

# Poole Hockey Club's Constitution

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

- 1.1. The name of the Club shall be Poole Hockey Club (PHC).
- 1.2. The Club shall be situated in the County of Dorset.
- 1.3. The objects of the Club shall be:
  - 1.3.1. The recruitment and development of children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
  - 1.3.2. The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
  - 1.3.3. To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.
  - 1.3.4. To provide a safe, effective and child friendly environment in which to play and learn hockey.
- 1.4. The Club shall be a member's club open to all.

## 2. Membership

- 2.1. Playing membership is open to all and subject to a completed application and payment of the appropriate fees. Membership to all individuals aged 18 or under is subject to the completion of parental consent and the payment of appropriate fees.
- 2.2. Membership fees will be charged as agreed at the Club's Annual General Meeting.

## 3. Honorary Appointments

- 3.1. Honorary appointments may be made at any General Meeting of the Club provided always that the total number at any one time shall not exceed 30. A two-thirds majority of members present shall be necessary at any such election.
- 3.2. The President; On the recommendation of the outgoing Management Committee the President of the Club shall be elected for the following season by members at the AGM. The President may attend Committee meetings in a non-executive role.
- 3.3. Vice Presidents; Members who have provided long-standing service to the club may be appointed as Vice Presidents (VPs) through Management Committee member nominations and election by members at the AGM. Current club members may propose individuals to be considered and, if felt suitable, nominated by the Management Committee. Once elected VPs shall remain in office until their removal at a General Meeting. VPs are not entitled to the privileges of membership and if deemed to be "inactive" for over two years (no or minimal contact with the Club), they may be removed, on the recommendation of the outgoing Club President.
- 3.4. Life Members; Vice Presidents who have provided exceptional service to the club may be appointed as Life Members through Management Committee nominations and election by members at the AGM. Life members shall be entitled to all the privileges of membership.

## 4. Committee and Officers

- 4.1. The affairs of the Club shall be managed by the Management Committee of PHC except for matters reserved for the club in Annual General Meeting (AGM).

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- 4.2. The Management Committee shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer who shall be elected by members at the AGM. Elections are determined by a simple majority. All officers will retire each year but will be eligible for re-appointment, so long as their total term of office shall not exceed five successive years in the same role. If a position is not filled at the AGM then it may be filled by a majority decision at any meeting of the Management Committee.
- 4.3. Elected officers are prohibited from holding any other voluntary role within the club, excluding coaching and umpiring. Only in exceptional circumstances and with approval from the Management Committee would this be allowable e.g. to allow setting up a new team as an interim measure.
- 4.4. The Management Committee may appoint one or more additional officers to the Committee for such purposes as it may deem appropriate.
- 4.5. At all meetings of the Management Committee three shall form a quorum.
- 4.6. The elected Vice Chairperson, Treasurer and Secretary of the Club shall be the signatories for all payments made by PHC, of which two of the named must countersign each and every payment.
- 4.7. The Treasurer in consultation with the Management Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting audited accounts at each Annual General Meeting of the Club.
- 4.8. The financial year for the Club runs 1st May – 30th April.

## 5. Payments or Benefits

- 5.1. The Management Committee may appoint paid part-time staff for specific development projects. Such projects are at the complete discretion of the Management Committee however they must be PHC projects.
- 5.2. Individuals with specialist skill, knowledge or expertise bought in for specific and defined work, are not regarded as staff.

## 6. Annual General Meeting

- 6.1. An Annual General Meeting (AGM) of the Club shall be held once a year and 15 months shall not elapse without such a meeting. At this meeting the following business shall be conducted:
  - a) The presentation and (if accepted) the passing of the accounts for the previous year,
  - b) The election of the officers,
  - c) Further matters set out in the notice convening the meeting.
- 6.2. Notice of the time of the AGM shall be posted for a period of at least 14 days before the date of such a meeting.
- 6.3. An Extraordinary General Meeting may be called at any time by the Management Committee or by three members making a written request to the Management Committee for such a meeting. Such request must state the purpose for which the meeting is required.
- 6.4. Each person must be a fully paid-up Member or Life Member and must be aged sixteen years or over on the date of the meeting to be entitled to vote at any general meeting. Should there be equality on any voting issue the Chairperson shall have the casting vote.
- 6.5. The quorum at any general meeting shall be 10.

## 7. Subscriptions

- 7.1. Subscription charges for the Club shall be agreed at the Annual General Meeting and are due on 1st May.
- 7.2. If any member shall fail to pay their subscription by 1st October the Treasurer shall have the authority to send such a member a notice in writing to their email address as recorded in the club's membership database, calling on such a member to pay the same within seven days. If such member fails to pay their subscription the Management Committee shall be entitled to terminate their membership without further notice and in any event their rights and privileges of membership of the Club shall lapse at the end of the seven days.

## 8. Conduct of Members

- 8.1. The Management Committee may suspend the membership of any member whose conduct has been, in the opinion of the Committee, contrary to the interests of the Club.
- 8.2. The Committee shall have the power to expel any member who shall offend against the rules of the Club or whose behaviour shall in the opinion of the Committee render them unfit for membership of the Club. Before any such member is expelled the Secretary shall give that member seven days written notice to attend a meeting of the Committee and shall inform that member of the complaint made against them. No member shall be expelled without first having the opportunity of appearing before the Committee and answering complaints made against them nor unless at least two thirds of the Committee then present vote in favour of their expulsion. Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all rights and privileges of membership.

## 9. Changes to the Constitution of the Club

- 9.1. These rules may be altered, added to or revoked by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.

## 10. Dissolution of the Club

- 10.1. If the Club shall pass in General Meeting, by a majority comprising two-thirds or more of the members present and entitled to vote, a resolution of intention to dissolve the Club, Committee shall take immediate steps to convert all of the assets of the Club into money.
- 10.2. The proceeds of the conversion shall be used by the Management Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be donated to a body or bodies having similar objects determined at a General Meeting.

# Poole Hockey Club's Constitution



We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes.

**Name** Ruth Wharton

**Signature**

Handwritten signature of Ruth Wharton in black ink.

**Position** Chairperson

**Date** 03/06/2026

**Name** Lewis Smith

**Signature**

Handwritten signature of Lewis Smith in purple ink.

**Position** Vice Chairperson

**Date** 24/06/2026

**Name** Marie-Pierre Cottam

**Signature**

Handwritten signature of Marie-Pierre Cottam in black ink.

**Position** Secretary

**Date** 24/06/2026

**Name** Lily Alner

**Signature**

Handwritten signature of Lily Alner in black ink.

**Position** Treasurer

**Date** 24/06/2026