

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

1 NAME & ADDRESS

- 1.1 The body shall be called the Wilmslow Hockey Club (hereinafter referred to as "the Club"). The Club will be affiliated to the National Governing Body, England Hockey (or its successor organisations).
- 1.2 The Club premises shall be situated at Oakwood Farm, Styal Road, Wilmslow SK9 4HP until such time as the Members may vote at an Annual or Special General Meeting to move to another address.

2 ORGANISATION

- 2.1 The Club is registered with HM Revenue & Customs as a Community Amateur Sports Club (CASC), registration number CASC 00518 and intends to maintain compliance with the relevant CASC regulations.
- 2.2 The Club shall be governed by a Committee - see section 7 of this Constitution.

3 OBJECTIVES

- 3.1 To offer coaching and competitive opportunities in hockey for players, coaches, umpires, volunteers and administrators.
- 3.2 To promote the Club within the local community and hockey.
- 3.3 To ensure a duty of care to all Members of the Club.
- 3.4 To provide all its services and facilities in a way that is fair to everyone.
- 3.5 The Club is run as a non-profit making organisation. In the event that a surplus was to arise in any financial period, such surplus shall be re-invested in the Club and shall not be distributed to the Members.
- 3.6 The Committee of the Club shall be entitled to make donations to Charities or to other Community Amateur Sports Clubs (CASCs) if it judges that such donations reflect the wishes of, and are in the interests of, the Members. All such disbursements shall be reported to the Members at the Annual General Meeting.

4 SPORTS EQUITY

- 4.1 The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 4.2 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, sex, gender reassignment, race, ethnicity, religious belief, sexuality or social/economic status.
- 4.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- 4.4 All Club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- 4.5 The Club will deal with any incidence of discriminatory behaviour seriously, according to Club Disciplinary Procedures (see section 12).

5 PROPERTY

- 5.1 The Property of the Club is:
 - 5.1.1 a majority shareholding in Wilmslow Phoenix Astroturf Limited ("WPAL"), according to the Joint Venture Agreement (9th July 2004) between the Club, Wilmslow Phoenix Sports Club and WPAL, and;
 - 5.1.2 any other asset or property acquired by the Club as a result of a resolution agreed by a properly convened General Meeting according to section 9)
- 5.2 WPAL (company number 5067728) is a company limited by shares, established in 2004 by the Club (90% ownership of shares) and Wilmslow Phoenix Sports Club (10% ownership of shares), following a loan from the Club to WPAL.
- 5.3 The purpose of WPAL (as defined in the WPAL Articles of Association) is to:
 - 5.3.1 provide and maintain quality astroturf hockey facilities (pitch(es), goals, dug-outs, spectator stand, protective fencing etc) for hire to the Club and other 3rd party hirers on a commercial, profit-making, pay-for-use basis, and;
 - 5.3.2 use the profits from facility hire to grow a "sinking fund" to be used in future to maintain, repair or replace the facilities so as to maintain the long-term quality of the facilities.
- 5.4 The Property of the Club shall be vested in Trustees appointed by the Club Committee.
- 5.5 The number of Trustees shall not be more than four nor less than two and each shall hold office until death or resignation - unless removed from office by a resolution passed at a General Meeting.
- 5.6 The Trustees shall deal with the Property of the Club in accordance with a resolution of the Club Committee (of which an entry in the Minutes shall be conclusive evidence) and they shall be indemnified by the Club against all costs and liabilities of every kind arising out of or in any way incidental to their Trusteeship.
- 5.7 Any such resolution of the Club Committee in relation to WPAL must not compromise the purpose of WPAL in 5.3 above and must not compromise the commercial, profit-making nature of WPAL as defined in WPAL Articles of Association.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 5.8 Trustees must complete a “Declaration of Trust” in favour of the Club and “Fit and Proper Person” Declaration, such declarations to be provided to the Club Secretary.

6 MEMBERSHIP

- 6.1 Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in hockey, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs except as a necessary consequence of the requirements of hockey.
- 6.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- 6.3 The Club Committee may refuse membership or remove it (subject to the Disciplinary Procedure), only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the Members at an Annual or General Meeting. Membership shall be open to all subject to the provisions of this Constitution.
- 6.4 There shall be the following classes of membership, namely:
- Full Members – adults (over the age of 18 on 1st September preceding the start of the playing season)
 - **Junior Members** - who must be under the age of 18 on 1st September preceding the start of the playing season
 - **Occasional Members** – adult Members who are only entitled to play up to 8 league/cup fixtures during the season (with no limit on friendly matches or social matches).
 - **Student Members** - who are over the age of 18 on 1st September preceding the start of the playing season and who are in full time education.
 - **Unwaged Members** - who are not earning a regular living wage.
 - **Retired Members** – who have ceased regular paid employment and are living on independent means.
 - **Honorary Life Members** – who have been elected according to 6.8 below
 - **Social Members** – who are not entitled to play league/cup fixtures
- 6.5 All classes of membership shall enjoy all rights of membership with the exception that Junior Members shall have no vote in any General Meeting of the Club.
- 6.6 New classes of membership may be proposed by the Committee and approved by a General Meeting.
- 6.7 All Members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and the codes of practice that the Club has adopted.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 6.8 The Committee, or a General Meeting, shall have power to elect to Honorary Life Membership any person who in their opinion has rendered the Club exceptional service. Elections made by the Committee shall be confirmed at the next General Meeting.
- 6.9 All applicants for Membership shall provide to the Membership Secretary such details as the Committee shall decide in order properly to identify the applicant and to facilitate communication and shall agree to abide by the Constitution, Code of Conduct and rules of the Club and to submit to the jurisdiction of the Committee on all matters relating to Membership of the Club. Temporary Membership shall be granted immediately on application, but no voting rights shall be conferred at that time. The Committee shall consider each and every application at each of its meetings and shall approve, stating the category of Membership, reject or defer for further enquiry (always acting in an open, fair and non-discriminatory way as in section 6.1). The Committee's decisions shall be communicated promptly to each applicant but no reasons for a decision need be disclosed.
- 6.10 The Committee shall maintain an up-to-date register of Members, which shall not be available for unrestricted public inspection.
- 6.11 The membership year will run from 1st September to 31st August the following year. Annual subscriptions shall be determined by the Members at the Annual General Meeting and shall be payable in full by the 30th September in the membership year or within 4 weeks of joining if joining later in the membership year .
- 6.12 Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.

7 MANAGEMENT

- 7.1 The Club shall be managed by the Club Committee, which shall consist of at least the following Committee Members as proposed and elected at the Annual General Meeting:
- The Chair
 - The Hon. Treasurer
 - The Vice Chair
 - The Hon. Secretary

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 7.2 Other Committee Members may also be proposed and elected at the Annual General Meeting but if these are not elected (perhaps because of a shortage of volunteers) the Committee shall be empowered to co-opt a Member or Members at or after the Annual General Meeting to fill any vacancies or to leave the position vacant. The Committee may also decide to appoint other Committee Members, as required, without a General Meeting.
- 7.3 Only Committee Members elected or appointed according in 7.1 or 7.2 shall be entitled to vote at Committee meetings. Should a Committee Member fill more than one position, they shall only have one vote and shall only count as one attendee and one position towards assessing a quorum.
- 7.4 All Committee Members must be adult Members of the Club and complete a "Fit and Proper Person" declaration as required by CASC regulations.
- 7.5 Subject only to the overriding power of a General Meeting, the Committee shall be responsible for adopting new policies, codes of practice and rules that affect the organisation of the Club, including discipline procedure, arranging hockey fixtures, membership, welfare, safeguarding, Club finance and for matters of a general nature applying to the Club.
- 7.6 Club Committee meetings will ordinarily be held once every month at a time and place to be determined by the Members of the Committee. Any three Members of the Committee may, in writing, to the Hon. Secretary, request a Special Committee Meeting.
- 7.7 The date of Special Committee Meetings so requested must be notified to all Committee Members within fourteen days of the written request being received by the Hon. Secretary and the meeting must be held within 28 days.
- 7.8 The Hon. Secretary shall notify Committee Members of any Committee Meeting not less than seven clear days prior to the date of the meeting, stating the principal items on the agenda.
- 7.9 At any Committee Meeting, properly convened, 40% of Committee members in post shall form a quorum.
- 7.10 Should a Committee Member resign from office for any reason, or be disqualified by Committee decision as provided for in 7.13 below, the Committee shall be empowered to co-opt a Member or Members to bring its numbers up to full strength.
- 7.11 The Committee Members of the Club shall be elected at the Annual General Meeting and shall retire annually at the following Annual General Meeting. All shall be eligible for re-election.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 7.12 Voting to elect Committee Members shall be conducted as follows: where there are three or more candidates for a post there shall be a second ballot between those candidates coming first and second in the first ballot except where a candidate has a clear majority of the votes cast. With only two candidates a simple majority vote will suffice.
- 7.13 In the event of any Member of the Committee being unable to attend a Committee meeting he/she may appoint a substitute to attend but such substitute shall have no right to vote on any resolution before the Committee. Notwithstanding the appointment of a substitute as aforesaid, if any Member of the Committee shall be absent from three consecutive Committee Meetings he may, at the option of the Committee, be disqualified from attending further meetings and a replacement found as provided in 7.10 above.
- 7.14 The Committee has the power to appoint advisers from among Members and non-Members and to form sub-committees as deemed appropriate.
- 7.15 All Members are entitled to attend Committee meetings but only Committee Members shall have a vote in Committee meetings.

8 PRESIDENTS AND VICE PRESIDENTS

- 8.1 A President and Vice Presidents may be proposed by the Committee and elected by the AGM in recognition of long service, exceptional contribution and continued involvement in the Club. The President shall be confirmed or changed annually at the AGM. Once elected, Vice-Presidents will continue until resignation, death, or removal by a future AGM.
- 8.2 President and Vice President are honorary positions dedicated to promoting the Club's objectives and fundraising. They are not members of the Committee and are not entitled to vote at Committee Meetings.
- 8.3 The President and Vice Presidents must be adult Members of the Club.

9 GENERAL MEETINGS

- 9.1 General Meetings are the means whereby the Members of the Club exercise their democratic rights in conducting the Club's affairs.
- 9.2 The Club shall hold the Annual General Meeting (AGM) no later than 30th May to:
- Approve the minutes of the previous year's AGM.
 - Receive reports from the Chair and Secretary.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Receive a report from those responsible for certifying the Annual Accounts.
 - Agree the membership fees for the following year.
 - Approve any resolutions/decisions proposed by the Committee

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- Approve any proposed changes to the Constitution
 - Elect the Committee Members for the next year
 - Elect the President and any new Vice-President(s)
 - Deal with other relevant business.
- 9.3 Special General Meetings shall be called at the request of not less than any twenty Members who shall signify in writing to the Hon. Secretary their desire and their business. Notice of such meetings shall be sent by the Hon. Secretary to all Members within twenty-one days after a request has been properly served and the meeting shall be held within six weeks from the date of service of the request.
- 9.4 The Committee shall be entitled to call Special General Meetings at such times and for such business as it deems fit.
- 9.5 Notice of all General Meetings shall be given to all Members at least twenty-one days prior to the dates of the meetings and shall indicate details of the business of such meetings. The notice must be in writing, but may be given by letter or e-mail or other method as judged appropriate by the Committee.
- 9.6 The Chair shall take the chair at all General Meetings or in his or her absence the Vice Chair, President or Secretary.
- 9.7 At all General Meetings the chair of the meeting shall be the sole interpreter of the rules and laws, shall determine every point and shall have a casting vote only.
- 9.8 The decision of a General Meeting shall be binding on the Committee. Items intended for discussion at any General Meeting shall ordinarily be given in writing to the Hon. Secretary not less than twenty-eight days before the date of such meeting. Notwithstanding this provision the Chair of the meeting shall, in extraordinary circumstances, have discretion to admit items for discussion where this requirement has not been met.
- 9.9 All Members, except Junior Members, are entitled to vote at a General Meeting whether present at the General Meeting or remotely according to clause 9.10 ("Voting Members"). Unless otherwise provided in this Constitution, any resolution, to be carried, must be approved by a majority of the Voting Members present voting in its favour.
- 9.10 The Committee, at its discretion, may employ a remote voting system to gather votes (including proxy votes) in advance of a General Meeting from Members who cannot or prefer not to attend a General Meeting in person, while ensuring that each Voting Member has just one vote for each General Meeting resolution (whether present at the General Meeting or remotely).
- 9.11 At a properly convened General Meeting twenty per cent of the Voting Members (including those present and those that have voted remotely according to clause 9.10) shall form a quorum.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

10 ALTERATIONS TO THIS CONSTITUTION

- 10.1 This Constitution may only be amended by a General Meeting of the Club if a majority of the Voting Members, present and entitled to vote (including remote voters according to section 9.10), vote in favour of the amendment.
- 10.2 The proposed alteration must be included in the notice of the meeting sent to all Members.

11 FINANCE

- 11.1 The financial year of the Club shall end on 30th April each year.
- 11.2 The finances of the Club shall be banked in the name of the Club and the signatories to the account shall be the Hon. Treasurer together with any one of: the Chair, Vice-Chair or Hon. Secretary.
- 11.3 Auditors shall be appointed annually at the Annual General Meeting. The accounts and the Auditors' report thereon shall be submitted to the Annual General Meeting.
- 11.4 As provided for above, the Committee shall be empowered to formulate rules which shall govern the maintenance or disposal of the investments or deposits held in the name of the Club.
- 11.5 Revenue from Club subscriptions, fund raising events and all other Club income shall be used by the Club to meet the liabilities and expenses of the Club.
- 11.6 At the end of each financial year the Hon. Treasurer shall prepare a budget for the following financial year for consideration and approval by the Annual General Meeting.
- 11.7 All Members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

12 DISCIPLINE & APPEALS

- 12.1 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's Code of Conduct, Safeguarding Policy, Equity Policy and Disciplinary Rules. The Club Welfare Officer is the lead contact for all Members in the event of any child protection concerns.
- 12.2 All complaints regarding the behaviour of Members should be presented and submitted in writing to the Discipline Officer or (in situations where a junior is involved) to the Welfare Officer(s) (or in their absence to the Hon. Secretary)
- 12.3 The Committee is charged with upholding the good name and reputation of the Club and will publish to all Members a copy of the Disciplinary Rules, Safeguarding Policy and Equity Policy, to which all Members are expected to adhere.

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

- 12.4 Any indiscipline on the part of a Member or Members whether during games or at any other time may be considered by the Disciplinary Committee (as stated in the Disciplinary Rules) which shall be entitled to take action against any Member found to have damaged the Club's name or breached the Disciplinary Rules.
- 12.5 Any Member(s) against whom the Disciplinary Committee has taken action under clause 12.4 above (or a refused membership applicant) may appeal to a General Meeting whose decision shall be final and binding on all parties.

13 EXHIBITION OF CONSTITUTION

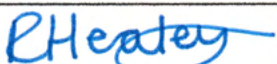
- 13.1 An up-to-date copy of the Constitution shall be available on the Club website for inspection by any Member of the Club.

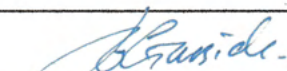
14 DISSOLUTION OF THE CLUB

- 14.1 If two successive properly convened Club General Meetings at which a quorum of Members is present shall pass a resolution calling for the Club to be dissolved, the funds and assets remaining on the Club records shall be used to discharge all debts and liabilities of the Club.
- 14.2 Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or any sport's governing body for use by them in related community sports.
- 14.3 The resolution shall succeed if three-quarters or more of Voting Members vote in favour of the resolution at both General Meetings.

15 Declaration

- 15.1 Wilmslow Hockey Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of Members.

Name	Becca Healey	Position	Chair
Sign		Date	15th May 2022

Name	Jim Garside	Position	Secretary
Sign		Date	15th May 2022

CONSTITUTION OF THE WILMSLOW HOCKEY CLUB

VERSION 1.4

16 Document Control

1.0	First version approved with amendments.	AGM 18/5/99
1.1	Amendments to bring the constitution in line with CASC recommendations	
1.2	Amendments to bring the constitution in line with Club First	SGM 28/07/08
1.3	Formatting and numbering updates and update to ClubMark logo	
1.4	Amendments to conform to updated CASC requirements and updated EH constitution template.	AGM 15/5/22