



# Club Constitution

## Merton Hockey Club



### 1. The Club

- 1.1 The Club will be called Merton Hockey Club (the 'Club'). The Club will be affiliated to England Hockey.
- 1.2 The Club is established and conducted in good faith as a Club.

### 2. Aims and Objectives

- 2.1 To promote and provide facilities for the sport of hockey in the London Borough of Merton area and to provide social facilities for the Club and its members.
- 2.2 To offer playing, coaching and umpiring opportunities in hockey.
- 2.3 To promote the Club and hockey within the local community and wider area.
- 2.4 To ensure a duty of care to all members of the Club.
- 2.5 To provide all its services in a way that is fair to everyone.
- 2.6 To ensure that all present and future members of the Club receive fair and equal treatment.

### 3. Membership

- 3.1 Membership of the Club is open to anyone interested in promoting, coaching, volunteering or participating in hockey regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- 3.2 Membership is subject to the full completion of a membership form, parental consent (when under 16) and the payment of appropriate membership fees.
- 3.3 Persons may not be admitted to membership, or be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission.
- 3.4 Persons becoming members without prior nomination or application may not be admitted to the privileges of membership, without an interval of at least two days between their becoming members and their admission.
- 3.5 All members will be subject to the regulations of the constitution, as may be updated by the Committee (as defined below) from time to time, and by joining the Club will be deemed to accept these regulations and any other codes of practice that the Club has adopted, as may be updated from time to time.
- 3.6 The Club may have different classes of membership and membership fees on a non discriminatory and fair basis. The club will seek to keep fees at levels that will not pose a significant obstacle to people participating. However, it is acknowledged that the fees shall be at a level that at least equals all liabilities and potential liabilities incurred by the Club.
- 3.8 The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Committee.

- 3.9 Individuals shall be ineligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable membership fees have been paid by the due date or membership has been agreed by the Committee.

#### **4. Membership Fees**

- 4.1 Members will pay membership fees as agreed by the Committee or at the Annual General Meeting or at a Special General Meeting.

#### **5. Club Management Committee**

- 5.1 The Club will be managed through the Club Management Committee (the 'Committee') except for matters reserved for the Club in Annual General Meeting or at a Special General Meeting. Such management may include but not be limited to pitch hire and venues, club house venue and facilities, coaching and the procurement of hockey equipment including Club kit.
- 5.2 The Committee shall consist of the Secretary, Club Captain, Treasurer and Team Captains and may appoint one or more additional members of the Committee for such purposes as it may deem appropriate. For the purposes of this provision, the Club Captain or the Treasurer shall 'Chair' all meetings. In the event the Club Captain and the Treasurer are unable to attend any meeting, the remaining members of the Committee shall determine an alternative "Chair" for that particular meeting.
- 5.3 The Committee shall be elected by the Club in Annual General Meeting.
- 5.4 All members of the Committee must be members of the Club and only members of the Committee have the right to vote at Committee meetings.
- 5.5 The term of office shall be for one year, and members shall be eligible for re-election.
- 5.6 If the post of any Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- 5.7 The Committee will be responsible for adopting new policy, codes of practice and regulations that affect the organisation of the Club.
- 5.8 The Committee will have powers to appoint and advisers to the Committee as necessary to fulfil its business.
- 5.9 The Committee may appoint paid part-time staff for specific projects. Such projects are at the complete discretion of the Committee but they must be Club projects. Example appointments are coaching staff for development programmes, umpires etc. The appointment of any and every paid member of staff must be reviewed and confirmed at each meeting of the Committee.
- 5.10 The Committee will be responsible for disciplinary hearings of members who infringe the Club Constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 5.11 The meetings of the Committee will be convened by the Secretary and be held no less than 4 times per year.
- 5.12 The quorum required for business to be agreed at meetings of the Committee meetings will be 30% of posts in the Committee.
- 5.13 The Committee shall be the sole authority for the interpretation of these regulations and any other regulations made from time to time (if any) by the

Committee. The decision of the Committee upon any question of interpretation upon any matter affecting the Club and not provided for by these regulations (or any other regulation) shall be binding.

## **6. Finances**

- 6.1 The Treasurer will be responsible for the finances of the Club.
- 6.2 The financial year of the Club will run from 1 July and end on 30 June.
- 6.3 All Club monies will be banked in an account held in the name of the Club.
- 6.4 A statement of the accounts will be presented by the Treasurer at the Annual General Meeting.
- 6.5 All payments made against Club funds should be authorised by the Treasurer plus up to two other members of the Committee.
- 6.6 All members of the Club shall be jointly responsible for the financial liabilities of the Club.
- 6.7 The Committee may appoint paid part-time staff for specific projects. Such projects are at the complete discretion of the Committee but they must be Club projects. Example appointments are coaching staff for development programmes, umpires etc. The appointment of any and every paid member of staff must be reviewed and confirmed at each meeting of the Committee.

## **7. Club Premises and the Supply of Alcohol**

- 7.1 Alcohol is not to be supplied, or intended to be supplied, to members on premises owned, used or occupied by the Club otherwise than by or on behalf of the Club.
- 7.2 In so far as not managed by the Club in general meeting or otherwise by the general body of members, the purchase of alcohol for the Club, and the supply of alcohol by the Club, are to be managed by a committee whose members (a) are members of the club; (b) have attained the age of 18 years; and (c) are elected by the members of the Club.
- 7.3 No arrangements are, or are intended to be, made for any person to receive at the expense of the Club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the Club.
- 7.4 No arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or guests, apart from (a) any benefit accruing to the Club as a whole, or (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

## **8. Annual General Meeting and Special General Meetings**

- 8.1 An Annual General Meeting (AGM) of the Club shall be held every year, normally in April but in any event on a date between April 1<sup>st</sup> and June 30<sup>th</sup>.
- 8.2 Notice of the AGM shall be given to all members at least 14 days before the date of such a meeting.
- 8.3 The AGM will approve the minutes of the previous year's AGM, receive a report from members of the Committee, receive a statement of the accounts comprising a balance sheet and income and expenditure account for the

preceding financial year and an estimate of the receipts and expenditure for the current financial year, receive a report from those responsible for certifying the Club's accounts as appropriate, elect the Committee members, agree if possible membership fees for the following year, consider any proposed changes to the Constitution and deal with other relevant issues.

- 8.4 Nominations for members of the Committee will be given to the Secretary prior to the AGM.
- 8.5 Proposed changes to the Constitution shall be given to the Secretary who shall circulate any proposed changes at least 7 days before an AGM.
- 8.6 All members have the right to vote at the AGM. If there is equality on any voting issue the Chairman of the meeting shall have the casting vote. Members unable to attend the AGM can put views and vote on proposals at the AGM remotely by email. Emails should be sent to an email address nominated by the Committee.
- 8.7 A Special General Meeting (SGM) outside the AGM may be called at any time by the Committee. The Committee will in any case call an SGM upon the requisition in writing of any seven members stating the reasons for which the SGM is required. Unless incompatible, procedures for SGM's including voting will be the same as for the AGM.
- 8.8 The quorum for AGMs and SGMs will be 20% of the members including those voting remotely.

## **9. Amendments to the Constitution**

- 9.1 The Constitution will only be changed through agreement by majority vote at an AGM or SGM.

## **10. Discipline and Appeals**

- 10.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 10.2 The Committee will meet to hear complaints within 28 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including suspension or termination of membership.
- 10.3 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 14 days of the hearing.
- 10.4 There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 28 days of the Secretary receiving the appeal.

## **11. Dissolution of the Club**

- 11.1 A resolution to dissolve the Club can only be passed at an AGM or properly convened Special General Meeting if not less than 75% of those present and voting support that proposal.
- 11.2 The Club will be dissolved if it does not have at least 25 members.
- 11.3 The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 11.4 In the event of dissolution the Committee should first take immediate steps to convert all of the assets of the Club into money. All debts and liabilities should

be discharged using the proceeds of the conversion and remaining Club funds. Any remaining assets should be returned to their providers, if they require it. After settling all liabilities of the Club, the Committee shall determine how to dispose of the net assets remaining.

## 12. Declaration

12.1 Merton Hockey Club hereby adopts and accepts this Constitution as a current operating guise regulating the actions of members.

12.2 We the undersigned, as elected Committee members of the Club, confirm the validity and accuracy of this Constitution, with no changes.

<b>Name</b>		<b>Position</b>	Chair
<b>Sign</b>		<b>Date</b>	

<b>Name</b>		<b>Position</b>	
<b>Sign</b>		<b>Date</b>	