



**CONSTITUTION AND RULES**

**OF**

**EAST GRINSTEAD HOCKEY CLUB**

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**AN AFFILIATED CLUB**

**OF**

**EAST GRINSTEAD SPORTS CLUB**

**AND MEMBERS OF**

**EAST GRINSTEAD SPORTS CLUB LIMITED**

**1. Name**

The Club shall be called "East Grinstead Hockey Club" and is referred to in this document as the "Club".

**2. Objects**

The objects of the Club shall be the playing of hockey and such other recreational activities as shall be agreed upon by the Club Committee and approved by the Directors of East Grinstead Sports Club Limited ("the Charity Company"), of which each individual is also a Member.

**3. Constitution and Rules**

3.1 This Constitution and Rules is referred to in this document as the "Constitution" and sets out the management, structure and method of operation of the Club and its relationship with East Grinstead Sports and Country Club ("the Trading Company") of which it is an affiliated club.

3.2 This Constitution shall not override any statutory requirement contained in the Memorandum and Articles of Association of either the Charity Company or the Trading Company and in the event of any conflict between those Memoranda and Articles of Association and this Constitution, the Memoranda and Articles of Association shall take precedence.

**4. Management and Operation**

4.1 The Management and Operation of the Club shall be in the hands of a Committee comprising of the following persons:-

- 4.1.1 Chairperson
  - 4.1.2 Vice Chairperson
  - 4.1.3 Secretary
  - 4.1.4 Ladies Treasurer
  - 4.1.5 Men's Treasurer
  - 4.1.6 Ladies Club Captain
  - 4.1.7 Men's Club Captain
  - 4.1.8 Junior Committee Chairman
  - 4.1.9 E H Representative
- 4.2 Playing matters for the Ladies and Men's teams will run by separate playing and selection committees. The composition of these committees to be determined by the Club Committee.
- 4.3 The Members of the Committee shall be appointed each year by election at the Annual General Meeting by a simple majority either by a show of hands or by a secret ballot at the discretion of the Chairperson of the Committee at the time.
- 4.4 The Members of the Committee so elected shall be appointed and hold office until the conclusion of the next following Annual General Meeting.
- 4.5 The Committee shall meet as and when it shall consider necessary or upon the request of the Chairperson, Secretary or of any three other voting members (see Clause 14), or at the request of the Chairperson of either the Charity Company or the Trading Company. A quorum of four Committee Members entitled to vote shall be deemed necessary.
- 4.6 The Committee shall enter into arrangements with the Trading Company for the use of the facilities owned by the Charity Company and operated by the Trading Company at Saint Hill Road, East

Grinstead, West Sussex, RH19 4JU or at any other premises or venues deemed suitable by the Committee of the Club.

- 4.7 The Committee shall be empowered to agree or vary the arrangements referred to at 4.5 above and is empowered to agree the amount of any capitation fee, court or pitch hire fee and any other amounts which may be payable by or due from the Club in respect of the use of such facilities.
- 4.8 At the date of adoption of this Constitution the arrangements in force for the use of the facilities referred to above are contained within a "user agreement" dated 30 May 2003 and signed by the Club Chairperson at the time.
- 4.9 The Committee is empowered to agree any subscriptions, levies, match fees or other amounts to be paid by the Members of the Club.
- 4.10 The Committee is empowered to co-opt any other person to serve as a Member of the Committee to fill a casual vacancy arising.

## **5. Annual General Meeting**

- 5.1 The Annual General Meeting of the Club shall be held once in every period of 12 months ending 30 September in each year and in any event shall be held not later than 30 June each year.
- 5.2 The business to be conducted at the Annual General Meeting shall include the following:-
- 5.2.1 To read and approve the Minutes of the previous Annual General Meeting and any Extraordinary General Meetings held subsequent to the previous Annual General Meeting.

5.2.2 To receive and, if approved, adopt the Report of the Club Committee on its year in office.

5.2.3 To elect the Club Committee which shall consist of the persons referred to at 4.1 above.

5.2.4 To add to, alter or revoke any part of this Constitution necessary for the proper management of the Club but always subject to the approval of the Directors of the Charity Company.

5.2.5 To receive and, if approved, adopt the Statement of Accounts of the Club for the past financial year ended on the previous 30 September.

5.2.6 To appoint and agree on the powers and rights of any Vice-Presidents of the Club.

5.2.7 Any other business that may be properly transacted at an Annual General Meeting.

5.3 The Annual General Meeting shall be convened by giving not less than twenty-one clear days notice in writing to Members of the Club.

## **6. Membership**

6.1 The Membership of the Club shall consist of the following categories:-

6.1.1 Full Members – being playing Members aged 18 years and over on the due date for payment of subscriptions or if subscriptions are payable in instalments, the due date for payment of the first instalment thereof for any season or year.

- 6.1.2 Student – being over the age of 18 years and in full time education on the due date for payment of subscriptions as set out in 6.1.1 above..
- 6.1.3 Junior Members – playing Members under the age of 18 years (see 6.1.1 above).
- 6.1.4 Minis – playing Members being under the age of 12 (see 6.1.1 above).
- 6.1.5 Occasional – Members wishing to play 7 matches or fewer in the season.
- 6.1.6 Non-playing Members – all non-playing Members of the Club.
- 6.1.7 Vice-Presidents elected or appointed as set out in 5.2.7 above, who shall enjoy the privileges of Full Club Members.

## **7. Election of Members**

- 7.1 Application for Membership shall be submitted in writing to the Club Secretary and signed by the candidate for Membership.
- 7.2 The Club Secretary shall put notice of a candidate's application on the Club's notice-board where it shall remain for not less than 28 days.
- 7.3 Membership of the Club is open to all and no application for Membership may be refused on other than reasonable grounds and (without prejudice to the generality of this provision) refusal on the grounds of race, creed, sex, occupation, religion or political persuasion will be deemed to be unreasonable.

- 7.4 The Club Secretary shall notify each candidate of the result of her application and, if elected, she shall upon request, be furnished with a copy of this Constitution.

## **8. Payment of Subscriptions**

- 8.1 Subscriptions to the Club, including any amount included therein in respect of any capitation fee or other levy imposed by the Trading Company, shall be payable in full on or before the 1 October each year or at such other date or dates as the Committee may from time to time determine.
- 8.2 Subscriptions due from new Members shall be due one month after the date of election to the Club or at such other time or date as the Club Committee shall determine.
- 8.3 Any Member whose subscription remains unpaid one month after it was due shall receive written notice from the Club Secretary and if, after the expiration of a further fourteen days such subscription has not been paid, the Committee may remove the Member's name from the list of Members and she shall cease to be a Member and shall be notified accordingly. The Committee shall have the power to reinstate a Member on receipt of a satisfactory explanation and payment in full of any arrears of subscriptions.

## **9. Resignation of Membership**

Any Member wishing to resign her Membership shall pay all subscriptions and other monies due from her and give notice in writing to the Club Secretary before the due date of payment of her next subscription falling due, failing which she shall be accountable for her subscription for the

ensuing year, unless the Club Committee shall decide that it should be waived.

## **10. Disciplinary Procedure**

10.1 In the event that the Club Committee, the Charity Company, or the Trading Company shall receive for consideration any report of misconduct in respect of any Member such that the report shall allege that:-

10.1.1 The Member is in breach of any of the statutory regulations of the Charity Company or the Trading Company.

10.1.2 The Member is in breach of this Constitution.

10.1.3 The conduct of the Member shall be deemed to be detrimental to the best interests of the Club, the Charity Company, the Trading Company or any other affiliated Club of the Trading Company or its Members the matter shall be considered in accordance with provisions set out herein.

10.2 If the Club Committee by a simple majority of votes considers that the matter is seriously prejudicial to the interests of the Club, the Club Committee shall require a Disciplinary Committee to be convened to consider the matter at a Special Meeting.

10.3 In all other cases the Club Committee shall consider the matter and shall notify any individuals affected by its decision within seven days of making its determination provided always that the disciplinary powers of the Club Committee shall be exercised only in relation to the Club's Members.



- 10.4 The Disciplinary Committee shall comprise one Member of the Club (not being a Member of the Club Committee) together with the Chairperson of the Sports Committee and the Chairperson of the Club Committee (or such other person as the Chairperson of the Club Committee shall appoint) who shall act as Chairperson and shall have a casting vote in the event that the votes of the other Members of the Disciplinary Committee are tied.
- 10.5 Any Member affected by the decision of the Club Committee in accordance with paragraph 10.3 of this Constitution shall be entitled to appeal to the Club Committee against that decision by notice in writing to the Club Committee submitted within seven days of being notified of the decision.
- 10.6 In the event that a Disciplinary Committee is convened in accordance with paragraph 10.2 fourteen days prior notice in writing of its Special Meeting shall be given to any Member whose conduct is being considered for disciplinary action ("the respondent").
- 10.7 The Disciplinary Committee shall fully investigate the matter and the respondent or one representative chosen by the respondent shall be entitled to make representations at the Meeting but shall not be entitled to be present during the Disciplinary Committee deliberations.
- 10.8 The Disciplinary Committee shall notify the respondent and the Club Committee in writing of its decision within seven days of the Special Meeting and the respondent shall be entitled to appeal against the decision to the Club Committee by notice in writing within fourteen days of being notified of the decision.

10.9 The Disciplinary Committee and the Club Committee shall have the power in relation to any disciplinary matters brought before them:

10.9.1 to issue verbal or written warnings;

10.9.2 to suspend any Member;

10.9.3 to make such other impositions or recommendations as appear appropriate to them in all the circumstances.

10.10 The Disciplinary Committee shall not have the power to expel any Member but any Disciplinary Committee convened and acting in accordance with the provisions of this Constitution shall have power to recommend expulsion for consideration by the Club Committee.

10.11 If any Disciplinary Committee recommends that a Member be expelled, the Club Committee must consider that recommendation at a Meeting convened for that purpose and the Club Committee shall have power to expel the Member if at least two thirds of those present and entitled to vote at the Meeting vote by private ballot in favour of the recommendation.

10.12 All matters of discipline shall be conducted in accordance with the procedures set out in this Constitution and the Club Committee's decision shall be final and binding.

## **11. Club Property**

Any Member expelled in accordance with this Constitution or otherwise ceasing to be a Member of the Club shall forfeit any rights to or claim upon the Club or its property or funds or the property or funds of the Charity Company or the Trading Company that she otherwise would have by reason of Membership.

**12. Extraordinary General Meetings**

An Extraordinary General Meeting, in addition to the Annual General Meeting, may be convened at the request of the Club Secretary or at the request of any ten voting Members of the Club (as defined in Clause 14) and such meeting shall be convened by giving not less than twenty-one clear days notice in writing to the Members of the Club.

**13. Quorum at Annual and Extraordinary General Meetings**

The quorum at any General Meeting of the Club shall be twelve Members entitled to vote and personally present at the meeting.

**14. Voting**

14.1 All Members of the Club shall be entitled to vote at any General Meeting of the Club except for Junior and Mini Members.

14.2 Where the voting on any resolution is equally divided the Chairperson presiding at the General Meeting in question shall have a second or casting vote.

14.3 Voting shall be by show of hands or by secret ballot as determined by the Chairperson presiding at the General Meeting in question.

**15. Alteration of Constitution**

This Constitution may be altered, added to or revoked by resolution at any General Meeting provided that twenty-one clear days notice has been given of the proposed alterations and that at least two thirds of the Members present and voting on such resolutions have voted in favour and that the Charity Company has approved the amendments.

**16. Disclaimer**

The Club accepts no responsibility for the safe custody of the property of Members or visitors, nor shall it be held responsible for any accident or injury to any Members or visitors or spectators.

**17. Constitution**

A copy of this Constitution for the time being in force shall be exhibited at the Club premises and shall be considered as Notice to all Members of the contents thereof. Each Member shall on request to the Club Secretary be supplied with a copy of this Constitution.

**18. Interpretation**

The decision of the Charity Company upon any question of interpretation of this Constitution shall be final and binding on all Members and visitors to the Club.

**19. Winding up**

19.1 No assets of the Club may be distributed to the Members thereof except on a dissolution or winding-up of the Club which expression shall not include a merger, amalgamation or reconstruction.

19.2 A winding-up Resolution may be proposed at any General Meeting of the Club subject to twenty-one clear days notice being given but no such Resolution, nor any Resolution to alter or delete this Rule, shall be effective unless at least two thirds of the Members of the Club being at least 90% of the Members voting on such a Resolution have voted in favour.

**20. Accounts**

At each Annual General Meeting the Club Treasurer shall present the Statement of Accounts of the Club for the previous financial period, which, if approved, shall be adopted by the Members of the Club.