



Club Constitution

HC Knole Park



1 The Name, Location, Objects and Type of Club

- 1.1 The name of the Club shall be Hockey Club Knole Park (HCKP).
- 1.2 The Club shall be situated in the County of Kent.
- 1.3 The objects of the Club shall be:
 - 1.3.1 The recruitment and development of children and young people into the sport of hockey as players, leaders/coaches, umpires and administrators.
 - 1.3.2 The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level.
 - 1.3.3 To provide equity of opportunity across all areas of the club, to encourage inclusion by minority groups.
 - 1.3.4 To provide a safe, effective and child friendly environment in which to play and learn hockey.
 - 1.3.5 To run as a 'not for profit members Club'. The income and property of HCKP shall be applied solely towards promoting the club's objectives as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club.
- 1.4 The Club shall be a members club open to all.

2 Membership

- 2.1 Playing membership is open to all individuals.
- 2.2 Supporter Membership is open to individuals of any age. Playing or Supporter Membership is subject to the completion of a membership form, agreement to the club's policies and guidelines (including the Code of Conduct) parental consent (when under 18) and the payment of appropriate fees.
- 2.3 Membership fees will be charged as agreed at the Club's Annual General Meeting.
- 2.4 The Committee may have to decide to apply an upper limit to the number of members in any particular category should it judge this necessary for the effective

and safe operation of the club or the optimum use of the club's facilities.

- 2.5 Applications for membership shall be made via the Club's chosen online membership system.
- 2.6 The HCKP Committee may decide to refuse membership or to expel a member. Such decisions may only be taken for good and sufficient cause, after an appropriate deliberative process. Such causes would include, but not be confined to the following (whether on the part of the member or, in the case of a junior member, the member's parent/carer):
- Actual or threatened behaviours likely to bring the Club into disrepute or disadvantage other members significantly.
 - Inappropriate and/or negative communication.
 - Disregarding Club rules. or
 - Failure to pay the required fees.
- 2.7 A decision to expel a member may be appealed against by the member concerned, in which event the entire membership shall be invited to review the decision of the Committee and shall have the power either to uphold or reverse it by a simple majority.
- 2.8 Members wishing to leave the Club at the end of a season need only to not renew payment of their membership fees by the date for payment. A player wishing to leave the Club during the course of the season must give written notice. The Committee will consider requests for refunds based on the volume of playing season remaining. No refunds will be given after two months from the later of (i) the start of the season or (ii) the Member joining the Club.

3 Committee and Officers

- 3.1 The affairs of the Club shall be managed by the Committee of HCKP except for matters reserved for the Club in an Annual General Meeting.
- 3.2 The HCKP Committee shall consist of between 5 and 12 members and must include a Chair, Secretary, Treasurer, Junior Development Officer, Welfare Officer, Director of Hockey and Discipline Officer, each of whom shall be elected by the Club in an Annual General Meeting.
- 3.3 The HCKP Committee may appoint one or more additional officers of HCKP Committee for such purposes as it may deem appropriate.
- 3.4 At the AGM, other officers may be nominated and elected to the HCKP Committee up to a maximum of four.

- 3.5 In the interval between AGMs, and where it is appropriate for the benefit of the Club, the HCKP Committee shall have the authority to:
- create other offices and appoint persons to them, for a period expiring at the next AGM;
 - appoint persons to fill offices which have become vacant since the previous AGM, for a period expiring at the next AGM.
- 3.6 All HCKP Committee members, whether ex-officio members or other officers, and whether appointed at an AGM or otherwise, shall hold a term of office expiring at the following AGM, and, subject to clause 3.7, all shall be eligible for re-election at that AGM.
- 3.7 No officer can hold a position on the HCKP Committee for longer than five years in succession.
- 3.8 The elected Chair, Treasurer and Secretary of the Club shall be the signatories for all the Club's bank account.
- 3.9 The Treasurer in consultation with HCKP Committee shall be responsible for recording all financial income and expenditure of the Club and for presenting audited accounts at each Annual General Meeting of the Club.
- 3.10 The HCKP Committee has authority to define and amend from time to time regulations for the good order and effective operation of the club. These may include, but are not confined to, reasonable and essential playing or non-playing activities. Such regulations as approved by the HCKP Committee will be minuted.
- 3.11 The general management of the Club shall be in the entire control of the HCKP Committee. It shall have authority to do all such things as are necessary for the effective operations of the Club, including the maintenance and operation of bank accounts (but not the borrowing of money) and entering into contractual obligations with third parties.
- 3.12 The HCKP Committee's decisions shall ordinarily be taken in a meeting. Where necessary the Chair may invite decisions in a written or telephone exchange, provided the decisions are appropriately recorded and minuted.
- 3.13 Five HCKP Committee members shall comprise a quorum. Decisions shall be taken by a majority vote. Where votes are equal, the Chair's vote having been taken into account, the Chair will still have the casting vote. Should any questions arise that are not provided for in this Constitution the Committee shall consider such questions and its decision will be final.
- 3.14 The HCKP Committee may appoint a sub-committee, appointed by it and consisting exclusively of members of the Committee, to examine and give advice on, any particular issue, provided always that no decisions or recommendations of the sub-committee are valid until ratified by the HCKP Committee.

- 3.15 The members of the Committee shall appoint an Auditor to audit the Club's annual accounts, but the Auditor will not serve on the Committee.
- 3.16 Where a decision involves the Club membership of a HCKP Committee member's family member, the HCKP Committee member relinquishes all their communication and voting rights.
- 3.17 Where confidential information about the Club or its members, coaches or officials is shared with or between members of the Committee, the members of the Committee shall keep that information confidential, and that duty will continue after the members have left office.

4 Payments or Benefits

- 4.1 The HCKP Committee may, at its complete discretion, appoint paid part-time staff for the purposes of fulfilling the objects of the Club. Example appointments: coaching staff, admin staff for development programmes, external tutors for leader qualification course tutors, sponsorship officer etc.
- 4.2 Membership fees shall become payable in full, or via the split two month payment system, via the member's chosen payment methodology on the first day of each season, which shall be the 1st August each year.
- 4.3 A bursary for Membership fees will be made available for those in requirement of financial support. These decisions can be made between the Treasurer, Secretary or Chair and the Membership Secretary and the identity of the members will remain confidential to these parties.
- 4.4 Potential new members will be entitled to two weeks of free taster sessions before deciding on joining.

5 Annual General Meeting

- 5.1 An Annual General Meeting of the Club shall be held in the month of June every year where possible.
- 5.2 Notice of the date and time of the Annual General Meeting shall be posted for a period of at least 14 days before the date of such a meeting.
- 5.3 All paid members shall be entitled to speak at an AGM and all paid members (except for Supporter Members) shall be entitled to vote. All decisions taken by vote will be determined by a simple majority. In the case of an equality of votes, the Chair will have a casting vote.
- 5.4 The decisions of an AGM shall only be valid if ten or more members attend it.
- 5.5 All paid members aged 15 or younger on the date of the AGM will have voting rights through their parent or guardian. There will be one vote per one paid membership.

- 5.6 Nominations for election or re-election, each with a proposer and seconder, must be received by the Secretary seven days prior to the AGM. Where more than one nomination is received for a particular office, a private ballot of all members present at the AGM will be held with the candidate receiving the highest number of votes elected. Members may vote by proxy a minimum of four days before the AGM.
- 5.7 An Extraordinary General Meeting may be called at any time by HCKP Committee or by a request from not less than 25% of the aggregate total membership. The HCKP Committee will convene such a meeting within 14 days of receipt of the request, stating the reason for the request. The rules applicable to an EGM shall otherwise be the same as those defined for an AGM.
- 5.8 Every member of the Club shall be entitled to be present and to vote at any General Meeting of the Club (save that Supporter members do not have voting rights) and should there be equality on any voting issue the Chair of the meeting shall have the casting vote.

6 Subscriptions

- 6.1 Subscription charges for the Club shall be agreed at the Annual General Meeting.
- 6.2 The Club's financial year for accounting and reporting shall run from 1st June - 31st May. A true statement of the accounts for each year shall be maintained by the Treasurer and audited by the Auditor. The accounts will be presented to the membership at the following AGM for consideration.

7 Conduct of Members

- 7.1 The HCKP Committee must adopt and comply with the England Hockey policies and procedures and endeavour to ensure that all members of the Club do also.
- 7.2 All members must comply with the policies and procedures of England Hockey and of the Club, including the Club's Code of Conduct. The Code of Conduct also contains a section applicable to parents/carers.
- 7.3 A power of suspension from Club activities of members, or of the parents/carers of junior members, may be provided for by the Club's disciplinary and/or wellbeing policies.

8 Changes to the Constitution of the Club

- 8.1 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.
- 8.2 The Constitution and Rules of the Club shall not be altered except at an AGM or EGM after due notice and only if supported by two-thirds of the votes cast either in person or by proxy.

9 Dissolution of the Club

- 9.1 If the Club shall pass in 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, HCKP Committee shall take immediate steps to convert all of the assets of the Club into money.

- 9.2 The proceeds of the conversion shall be used by HCKP Committee firstly to discharge all the debts and liabilities of the Club. No assets or proceeds of dissolution shall be distributed to members. In the case of the Club still owning any assets, these will be passed to England Hockey.

We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes:

Name: <u>Ruth Bingham</u>	Name: <u>Dale Carman</u>
Signature: _____	Signature: _____
Position: <u>Chair</u>	Position: <u>Treasurer</u>
Date: <u>23 June 2021</u>	Date: <u>23 June 2021</u>

