



Club Constitution

HC Knole Park 2019 - 2020



CONSTITUTION

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 member's club open to all.

2 Membership

2.1 Playing membership is open to all individuals.

2.2 Social Membership is open to individuals of any age. Membership is subject to the completion of a membership form, agreement to the club's policies and guidelines, 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 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, 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, need only to not renew their membership fees in the closed season. 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 first training or match attended in any given season.

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 Annual General Meeting.

3.2 HCKP Committee shall consist of Chairman, Secretary, Treasurer, Junior Development Officer, Welfare Officer, Director of Hockey, Discipline Officer who shall be elected by the Club in Annual General Meeting.

3.3 HCKP Committee may appoint one or more additional officers of HCKP Committee for such purposes as it may deem appropriate.

3.4 The elected Chairman, Treasurer and Secretary of the Club shall be the signatories for all payments made by the Association, of which one of the named must counter sign each and every payment.

3.5 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.

3.6 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 non-playing activities, or reasonable and essential playing activities. Such regulations as approved by the HCKP Committee with will minuted.

3.7 The general management of the Club shall be in the entire control of the Committee of the Club. 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

4 Payments or Benefits

4.1 HCKP Committee may appoint paid part-time staff for specific coach development projects. Such projects are at the complete discretion of HCKP Committee, however they must be HCKP projects.

Example appointments: coaching staff, admin staff for development programmes, external tutors for leader qualification course tutors, sponsorship officer etc.

- 4.2 The appointment of any and every paid member of staff must be reviewed and confirmed at each meeting of HCKP.
- 4.3 Membership fees shall become payable in full, or via the split two month payment system, on the first day of each season via the member's chosen payment methodology, which shall be the 1st August each year.
- 4.4 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.
- 4.5 New members who are joining in any given season 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 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 At the AGM, other officers may be nominated and elected to the HCKP Committee up to a maximum of four. 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 members to them, for a period expiring at the next AGM. Such officers may be co-opted by the HCKP Committee to serve on the HCKP Committee providing the total membership of the HCKP Committee does not exceed ten. All HCKP Committee members, whether ex-officio members of other officers, shall hold a term of office expiring at the following AGM, and all shall be eligible for re-election at that AGM.
- 5.4 No officer can hold a position on the HCKP Committee for longer than four years in succession.
- 5.5 All members shall be entitled to speak and vote at an AGM. 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.
- 5.6 The decisions of an AGM shall only be valid if ten or more members attend it.
- 5.7 All 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.
- 5.8 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.

- 5.9 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 they are appropriately recorded and minuted.
- 5.10 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.
- 5.11 The HCKP Committee may appoint a sub-committee, appointed by it and consisting exclusively of members, 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.
- 5.12 The members shall appoint an Auditor to audit the Club's annual accounts, but the Auditor will not serve on the Committee.
- 5.13 Where a decision involves the membership of a HCKP Committee members family member, the HCKP Committee member relinquishes all their communication and voting rights.
- 5.14 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.
- 5.15 Every member of the Club shall be entitled to be present and to vote at any General Meeting of the Club and should there be equality on any voting issue the Chair of the meeting shall have the casting vote.
- 5.16 Guest and Social Members do not have any rights to vote on any Club matters.

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 HCKP Committee must adopt and comply with the England Hockey polices and procedure and ensure all members of the club do also.
- 7.2 HCKP Committee may suspend the membership of any member whose conduct has been, in the opinion of HCKP Committee and in line with England Hockey policy, contrary to the interests of the Club.

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: ___Ruth Bingham_____	Name: ___Dale Carmen _____
Signature: _____	Signature: _____
Position: ___Chair_____	Position: ___Treasurer_____
Date: ___19 June 2020_____	Date: ___19 June 2020_____