

CONSTITUTION SONNING HOCKEY CLUB

1 Club name

The club will be called *Sonning Hockey Club* and will be affiliated to English Hockey and the Berkshire Hockey Association

2 Aims and objectives

The aims and objectives of the club will be:

- to offer coaching and competitive opportunities to play hockey for both adults and juniors.
- to promote the club within the local community and within the Berkshire Hockey Association
- to ensure a duty of care to all members of the club
- to provide all its services in a way that is fair to everyone
- to ensure that all present and future members receive fair and equal treatment.

3 Membership

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Honorary member
- Co-opted member

Honorary members will be elected at the AGM. Any person who has in the opinion of the AGM given especially distinguished service to the Club may be invited to be an Honorary member.

The club may also at the sole discretion of the management committee co opt coaches and other key personnel as members of the club. These individuals will remain co-opted members during the period of coaching or other specified services to the club, or until otherwise decided by the management committee.

All other membership categories will pay an annual subscription fee.

4 Membership fees

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

Fees will be paid: annually (or as determined by the management committee)

5 Officers of the club:

The officers of the club will be:

- Chairman
- President
- Honorary Secretary
- Treasurer
- Men's' Club Captain
- Ladies Club Captain
- Team captains
- Director of Junior Development
- Fixtures Secretary
- Membership Secretary
- Publicity Officer
- Social secretary
- Umpire coordinator (ladies)
- Umpire co-ordinator (men)
- Equipment Officer
- Child Safety Officer
- The third officer of the Development Fund

Officers will be elected annually at the Annual General Meeting.

All officers retire annually but will be eligible for re-appointment.

6 Management Committee

The club will be managed through the Management Committee consisting of:

- Chairman
- Main club representative
- Director of Junior Development
- Ladies Club Captain
- Mens Club Captain
- Secretary
- Treasurer

Only these posts 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 9 *meetings* per year.

The quorum required for business to be agreed at Management Committee meetings will be: 4

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 will be responsible for taking any action of suspension or discipline following such hearings.

7 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 **externally verified** statement of annual accounts will be presented by the Treasurer to the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer of the club.

8. Club Development Fund

A proportion of the profits at the year-end or such larger sum as the members at AGM shall decide shall be held in a separate Bank Account designated the 'Club Development Fund'. This fund shall be vested in Development Fund Officers (DFO) as the members in AGM shall decide. The Officers shall be the Chairman, the President, and one other non-committee member and shall be elected annually. The Fund should be used solely for the future development of the Club and in particular to assist the financing of new club premises or all weather hockey pitch.

9. Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. With not less than 14 clear days' notice given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the independently verified accounts.

Nominations for officers of the Management Committee, and any items for the agenda will be sent to the Secretary at least 48 hours prior to the AGM. (Only where no nominations have been received for a post in advance of the AGM a nomination may be taken at the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 20% of the membership

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

Club members have the right to call an EGM, by petition to the committee signed by 20% of the membership.

Procedures for EGMs will be the same as for the AGM.

10 Discipline and appeals

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

3 members of the Management Committee inc. the Chairman will meet to hear complaints within 14 days of a complaint being lodged. This sub-committee has the power to take appropriate disciplinary action including the 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, in writing to the secretary, within 3 days of notification of the results. The appeal will be heard by 3 other members of the committee inc. the President. This appeals committee should consider the appeal within 21 days of the Secretary receiving the appeal, and their decision is final.

11 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership in attendance at the AGM / EGM or voting by post or signed proxy.

In the event of dissolution, any assets of the club that remain will either be handed over to such other Hockey Club or Clubs in the Berkshire area or to the Youth Development on the Berkshire County area as shall be decided by a majority of members voting at a Special Meeting convened for that purpose, or in default of such decision, shall be given to the Committee of the Berkshire Hockey Association, for disposal of as it seems desirable in the best interests of the game of hockey. The Club shall there upon be dissolved.

12 Amendments to the constitution

The constitution will only be changed through agreement by majority vote of members attending an AGM or EGM.

Declaration

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

SIGNED: DATE:

Name:

Club Chairman

SIGNED: DATE:

Name:

Club Secretary

Carried at AGM held at Berks County Sports Club on

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