

Constitution: Leicester Hockey Club

The club will be called Leicester Hockey Club (LHC/"The Club") and will be affiliated to England Hockey.

Aims and objectives

The aims and objectives of the club will be:

- To offer coaching, recreational and competitive opportunities in the sport of hockey
- To promote enjoyment and participation in the sport of hockey and to promote the club within the local community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that fair and equitable to everyone

Membership

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to support the policies and rules of England Hockey and accept rules and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Honorary Life Members
- Senior Member or Undergraduate Member
- Junior Member or LGS/LGJS Member
- Occasional members have a duty of membership to the club, but without voting rights
- Affiliated members have a duty of membership to the club, but without voting rights

Membership fees

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

Officers of the club

The officers of the club will be

- Club President
- Club Secretary
- Club Treasurer
- Fixtures Secretary
- Welfare Officer
- Social Secretary

Officers will be elected annually at the Annual General Meeting (AGM).

All meetings, including AGM and Committee may be hosted online, subject to appropriate resources and security precautions.

Communication in writing or in person may be through verified electronic channels.

Management Committee

The club will be managed through the Management Committee consisting of: Club President, Club Secretary, Club Treasurer, Fixtures Secretary, and Welfare Officer. Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than six meetings per year. The quorum required for business to be agreed at Management Committee meetings will be three. The management committee positions may be shared, but each role has only a single voting right.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.

The Management Committee shall have power at any time to fill any casual vacancies among the officers. Any officer so appointed shall hold office only until the next following Annual General Meeting but shall then be eligible for re-election.

Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: 30th April. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer and one further officer.

Annual General Meetings

The Annual General Meeting (AGM) will be held within two months of the ending of the financial year.

At least twenty-one days' notice will be given to members.

All members have the right to vote at the AGM. The voting rights of each Junior Member is a single vote which may be exercised by an authorised adult (normally a parent/guardian).

The Chairman of any meeting shall have a second or casting vote.

The quorum for AGMs will be ten members. In the event that an AGM is inquorate, the Management Committee will accept representation from Members but will assume executive responsibility in order that business may be concluded.

The Agenda will include:

- A report from the committee
- Treasurer's statement and the year's accounts
- Resignation of the current committee
- Election by ballot of the committee for the coming year- Candidates for election shall be nominated by two members of the Club and such nominations should reach the Secretary before the date of the AGM whenever possible. Should no one be elected to a post the Committee may appoint a candidate.
- Election of other relevant positions to the role and purpose of the Club
- Setting of Annual Membership Fee

The Management Committee has the right to call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGMs will be the same as for the AGM. An EGM may also be called by 25% of membership.

Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

If a complaint is made regarding the behaviour of a committee member, that member will be excluded from the decision-making process of the committee.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee will be responsible for taking appropriate disciplinary action including the suspension or termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

Dissolution

A resolution to dissolve the club can only be passed by a two thirds majority vote of the entire membership at an EGM.

In the event of dissolution, any assets of the club that remain will be decided by vote to become either the property of England Hockey or transferred to another hockey club serving the local area.

Amendments to the constitution

The constitution will only be changed through agreement by a two thirds majority vote at an AGM or EGM.

Declaration

Leicester Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME:

POSITION: Club President

SIGNED:

DATE:

NAME:

POSITION: Club Secretary