective members of the Club shall be notified to the General Secretary.
- 3.2 At its next meeting, the Committee shall be notified of prospective members for the purpose of approval by the Committee as Club members.

3.3 The Committee shall at any time, but after consideration and, if appropriate, after hearing any appeal, have power to deny, suspend or terminate an individual membership of whatever category. Such a matter shall be tabled for discussion by the Committee prior to any action being taken and shall appear as a specific item on the appropriate Committee meeting agenda.

3.4 The Club shall have the following forms of membership:

3.5 **PRESIDENT**

The President shall be elected by Club members at each AGM by a show of hands.

3.6 **HONORARY LIFE MEMBER**

Such a member shall be one who has given outstanding service to the Club, and such honour shall be awarded following nomination by the Committee and election at the following AGM.

The number of honorary life members shall not exceed 10 at any one time.

3.7 **VICE PRESIDENT**

Such a member shall be one who has given extraordinary service to the Club, and the honour shall be awarded following:

- a) a written recommendation to the committee by a minimum of 8 Club members, and
- b) nomination by the Committee at an AGM, and
- c) election at an AGM.

Existing Vice-Presidents shall be re-elected at each AGM or not as the AGM shall decide.

3.8 **PLAYING MEMBER**

Member categories shall be:

- a) **SENIOR** 18 years old and over
- b) **STUDENT** attending a full time course in further education and not in paid employment
- c) **JUNIOR** under 18 years old
- d) **INDOOR ONLY**
- e) **UMPIRE**
- f) **ASSOCIATE** occasional players available for up to 5 games in any one season, or non playing members.
Such membership may be granted by the Committee following a written recommendation by a minimum of 4 Club members.

Members referred to in this paragraph shall pay such subscriptions as are approved from time to time at an AGM.

3.9 **HONORARY ASSOCIATE MEMBER**

- a) Such a member shall be one to whom, in the opinion of the Committee, it is wished to grant honorary membership of the Club, not otherwise provided for by the Constitution. Such membership may also be granted by the Committee following a written recommendation by a minimum of 8 Club members.
- b) Honorary Associate membership shall be reported at the AGM following the grant of such membership.
- c) Honorary Associate membership shall carry no voting rights in the affairs of the Club, however, such members may attend Annual General Meetings.

4. MEETINGS

4.1 The AGM of the Club shall be held on or before the 30th June each year. 14 days notice of the meeting shall be given in writing to all members of the Club.

4.2 At an AGM, 16 shall form a quorum, provided both the Ladies and Men are each represented by a minimum of 5 persons.

- 4.3 The AGM shall specifically include:
- a) in consideration of the financial affairs of the Club -
 - i receive and approve an audited Statement of Accounts of the Club.
 - ii appoint an Auditor (Honorary or otherwise).
 - iii approve membership subscriptions for the coming playing season.
 - b) election of the following officers of the Club -
 - i The President
 - ii The Vice-Presidents
 - iii The Chairman
 - iv The Ladies Captain
 - v The Mens Captain
 - vi The General Secretary
 - vii The Treasurer
 - viii The Youth Development Officer
 - ix The Marketing Manager
 - x The Facilities Manager
 - xi The Club Welfare Officer
 - xii The Communications Officer
 - c) receive reports and deal with any other business
- 4.4 Nominations for election for any officer of the Club shall be received in writing by the General Secretary at least 7 days prior to the AGM.
- 4.5 Each nomination shall be made by a Club member and shall:
- a) identify the individual nominated for a specified post
 - b) confirm his/her willingness to stand for election
 - c) indicate the name of those proposing and seconding the nomination
- 4.6 In an election for:
- a) the Ladies Captain, only Lady members shall be entitled to vote,
 - b) the Mens Captain, only Men members shall be entitled to vote,
 - c) the General Secretary, if that person elected is a Lady, then the Assistant Secretary shall preferably be a Man and vice versa,
 - d) the Treasurer, if that person elected is a Lady, then the Assistant Treasurer shall preferably be a Man and vice versa.
- 4.7 In the event that there is more than one nomination for any vacant post, then a ballot shall be held and the winner shall be the nominee receiving the highest number of votes. In the event of a tie, then the President shall have a casting vote.
- 4.8 In the event that the General Secretary or the Treasurer is/are unable to attend a meeting of the Committee, his or her Assistant may deputise.
- 4.9 An SGM shall be called by the General Secretary within 28 days of either:
- a) receiving a request from the President of the Club, or
 - b) following a decision of the Committee, or
 - c) on receipt of a written request signed by 10 members of the Club (each of whom must have voting rights), stating the reason for the request.
- 4.10 14 days notice of an SGM shall be given in writing to Club members.
- 4.11 At an SGM, no other business shall be transacted other than that for which the meeting was called.
- 4.12 At an SGM, 16 shall form a quorum provided both Ladies and Men are represented by a minimum of 5 persons each.
- 4.13 Voting at an AGM or SGM shall be by Club members entitled to vote only.

- 4.14 A Club Member shall be one who has been admitted as a member of the Club in any form of membership described in Section 3 of this Constitution, and who has paid the approved subscription for the period in which the particular meeting takes place.
- 4.15 At an AGM or SGM, voting shall be carried by a simple majority.
- 4.16 The President and/or the Chairman and 2 other Committee members representative of both Ladies and Mens membership, shall be authorised in exceptional circumstances and when all are in agreement, to take emergency action in the best interests of the Club without calling a full Committee meeting. Both the exceptional circumstances and the action taken must be reported at the next meeting of the Committee.

5. PLAYING MATTERS

- 5.1 The Club colour shall predominantly be Royal Blue
- 5.2 The Club strip shall be:
 - a) royal blue shirt: navy shorts/skirt: white socks
 - or first change
 - b) white shirt: navy shorts/skirt: navy socksand shall be worn by all members participating in Club matches.
- 5.3 There shall be a Selection Committee for both Ladies and Mens teams, details of which shall be published in the fixture card.
- 5.4 The Committee shall ensure that Club members are informed of:
 - a) the policy and procedure for team selection and player development
 - b) the composition of sub-committees and other posts and the responsibility and authority vested in them
- 5.5 The Club shall issue an annual Fixture Card in which the fixtures for the ensuing season and other relevant information relating to Club activities and appointments shall be included.
- 5.6 Affiliation fees to appropriate Hockey or other ancillary Associations shall be paid by the Club.
- 5.7 The Club shall have a Code of Conduct consistent with the requirements of the appropriate Ladies and Mens National and County Associations and Leagues. Details of the Code of Conduct shall be published in the Fixture Card.

6. FINANCE

- 6.1 The Club shall have a bank account in the name of the Club for banking purposes and the choice of the bank shall be at the discretion of the Management Committee.
- 6.2 There shall be a current cheque book account for normal business transactions by the Club Treasurer and a deposit account for the purpose of holding any reserves that may be accumulated from time to time. Any transfer between the two accounts shall be proposed by the Treasurer and authorized by the Committee.
- 6.3 There shall be a mandate with the Bank to the effect that four officers shall be authorized to sign cheques on behalf of the Club . These four officers normally shall be the current Chairman, Secretary, Treasurer and Assistant Treasurer or any other Officer. For sums up to £750 one signature will be sufficient, normally the Treasurer, and for larger sums it shall be the Treasurer and any one signature from the other authorized signatories.
- 6.4 The financial year of the Club will end on 30 April.

- 6.5 An audited statement of accounts will be presented by the Treasurer at the Annual General Meeting of that financial year.
- 6.6 The auditor for the Club accounts shall be appointed for the following financial year at the Annual General Meeting normally on a proposal by the Treasurer and this meeting shall approve any appropriate fee.
- 6.7 The Committee may raise such money as is deemed appropriate for the running of the Club including arranging overdraft facilities from the Club's bankers for the time being to a maximum of £2,000.

7. OTHER MATTERS

- 7.1 The Committee shall deal with any matter relating to the Club, not provided for in this Constitution. The Committee's decision on such matters shall be final. Matters dealt with under this provision shall be reported to the next AGM of the Club.
- 7.2 No alteration to this constitution shall be made except at an AGM or SGM of the Club called for such purpose. Fourteen days notice of any proposed amendment to the Constitution shall be given to the General Secretary of the Club or to the Club President, who shall give notice to Members of such proposals and such meeting in accordance with the procedures set out in section 4 of this Constitution.
- 7.3 In the event of the winding up of the Club, any assets remaining after all liabilities have been discharged shall be disposed of in a manner considered by the Committee or its nominees as appropriate, but preferably for a purpose related to the benefit of hockey.
- 7.4 In order to maintain Clubmark awarded by England Hockey as a result of receiving Clubs 1st. Accreditation from Sport England it is incumbent on the Management Committee to regularly monitor performance and compliance with the specified criteria and preferably submit an annual report to the membership.

5th May 1999

Adopted at the Annual General Meeting held on 30th June 1999

Amended at the Special General Meeting held on 17th July 2003

Amended at the Annual General Meeting held on 14th June 2005

Amended at the Annual General Meeting on 7th June 2007