

# **MAIDSTONE HOCKEY CLUB**

## **Constitution**

The following rules of Maidstone Hockey Club were adopted with effect from the Annual General Meeting held on 23<sup>rd</sup> July 2005

### 1) NAME

The club will be called "MAIDSTONE HOCKEY CLUB" hereinafter referred to as "the club". The club will be affiliated to the national governing body of Hockey – England Hockey.

### 2) AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To manage Maidstone Hockey club
- To offer Hockey coaching, training and playing opportunities to the members
- To promote the club within the community and in Hockey generally
- To provide all opportunities in a way that is fair and equal to all existing and prospective members
- To ensure a duty of care to all members of the club adopting wherever practical England Hockey guidelines
- To provide social amenities and facilities incidental to the above

### 3) Membership

Membership shall consist of officers and members of the club. 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 adopted by the club.

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of Hockey as a particular sport.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Clubs members and decided by a majority vote.

Membership categories will be:

- Full adult playing member
- Full Junior playing Member
- Associate membership
- Life member

- Non Playing Club membership

Details of new members are to be provided to the club secretary via club officers but principally team captains to ensure nominations for membership are recorded and posted on the notice board by the Secretary. There shall be at least two days elapse between posting of a notice of nomination and election of the nominee to membership. The Secretary will ensure that an up to date membership list is maintained.

#### 4) Membership Fees

Annual subscriptions for each category of membership and weekly match fees for each season will be proposed annually by the committee of the club and be ratified by resolution carried by a simple majority at the AGM or other general meeting of the club.

Subscriptions will be paid annually and fall due by November 1<sup>st</sup> each year unless a player has agreed an alternative payment structure with the Treasurer. The subscription for members joining after November 1<sup>st</sup> may be reduced by an amount decided by the Treasurer. The club may impose higher penalty rates of subscription for late payment and will afford selection priority to those members who have paid their subscription.

Match fees are payable each time a member plays in a match. The member shall pay this to the team captain on the day of the match. The captain shall forward the entire match fee to the Treasurer promptly.

#### 5) Officers of the club

Officers will be elected annually at the Annual General Meeting or other general meeting of the club. All officers except Life members will retire each year but will be eligible for re-appointment.

The officers will be:

President	Life Vice Presidents	Vice Presidents	Chair
Secretary	Treasurer	Club Captain	Fixture

Secretaries

Captain of each Team	Social Secretary	Bar Secretary
Clubhouse Secretary	Publicity Officer	Chief Coach
Youth Chair		

Up to six other "general" members appointed by the membership.

#### 6) Committee

The club will be managed through the Management Committee consisting of all the above officers except Life Vice Presidents and Vice Presidents acting in that capacity.

Only these posts will have the right to vote at meetings of the management committee. Each attendee at a meeting will only have one vote.

- The Management Committee will be convened by the Secretary of the club and will meet no less than four times each year.
- The Management Committee will have powers to appoint advisors, other committees and sub committees as necessary to fulfil club business and

to delegate powers to enable effective day to day running of the club while retaining overall authority and accountability for club business.

- There shall specifically be a Bar sub committee comprising the Chairman, Bar Secretary and Treasurer who shall have delegated responsibility from the Management Committee concerning the purchase for the Club and the supply by the club of intoxicating liquor.
- The quorum required for business to be agreed at Management Committee meetings will be seven.
- The management committee may fill casual vacancies, resignations and new positions between general meetings but such posts to be ratified at the next following general meeting
- 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 be responsible for disciplinary hearings and for taking any action arising, in the event of member(s) infringing the club rules.

## 7) Clubhouse and Bar

The Clubhouse may be open for use by members on any day. The Clubhouse may also be available for private functions, organised by members, on application to the Clubhouse Secretary.

The permitted hours for the supply of intoxicating liquor shall be fixed (and may be varied from time to time) by the committee in accordance with the statutory provisions for the time being in force.

Only members and their bona fide guests shall be able to make purchases from the bar. Visiting teams, umpires and their guests may have full use of the club including the bar for the day on which they play against the club, and shall have full use of the clubhouse and bar facilities.

The club may also hire out the club facilities to non members for private functions. Such events may not involve purchase of intoxicating liquor or other licensable activities other than as covered by specific applications, for any such events, made to the relevant authorities under the ruling legislation (currently the Licensing Act 2003).

## 8) Finance

The club Treasurer will be responsible for the finances of the club.

All club monies will be banked in an account(s) held in the name of the club. Each account must require at least two signatories one of which shall be the Treasurer.

The financial year of the club will end on 30<sup>th</sup> June. The Treasurer, at the Annual General Meeting will present an audited statement of annual accounts.

#### 9) Annual and Extraordinary General Meetings

The Management Committee has the right to call Extraordinary General Meetings (EGM) outside the AGM. Procedures for EGM will be the same as for the AGM

An extraordinary general meeting may be convened at any time and shall be convened within twenty one days on the requisition of one fifth of the voting members of the club or thirty members whichever is less. Such requisition must state the purpose for which such meeting is required.

The period between the holding of a general meeting whether AGM or EGM shall not exceed 15 months

Notice by publication on the club notice board and Website, and by post where requested by individual members, to members, of general meetings will be given by the Club Secretary not less than 21 clear days before the meeting.

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

Nominations for officers of the Management Committee will be sent to the Secretary prior to the General Meeting. Nominations shall also be allowed during the meeting. Officers will be elected at the general meeting but the Management has the power to appoint to vacancies not filled at that time.

All members aged 18 and over, except all Associate members who have no voting rights, have the right to vote at general meetings.

## 10) Discipline and Appeals

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

The Management Committee or a sub committee set up for the purpose will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing will 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 is a right of appeal to the full Management Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal in writing.

## 11) Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of at least 75% of the membership with voting rights.

If upon the dissolution of the club (otherwise than for the purposes of reformation through reconstruction or amalgamation etc ) there remains after the satisfaction of all its debts and liabilities any assets whatsoever the assets shall not be paid to or distributed among the members but shall be given or transferred to:

1. A registered charitable organisation(s).
2. Another club which is a registered CASC
3. The sports national or local governing body by use by them for related community sports.

Such institution(s) to be determined by the club at or before the time of dissolution or in default thereof by a proper officer of the Kent Hockey Association or Charities commission.

## 12) Amendments to the constitution

The constitution can only be changed through agreement by simple majority vote at an AGM or EGM

Roger Daniels – Chairman

Kirsty Hotson – Secretary

23/7/05