

# Melton Hockey Club Constitution

This constitution was adopted at the Annual General Meeting of 2019

**1. The name of the club shall be “Melton Hockey Club”, hereinafter called the Club.**

## **2. Objectives**

1. The object of the club shall be;
  1. The recruitment and development of of children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
  2. The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
  3. To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.
  4. To provide a safe, effective and child friendly environment in which to play and learn hockey.

**3. The club shall be a members club open to all.**

**4. Only Members of the Club are entitled to enjoy the benefits of the Club; including attending and voting at any meetings of the Club.**

1. Members of the Club are those persons who have paid in full their membership for the current season, or those persons who have been awarded Honorary Membership of the Club.
2. Persons who have not paid the due membership for the preceding season may not be selected to play for the Club in the following season in any category of fixture, or play in any summer fixtures of the Club between seasons.

## **5. Management of the Club**

1. The affairs of the club, except for matters reserved for the Club at a General Meeting, shall be managed by a Committee consisting of the following Officers: Chairman, Secretary, Treasurer, Club Welfare Officer, Club Membership Secretary, together with all league team captains, or a person from that team appointed by the captain.
2. No person may be elected to serve as Chairperson, treasurer or secretary until they have been a member for a full 2 years.
3. The Officers and Committee shall be elected at the Annual General Meeting and shall serve until the voting at the next Annual General Meeting.
4. The accolade of President may be bestowed on any person at the Annual General Meeting and this position is re-elected every 2 years.
5. Four members of the Committee shall constitute a quorum.
6. The committee may appoint one or more additional officers to Melton Hockey Club Committee for such purposes as it may deem appropriate.
7. The Committee may appoint sub-committees, as it deems necessary and shall prescribe their function provided that all acts and proceedings of any such sub-committee shall be

reported to the Committee as soon as possible and provided further that no such sub-committee shall expend funds of the Club otherwise than in accordance with a budget agreed by the Committee.

8. Committee meetings shall be held at least every 6 weeks during the season.
9. The Chairperson, whom failing the President, shall take the chair at each General or Committee meeting of the Club. In the absence of both, the Committee shall appoint one of its members to act as Chairperson for the duration of that meeting.
10. Every question at a meeting of the Committee shall be determined by a majority of the vote. In the event of an equality of votes, the Chairperson of the meeting shall have a casting vote in addition to a deliberative vote.
11. The interpretation of the constitution of the Club shall be vested in the Committee, who shall decide all questions relating to the Club save those specified in, or involving any amendments to the constitution.
12. The Committee shall be responsible for considering any application for membership and shall decide if this application should be accepted.
13. Melton Hockey Club Committee may appoint paid staff for specific projects. Such projects are at the complete discretion of Melton Hockey Club Committee, however they must be Melton Hockey Club projects.
14. The appointment of and ongoing employment of every paid member of staff must be reviewed and confirmed at each meeting of Melton Hockey Club Committee.
15. Melton Hockey Club Committee must adopt and comply with the England Hockey or National Governing Body policies and procedures and ensure that all members of the Club do also.
16. Melton Hockey Club Committee may suspend the membership of any member whose conduct has been, in the opinion of the Committee and inline with England Hockey policy, contrary to the interest of the club.
17. The Committee may bestow the accolade honorary member on any person at its discretion.
18. The Treasurer shall be responsible for keeping account of all Income and Expenditure and shall present a financial report to all Committee meetings and shall present the accounts for approval by the members at the Annual General Meeting.
19. Bank Accounts shall be operated in the name of the club and withdrawals shall be made on the signature of 2 approved members of the club.
20. Any person collecting monies on behalf of the club, shall hand such monies to the Treasurer within 8 days.

## **6. General Meetings**

### **1. Annual General Meeting**

1. At least 14 days notice specifying the date, place and hour of the Annual General Meeting shall be given to all members by the Secretary.
2. The Quorum necessary for the transaction of business at an General Meeting shall be 8 members and eligible to vote.
3. Nominations can only be accepted from persons eligible to vote at the Annual General Meeting.

4. Annual membership shall be stipulated at the Annual General Meeting.

**2. Special General Meeting**

1. A Special General Meeting of the club shall be convened within 1 month of receipt by the Secretary of a resolution signed by at least 8 members. At least 14 days notice of a Special General Meeting shall be given to all members. Only business for which the meeting was convened may be conducted at a Special General Meeting.
3. The voting at General Meetings shall be that the officers and the members, shall each have one vote. No person shall be permitted to vote in more than one capacity.
4. Normally all matters shall be decided by a show of hands of those members present and eligible to vote, except that at the request of any member present the vote shall be taken by secret ballot.
5. Approval by at least two-thirds of those present and voting shall be required to carry any resolution in respect of the Constitution of the Club. Other resolutions shall be decided by simple majority, and in the event of a tie, the chairperson of the meeting shall have a casting vote in addition to a deliberative vote.
6. Any person who has not paid their membership fees for the current year or any member owing monies to the club shall not be permitted to interact or vote at a General Meeting of the club or to propose any resolution unless otherwise decided by the meeting.

**7. Alterations to the Constitution**

1. Any matter not provided for in the Constitution and concerning the organisation and activities of the club shall be dealt with by the Committee whose decision shall be final provided that this shall not give the committee power to over-ride the constitution.
2. These rules may be altered, added to or revoked, in accordance with clubs and association law, by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.

**8. Article of Dissolution**

1. If the Club shall pass in a Special 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, Melton Hockey Club Committee shall take immediate steps to convert all of the assets of the Club into money.
2. The proceeds of the conversion shall be used by Melton Hockey Club Committee firstly to discharge all the debts and liabilities of the Club. Any balance shall be passed on to such other group or groups who run programmes for the development of young people in sport.