



Cheltenham Hockey Club Constitution

CHEL TENHAM HOCKEY CLUB
BALCARRAS SCHOOL SPORTS PAVILLION & CLUBHOUSE
Established for Over 125 Years

- PRESIDENT: Will Carter, president@chelthockey.org
- HON. SECRETARY: Rachel Chicken, secretary@chelthockey.org
- HON. TREASURER: Jane McQuitty, treasurer@chelthockey.org

Constitution of Cheltenham Hockey Club

1. General

1. The name of the club shall be called "Cheltenham Hockey Club " hereinafter referred to as "the Club', membership of which is open to all. In exceptional cases the Executive Committee of the club has the right to decline an application for membership.
2. The Club will have its base at Balcarras School, Charlton Kings, Cheltenham.
3. The aims and objectives of the Club will be the playing of hockey and to promote the Club and hockey in general within the local community. To provide its services in a way that is fair to all members and to ensure that all present and future members receive fair and equal treatment.
4. The Club colours shall be Black and White.

2. Codes of Conduct

1. The Club shall play hockey under the rules and jurisdiction of England Hockey and supports and upholds the policies of England Hockey in respect of:
 1. Child Welfare Policy
 2. Code of Discipline
 3. Control of Drug Abuse

4. Equity Policy

2. All members shall be subject to the regulations of the constitution and by joining the Club, members will be deemed to have accepted these regulations and codes of conduct.

3. Annual and Extraordinary General Meetings

1. Each calendar year the Club shall hold a general meeting, notice of which shall be given by the Hon. Club Secretary not less than 14 days prior to the date of such meeting to all Club members. The purpose of the Annual General Meeting (AGM) shall be to approve the annual accounts presented to the meeting and to elect an Executive Committee. The Annual General meeting shall also elect an honorary auditor and may approve nominations for vice presidents and life vice presidents.
2. 20 members shall constitute a quorum for an AGM.
3. An Extraordinary General Meeting (EGM) may be called by the Executive Committee of the Club or by a signed declaration of not less than 10 Club members. In each case, the items to be discussed shall be placed on an agenda and such agenda together with the formal notice of such meeting shall be sent to all club members giving at least 7 days' notice. In the event of an EGM being called by signed declaration, it will be necessary for all the signatories on the declaration to lodge the sum of five pounds (£5) with the Hon. Club Secretary and the declaration must state the item to be discussed. If the decision of the EGM upholds any motion put forward by or on behalf of the signatories, such signatories shall be refunded such sums lodged prior to the meeting, otherwise all monies shall be retained by the club. The EGM shall not discuss any other business unless directed by the executive committee.
4. 20 members shall constitute a quorum for an EGM.
5. The Club constitution may not be amended unless such amendments are approved by two thirds majority of members present at an AGM or EGM. Notice of any amendments intending to be proposed shall be given in writing to the Hon Secretary at least four weeks before the date of that meeting.
6. Only bona fide Club members at the time of the AGM/EGM will be entitled to vote. Each member will be entitled to one vote.

4. Club Management

1. The Club will be managed by an Executive Committee.
2. The Executive Committee shall consist of the President (who acts as chair of this committee), Secretary, Treasurer, Membership Secretary, Fixture Secretary, Men's Club Captain, Ladies' Club Captain, Men's Representative, Ladies Representative, Academy Club Captain, Academy Representative, Welfare Officer, Communications

Secretary, Sponsorship Secretary, Social Secretary, Bar Manager.

3. If an Executive Committee meeting has fewer than 5 members, then no business will be transacted.
4. The Executive Committee has the power to co-opt Club members on to the Executive Committee in cases considered appropriate.
5. The Executive Committee shall meet on a regular basis and at least 4 times during the regular season. All decisions shall be minuted and such records shall be available upon request to any Club member.
6. The Executive Committee has the power to decide upon any matters not contained within the Club constitution.
7. Management Sub Committees
 1. The Executive Committee may appoint, and dissolve, sub committees as appropriate to aid the running of the Club. Each sub-committee will report directly to the Executive committee.
 2. Members of such sub committees need not be members of the Executive Committee but must be Club members. Terms and references for each sub-committee will be set by the Executive Committee. The President and Hon Secretary may, by right, attend any sub-committee meeting.

5. Club Finances

1. The Hon Club Treasurer will be responsible for managing the finances of the Club. An audited statement of annual accounts, prepared by the auditor agreed at the previous AGM, will be presented to the AGM where the match fees and annual subscriptions for the following season will also be determined.
2. The Club assets will be held in a bank, building society or other reputable organisation as the Executive Committee may decide from time to time. Authorised signatories on all club accounts shall be any two from the President, Hon Secretary and Hon Treasurer.

6. Records

1. The Hon Secretary shall cause minutes to be made of all resolutions of AGM, EGM and Executive Committee meetings. These minutes shall be signed at a subsequent meeting by the Chair and when signed shall be regarded as a true and proper account of such meetings.

7. Club Membership

1. Categories of membership will be as follows:
 1. Full Member
 2. Student Member
 3. Junior Member
 4. Associate Member
 5. Social Member
2. Annual subscriptions shall become due by 31st October of each year. Members who have not paid their annual membership fees by 31st December in the same year shall be deemed to have resigned from the Club and shall have no rights to selection or any other rights that they otherwise may have had as a Club member. Any member deemed to have resigned under this clause shall not, for any subsequent year, be re-selected or re-invited to apply for membership, nor have an application accepted without first having paid in full an annual subscription or other monies considered to be outstanding.

8. Disciplinary and Grievance

1. It shall be a disciplinary offence for any Club member to engage in behaviour which may prejudice the good name or interests of the Club, its members or hockey in general.
2. Complaints regarding the behaviour or conduct of Club members shall be submitted in writing to the Hon. General Secretary. The Executive Committee will appoint three of its members to act as a sub-committee to hear the complaint within 14 days of it being lodged. Following investigation of the complaint, this sub-committee has the authority to take appropriate disciplinary action including termination of membership. Members have the right of appeal, and should such a request be made in writing to the Hon. General Secretary, the Executive Committee shall appoint three different Executive Committee members to hear the appeal. The appeal sub-committee has the power to revoke, reduce or increase disciplinary actions as it sees fit and whose decisions shall be final.

9. Visitors

1. Each member will be allowed to introduce visitors subject to such regulations and by laws as shall be made from time to time by the Executive Committee and every visitor shall be allowed to order and pay for intoxicating liquor for consumption on the premises. No person shall be introduced as a visitor into the Club who shall have been expelled from membership or whose conduct or presence in the clubhouse shall be considered by the Executive Committee objectionable or prejudicial to the interest of the Club.

10. Licensing

1. The permitted hours for the sale of alcoholic drinks shall be such hours as permitted from time to time by the local licensing justices. The executive committee shall be empowered to curtail these hours as the occasions demand and on special occasions to extend the hours subject to the granting by justices of any licensing extension.
2. Under NO circumstances will it be permitted for the club to sell intoxicating liquor to persons under the age of 18 years. All club members, if requested, will provide proof of age.

11. Winding Up

1. A resolution to dissolve the club can only be passed at an AGM or EGM through a two thirds majority vote of the membership. If the club is dissolved, its funds shall not be paid or distributed to members but shall be paid to any organisation with similar objectives or constitution as an AGM or EGM shall decide.

Signatories

Club President:



Date: 31/07/2023

Club Secretary:



Date: 31/07/2023