



# Club Constitution

## East Grinstead Hockey Club

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

- 1.1. The name of the Club shall be East Grinstead Hockey Club hereafter referred to as 'the Club'. The main purpose of the Club is to provide facilities for and to promote participation in the amateur sport of hockey.
- 1.2. The Club is an unincorporated, not-for-profit members' association.
- 1.3. The Club shall be situated in the county of West Sussex.
- 1.4. The Club shall be affiliated to England Hockey.
- 1.5. Membership of The Club shall be open on application to anyone interested in hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs, except as a necessary consequence of the requirements of the activities set out above.
- 1.6. Discrimination of whatever nature is in direct opposition to the Club's aims and objectives; the Club does not limit its definition of discrimination to the categories set out in the clause above.
- 1.7. The Club may:
  - 1.7.1. Have difference classes of membership and subscription on a non-discriminatory and fair basis.
  - 1.7.2. Refuse membership, or remove it, only for just cause, such as conduct or character likely to bring the club or sport into disrepute. This will be in line with the Clubs Disciplinary Policy available on the website.
  - 1.7.3. Regulate how many members it has, to enable it to carry out its objectives of providing facilities for, and promoting participation in, hockey. Should it be necessary to operate a waiting list, the Club will admit members from this list in chronological order only, in accordance with the Club's fair and open membership process.
  - 1.7.4. Will keep subscriptions at levels that will not pose a significant obstacle to people participating. The club operates an open-door policy and individual circumstances will be taken into consideration. Subscription monies will be used for the benefit of the members exclusively.
- 1.8. All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties. The Club may make donations to charities or to other clubs that are registered as CASCs subject to approval by the Committee.
- 1.9. The objects of the Club shall be:
  - 1.9.1. The recruitment and development of individuals into the sport of hockey as players, coaches, umpires, and administrators.
  - 1.9.2. The provision of playing, coaching, umpiring and administrative opportunities in hockey at all levels.
  - 1.9.3. To provide equality of opportunity across all areas of the Club.
  - 1.9.4. To provide a safe, effective and child friendly environment in which to play, learn and excel at hockey.
  - 1.9.5. To promote the Club within the local community and within the wider circle of the hockey family.
  - 1.9.6. To provide a social and family environment for all.



## 2. Membership

- 2.1. Membership categories, match fees and training fees will be set annually and agreed by the Committee. Membership is renewable annually.
- 2.2. Membership is subject to the completion of a membership form, parental consent (when under 18) and the payment in full (subject to any pre-agreed payment plan) of the appropriate subscription fee.
- 2.3. Membership can be terminated automatically if payment of the appropriate membership fee is not made in a timely manner.
- 2.4. All members will be subject to the Constitution and by joining the Club will be deemed to have accepted this and any Codes of Conduct or Policies that the Club adopts.
- 2.5. Membership entitles the member to use of the pitch at allocated times, match playing opportunities and coaching provided by the club.
- 2.6. To be eligible for team selection, a player must be a Member of the Club.
- 2.7. Elected Members of the Committee and Vice Presidents are deemed to have conveyed upon them the same voting rights as any member.
- 2.8. All Members, Elected Committee Members and Vice Presidents will be included within the insurance of the Club.
- 2.9. All Members receive affiliate member status of the East Grinstead Sports Club.

## 3. Committee and Officers

- 3.1. The affairs of the Club shall be managed by the elected Committee of the Club (hereafter referred to as 'the Committee') except for matters reserved for the Club at the Annual General Meeting
- 3.2. The Committee shall consist of at least eight Officers elected annually at the Annual General Meeting (AGM). The roles will include Chairperson, Vice-Chairperson, Secretary, Treasurer, Fixtures, Membership and two independent members. In addition, key sections of the club will have individual Chairpersons will also have a vote at the Committee meetings.
- 3.3. The Committee has the authority to set up a Section(s) of the Club which will be given clear responsibilities under a Terms of Reference document setting out the Section role and responsibility. These Terms of Reference will be reviewed annually and available for any member to see. A section may be a separate legal entity, but it will always be under the control of the Committee.
- 3.4. These sections are required to support key decision-making and the successful management of the Club and will include as a minimum: Men's Section, Ladies Section, Junior Section.
- 3.5. All Officers will retire each year but will be eligible for re-election at the Annual General Meeting.
- 3.6. Members of the Committee will be appointed each year at the Annual General Meeting by a simple majority either by the show of hands or by secret ballot at the discretion of the Chairperson or Committee at the time.
- 3.7. The Committee may co-opt additional individuals to the Committee for such purposes as it may deem appropriate. These will be non-voting roles.
- 3.8. The Committee may replace any of the officials elected at the AGM if they are no longer able to perform their duties and the newly appointed members will take on the voting rights. Any such appointments must be agreed and adopted by a quorum of the Committee.
- 3.9. The Committee may enter into agreement(s) with any Section or stakeholder for the provision of various services to the Club.



- 3.10. The Committee may enter into agreement(s) with third parties, for the provision of various services to the Club as the Committee sees fit.
- 3.11. All payments made by the Club must be approved by two authorised Committee Members.
- 3.12. The Committee can set up any Standing Committees as required.
- 3.12.1. This must include a Finance Committee Chaired by the Treasurer which will operate under a clear Terms of Reference as authorised by the Committee. The Finance Committee should set out clear policies for the financial management of the Club and Sections. These should be reviewed and approved annually by the Committee.
- 3.13. The Treasurer or nominated person(s) in consultation with the Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting financial accounts at each Annual General Meeting of the Club.
- 3.14. An independent examination of the financial statements will take place prior to their presentation at the AGM. The independent examiner will provide a written report to the members at the AGM.
- 3.15. The quorum required for business to be agreed at Committee meetings shall be seven.
- 3.16. Committee meetings shall be convened by the Secretary and meetings shall take place at least six times per annum.
- 3.17. The Committee shall be responsible for the management of all policy, codes of conduct, and rules affecting the Club and its membership.
- 3.18. Vice Presidents (VPs), whom have been officials of the Club, Club Umpires and/or provided long-standing service may be appointed through committee member nominations (nominated and seconded at least one month prior to the Annual General Meeting) and voted/agreed upon at the Annual General Meeting (or EGM). VPs may be elected for life or until such time as they resign or are removed.
- 3.19. An officer of the Club may be removed from office by a resolution carrying a majority vote at the Committee. A VP may be removed following a majority vote by the committee, an EGM must be called to ratify the committee's proposal.

#### **4. Payments and Benefits**

- 4.1. The Committee may, at its discretion, appoint paid subcontractors for specific development projects. Such projects must be projects deemed for the purpose of achieving the Club's objectives
- 4.2. The appointment of any and every paid subcontractor must be reviewed and confirmed at least once annually at a meeting of the Committee. The Committee may review such appointments more frequently and shall consider all appointments paying due attention to the overall financial situation of the Club.

#### **5. Annual General Meeting**

- 5.1. An Annual General Meeting of the Club shall be held no later than 30 June each year.
- 5.2. Notice of the Annual General Meeting shall be posted publicly on the Club website and an email sent to every voting member at least 21 days before the date of such a meeting.
- 5.3. Reports from Officers and a copy of the financial accounts will be available on request from the Secretary.
- 5.4. An Extraordinary General Meeting may be called at any time by the Committee or by ten voting members making a written request to the Secretary for such a meeting. The meeting shall be



convened by giving not less than 21 days clear notice of such a meeting. The notice must be displayed publicly on the Club website and every voting member notified.

- 5.5. All fully subscribed members (aged 18 or over) of the Club shall be entitled to be present and to vote at any General Meeting of the Club. To represent the Junior Section, each year group (U6, U8, U10 etc.) can have two representative member votes.
- 5.6. Should there be equality on any voting issue the Chair of the Meeting shall have the casting vote.
- 5.7. Proposals to be included on the agenda and nominations for Members of the Committee shall be sent to the Secretary at least 14 days before the AGM. The Chairperson may, if appropriate, accept nominations and proposals at the AGM.
- 5.8. In the event of insufficient nominations, the Committee shall have the power to appoint any officer roles as it sees fit after the AGM.
- 5.9. The quorum for any General Meeting shall be 15 voting members.
- 5.10. Through the election of officers to the Committee the members empower the Committee to act in all matters pertaining to the management of the Club.
- 5.11. A member may vote at any AGM or EGM through a proxy on any resolution by email or letter notified to the Club Secretary in advance of the AGM or EGM.

## **6. Conduct of Members**

- 6.1. The Committee will adopt and comply with the England Hockey policies and procedures and ensure all members of the Club do also. All policies will be available on the Club's website.
- 6.2. The Committee shall be responsible for disciplinary hearings on any infringement of the Club policies.
- 6.3. The Committee may suspend the membership of any member whose conduct has been, in the opinion of Committee, contrary to the Interests of the Club or the sport.
- 6.4. Any complaint regarding the behaviour or conduct of a member shall be submitted in writing to the Secretary.
- 6.5. The Committee shall meet to review complaints within fourteen days.
- 6.6. The Committee may take any action it sees fit following such hearings by adhering to the policy rules. This will include an appeal process.

## **7. Changes to the Constitution of the Club**

- 7.1. This Constitution may be altered, added to, or revoked, in accordance with Clubs and Association law, by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.
- 7.2. Advance notice of at least four weeks must be given to the Secretary, in writing, if any amendment to the Constitution is proposed. At the meeting, such an amendment must secure a two thirds majority vote by those entitled to vote.
- 7.3. The interpretation of any policy, rule or procedure by the Committee shall be binding on all members.
- 7.4. The Committee shall have the power to legislate upon any point not provided for in these rules.
- 7.5. Absent eligible voting committee members may confer a vote by proxy to the Secretary in advance of the meeting.



## 8. Disclaimer

- 8.1. The Club neither accepts responsibility for the custody of the property of members, spectators, or visitors, nor shall it be held responsible for any accident or injury to any member, spectator or visitor.
- 8.2. Officers of the Club shall be indemnified against risk and expenses incurred by them on behalf of the Club, for costs incorporated within the annual budget or agreed by the Committee, out of the assets of the Club.

## 9. Dissolution of the Club

- 9.1. If the Club shall pass at a General Meeting, by a majority comprising at least two thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, the Committee shall take immediate steps to convert all the assets of the Club into cash.
- 9.2. Upon dissolution of the club any assets remaining, following the discharge all the debts and liabilities, shall be given, or transferred to East Grinstead Sports Club, a registered CASC or charity, or the sport's governing body for use by them in related community sports. The exact details and potential proportionate split shall be decided by the members.

DRAFT



## Addendum 1 Terms of Reference

The purpose of these Terms of Reference is to provide the framework for the East Grinstead Hockey Club Section Committees (EGHCSCs) to operate as a sub-committee of East Grinstead Hockey Club (EGHC).

### **Authority**

The EGHCSCs are authorised by EGHC to conduct their business in accordance with the Terms of Reference set out below. These Terms of Reference may be reviewed by the EGHC Committee at any time.

### **Composition and Membership**

The composition of the EGHCSCs shall comprise of at least four persons including the EGHC Committee member responsible for this Sub Committee who will Chair the meeting. Members of the committee do not necessarily need to be members of EGHC. Members are to be appointed by the Chair and will need to have relevant qualifications to perform their role.

### **Responsibilities**

The EGHCSCs will be responsible for operational decisions pertinent to the composition of the individual EGHCSC. These include:

- Communications
- Social events
- Resource planning (pitch, facilities)
- Marketing
- Safeguarding
- Membership
- Liaison with England Hockey
- Management of relationships with service providers
- Leagues and Referees

### **Reporting Structure**

The EGHCSCs shall report to the EGHC Committee. A brief written report should be prepared for each Committee Meeting. Agendas and Minutes of EGHCSCs meetings will be circulated in advance and would be available for review by any Committee member by request. The Chairman of EGHC, or their representative, has an automatic right to attend meetings.

### **Meetings**

EGHCSCs will meet at regular intervals and at least six times a year.