



Okehampton Hockey club

Club constitution



1. Name

1.1. The club is called Okehampton Hockey club, hereafter referred to as 'the Club', and the Club's colours shall be purple and white.

2. Objects

2.1. The Club is formed to organise senior and junior coaching, training and matches of hockey under the rules of hockey for the time being prescribed by England Hockey.

2.2. The Club may carry on any allied or ancillary activity approved by the Executive committee.

2.3. The Club is to be affiliated to and be a member of England Hockey and thereby the West Hockey and Devon Hockey Association.

3. Membership

3.1. The Club has an open membership policy and respects the rights, dignity and worth of every person and will treat everyone equally regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.

3.2. Every member is bound by, and must submit to, the rules of the club.

3.3. The Club will adopt, and all its members abide by, the England Hockey policies and procedures in place at that time.

3.4. The Club consists of Senior and Junior members, Club officials and Associate members as described in the Club Membership policy.

3.5. Playing Members are admitted to the Club at the discretion of the Executive committee. Senior members and club officials have voting rights. Associate and members under 14 years of age, do not have voting rights.

3.6. Honorary Members and vice-Presidents may be appointed by the club in general meeting at the request of the Committee. Honorary Members and vice-Presidents do not have voting rights.

3.7. All players, Club Officials and Associate Members, must register with the Club and pay their annual membership fees in accordance with the club's membership policy.

3.8. Any new member joining part way through the season is entitled to have three taster sessions before they must register with the club and become a full member paying their subscriptions within one month.

3.9. Associate Members may play in senior matches but cannot take precedent over full Senior or Junior Members. A limit on the number of senior matches in which Associate Members can participate each season, and any other conditions, will be determined each year at the Annual General meeting.

4. Officers

4.1. The Club will form an Executive committee comprising the Officers of the Club, and they will be supported by a sub-Committee. The Executive committee will manage the Club; Members of the sub-Committee are invited to attend committee meetings, but they do not need to attend.

4.2. The Executive committee, officers of the Club, will consist of the Chairperson, vice-Chairperson, Secretary, Treasurer, Welfare Officer, Club Captain, Junior Club Manager, the Communications officer, Social Secretary, and the Club Volunteer development officer.

4.3. A sub-committee will be formed to support the Executive committee and will include captains, vice captains, coaching and umpiring coordinators, match secretaries and other roles as appropriate.

5. Committee

5.1. Five members of the Executive committee are required to form a quorum and where appropriate in these rules, the word committee shall consist of at least five committee members.

6. Election of Club officers

6.1. The Executive committee and captains will be elected at the Annual General meeting.

6.2. Other positions within the sub-committee may be voted in at the Annual General meeting, but if these positions are not filled, the roles may be filled by co-opting club members to the position.

6.3. All committee members are to retire every year at the Annual general meeting. They are then eligible for re-election at that Annual general meeting.

6.4. The proposal and voting for the roles of Team captains may only be carried out by Club members of the same sex.

7. Delegation

7.1. The Executive committee may appoint sub-committees from its number and depute to them such powers and duties as it may determine.

7.2. The Executive committee may delegate such duties to any member of the club as it may determine.

8. Powers of committee

8.1. The Executive committee, in addition to the powers specifically conferred on it by these rules, has the control of the finances of the club, power to engage, control and dismiss the club members and all administrative powers, including all powers not specifically reserved to the club in general meeting, necessary to carry out the objects of the club properly in accordance with these rules.

9. Duties of Chairperson

9.1. At any meeting of the committee of the club, if the Chairperson is absent, the vice-Chairperson, or one of its members appointed by the committee, shall chair the meeting.

9.2. The Chairperson, or acting Chairperson, shall sign as a correct record the minutes of the committee meetings.

9.3. The Chairperson, or acting Chairperson, shall, in the case of equality of votes on any matter requiring a simple majority, have an additional casting vote.

10. Duties of Secretary

10.1. The Secretary shall conduct all correspondence (save as authorised by the committee) on behalf of the club and have the custody of all documents belonging to the club.

10.2. The Secretary must keep full and correct minutes of all proceedings of the club.

11. Duties of Treasurer

11.1. The Treasurer must keep the accounts of the club and must make up the annual statement of accounts and balance sheet of the club to 5th April in each year.

11.2. The accounts and balance sheet must be independently reviewed and made available to all members at the Annual General meeting.

11.3. The Club is registered for internet banking; all payments, whether on-line payments or by cheque, must be authorised by the club Treasurer, and at least one other elected club officer before the payment is made.

12. Match fees and subscription

12.1. The Club has four categories for membership: Senior and Junior members, Club officials and Associate members. Match fees and subscriptions are determined by the club committee and ratified at the Annual General meeting.

12.2. To be eligible for selection for the Club, players must abide by the membership policy for subscriptions and match fees which is determined by the Executive committee.

12.3. Only registered and fully paid-up members will be available for selection.

12.4. Match fees are payable for each game or festival/tournament.

12.5. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Fees for all membership categories will be set annually and agreed by committee or determined at the Annual General meeting.

12.6. Any exception to the payment or refund of subscriptions, or match fees, due to an individual's extraordinary extenuating circumstances, can only be decided by the Executive committee.

13. Payment of subscription

13.1. All annual subscriptions are payable as the club in General meeting shall determine or, in the absence of such a determination, by the committee.

13.2. Subscriptions shall be due when each member registers with the club, in accordance with the Club's membership policy, and are due on the 1st of September each year.

13.3 Those who decide to take up the club's instalment plan option will be asked to set up payments in advance to be taken automatically from their bank account and will be considered fully paid-up members, any cancellation of the payments will mean the member is not fully paid up and therefore not eligible to train or play for the club.

13.7. Any member who fails to pay their subscriptions or match fees in accordance with the club policy and fails to agree a payment plan may be subject to club's disciplinary process (clause 15).

13.8. A decision to implement the clubs disciplinary process can only be decided by the Executive committee.

14. Honorary members / vice-Presidents

14.1. On the recommendation of the committee, Honorary members and vice-Presidents may be elected at any general meeting of the club.

14.2. A quorum of the committee is necessary for the election of Honorary members.

14.3. Honorary members may be elected for life or for such other period as the General meeting may deem expedient.

14.5 Honorary members do not have voting rights but are entitled to all the other privileges of membership.

15. Discipline and expulsion

15.1. The Executive committee may, where it considers in its sole opinion that a member has brought the club into disrepute or for any other fit and proper reason as they may determine:

15.1.1. Suspend the member from playing for the club for such period as the committee may determine.

15.1.2. Discipline such a member in any other manner as the Executive committee may determine.

- 15.1.3. By a two-thirds majority, expel such a member.
- 15.2. The Secretary will inform the member of the Executive committee's decision within seven days.
- 15.3. Any member who is disciplined by the club may appeal against any decision of the Executive committee by the procedures set out in rules below.
- 15.4. Any member subject to a disciplinary procedure may appeal to an Appeal meeting, at which they must be heard, by giving notice in writing to the Secretary within 14 days of their notification.
- 15.5. If an appeal is made an Appeal sub-committee will be formed. This will consist of three independent members who must be on either the Executive Committee or a Sub-committee.
- 15.6. The Appeal meeting must be held within seven days.
- 15.7. The Club Secretary will act as Secretary (non-voting) to officially record the outcome of the meeting.

16. Forfeiture of rights on cessation of membership

- 16.1. Any member who is expelled in accordance with the rules or otherwise ceases to be a member of the club:
- 16.1.1. Forfeits all rights to, or claim upon, the club or its property or funds that they would have by reason of their membership,
 - 16.1.2. Is not entitled to any return of subscription,
 - 16.1.3. Remains liable for any subscription or other fees outstanding at that time.

17. Annual General meeting

- 17.1. The Annual General meeting of the Club will be held in May annually or not more than fourteen months after the previous Annual General meeting.
- 17.2. All decisions made at meetings shall be voted on and passed by a simple majority.

18. Extraordinary general meeting

- 18.1. The Executive committee may call an Extraordinary general meeting (EGM) at any time when a question of urgent importance arises. The Executive committee must also call an EGM on receiving a requisition signed by at least twenty-five members of the club, or when requested by a member who has been expelled by the committee and desires to appeal to an EGM.

19. Notice of meeting and quorum

- 19.1. At least fourteen days' notice of any General meeting must be given to members, specifying the business to be transacted and the day, place, and hour of the meeting.
- 19.2. Ten members form a quorum at any General meeting.
- 19.3. Club members may vote in person, by proxy, or by any other method pre-arranged and approved by the Executive committee.

20. Alteration of rules

- 20.1. No rule of the club may be repealed or altered, and no new rule may be made, save by a two-thirds majority of the members present at a General meeting.
- 20.2. At least one calendar months' notice of the intention to propose any new rule or alteration must be given to the Secretary, who must inform every member at least fourteen days before the General meeting.

21. Dissolution

21.1. If the Club shall pass a resolution of intention to dissolve the Club at an AGM or EGM the committee must immediately, or at such future date as is specified in the resolution, proceed to realise any property of the club.

21.2. This resolution to dissolve the Club must be passed by a majority, voting in accordance with clause 19.3.

21.3. On completion of such division, the club will be dissolved, and any remaining assets will be distributed to likeminded organisations.

22. Club constitution

It is the duty of every Club member to observe all the Constitution of OKEHAMPTON HOCKEY CLUB and, from time-to-time, carry out any reasonable request of the Executive committee.

23. Declaration

Okehampton Hockey Club hereby adopts and accepts this Constitution as the current operating guide regulating the actions of the Club's members.

Signed: Signed:

Club Chairman

Club Secretary

Date: