



# **MERTON HOCKEY CLUB CONSTITUTION**

## **1 NAME**

The club shall be called Merton Hockey Club.

## **2 COLOURS**

The colours of the club shall be yellow, black and purple.

## **3 OBJECTIVES**

The aims and objectives of the club will be:

- To promote the sport of hockey
- To offer accessible and affordable participative and competitive opportunities to play hockey
- To promote participation in the club within the local community
- To ensure a duty of care to all members of the club
- To ensure that all present and future members receive fair and equal treatment

## **4 AFFILIATION**

The club shall be affiliated to England Hockey and London Hockey.

## **5 MEMBERSHIP**

Membership should 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 that the club has adopted. Members will be enrolled in one of the following categories, or as otherwise defined by the Committee:

- Adult member
- Junior member
- Social member

## **6 SUBSCRIPTION AND MATCH FEES**

The annual subscription and match fees shall be such sums as the club members in a general meeting shall from time to time determine and shall be exclusive of Value Added Tax at the then current rate and other taxes. The Committee shall make proposals for setting of subscriptions and match fees at general meetings.

## **7 PAYMENT OF SUBSCRIPTIONS**

All subscriptions shall be paid to the club. Cheques or bank transfers should be made payable to Merton Hockey Club. Discounted rates can be applied for payment by 1 October of each season and concessionary, discounted and monthly payments can be determined by the Committee in addition to annual payments.

## **8 MEMBERS IN ARREARS**

If any member shall fail to pay their annual subscription on or before the relevant date determined by rule 7 herein before mentioned in any financial year, notice shall be sent to them calling their attention thereto, and if such subscription be not paid on or before 31<sup>st</sup> December, following, the defaulter shall cease to be a member of the Club.

## **9 VICE PRESIDENTS**

On the recommendation of the Committee, any person whether or not a member of the Club, may be elected a vice president at any General Meeting of the Club. A two-thirds majority of those present shall be necessary at such election. The Committee shall have authority to invite any person to be a vice president at any time during the financial year, but their appointment as such shall cease unless ratified by two-thirds of the club members present at the Annual General Meeting next following. Vice Presidents shall be entitled to all the benefits and privileges of membership and shall be qualified to be officers or members of any committee, and vote as members.

## **10 HONORARY LIFE MEMBERS**

The Committee may invite any person who has distinguished himself by the playing of Hockey or by their services to the Club or in the locality, to be an honorary life member of the Club provided that there shall not be at any time more than ten honorary life members. Members may send to the President names suggested for invitation. The appointment will then be ratified by two-thirds of the club members present at the next Annual General Meeting. Honorary life members shall be entitled to all the benefits and privileges of membership and shall be qualified to be officers or members of any committee and vote as members.

## **11 EXPULSION OF MEMBERS**

It shall be the duty of the Committee if at any time they shall be of the opinion that the interest of the club so requires, by letter (or email) to invite any member to withdraw from the club within a time specified, and in default of such withdrawal to submit the question of their expulsion to a Special General Meeting to be held within six weeks after the date of such letter. Not less than four weeks notice of the meeting shall be given to members. It shall be the duty of the Club Captain to inform the member in question of the time and place of the meeting and of the nature of the complaints against them in sufficient time to afford them a proper opportunity of offering their explanation. At such Meeting the member shall be allowed to offer an explanation of their conduct verbally and/or in writing, and if thereupon two-thirds of the members present shall vote for their expulsion they shall thereupon cease to be a member of the club. Provided that the voting at any such Special General Meeting shall be by ballot if not less than five members present thereat shall so demand. It shall be in the power of the Committee to exclude such member from Club facilities until such Special General Meeting shall be held.

## **12 EFFECT OF CEASING TO BE A MEMBER**

Any person shall, upon ceasing to be a member of the Club, forfeit all benefits of membership of the club.

## **13 OFFICERS OF THE CLUB**

There shall be elected at a general meeting as hereinafter provided, members to fulfil the following offices. These roles can be varied by agreement of a general meeting and shared between members if necessary. An outline of the roles and responsibilities of officers is given in Annex 1.

- (a) President
- (b) Club Captain
- (c) Treasurer
- (d) Fixtures Secretary
- (e) Juniors Co-ordinator
- (f) Juniors Representative
- (g) Welfare Officer
- (h) Clubhouse and Equipment Officer
- (i) Social Secretary

## **14 COMMITTEE AND SUB-COMMITTEES**

The management of the club (except as otherwise provided by these rules) shall be delegated to officers or sub-committees as determined by the Committee. The Committee shall include officers as set out in section 13 and captains for each adult team in the club, with junior teams being represented by a representative elected by junior members.

## **15 ELECTION OF OFFICERS**

At the Annual General Meeting all officers of the Committee shall retire but be eligible for re-election. A list of the names of those who are retiring as well as those who are proposed to fill each specific post shall be sent by the Club Captain to each member of the Club with the notice convening the Annual General Meeting (by post or email). Any two members may propose any candidate in advance of or at the Annual General Meeting. Every adult (over 18 years) member of the Club shall be entitled to one vote upon the election of each officer of the club. The candidates, up to the number of vacancies who shall have received most votes, shall be declared elected and in the case of two or more candidates receiving an equal number of votes the Chair of the meeting shall have a second or casting vote.

## **16 VACANCIES ON COMMITTEE**

The Committee shall have the power to appoint a member to fill any casual vacancy on the Executive Committee until the next Annual General Meeting.

## **17 MEETINGS OF THE COMMITTEE**

The Committee shall meet as required and determined by the Club Captain and may also conduct its business using electronic communications as long as all member so the Committee have the opportunity to be party to decision making. A minimum of three members of the Committee must agree any decisions with financial or other significant impacts on the members of the club. The

Committee shall have the power to co-opt any member of the club for any special purposes. Playing selection decisions can be made by a sub-committee of captains if necessary, with final decisions by the Club Captain where agreement cannot be reached.

## **18 REGULATIONS**

The Committee may from time to time make, repeal and amend all such regulations (not inconsistent with these rules) as they shall think expedient for the management and well being of the Club. All regulations made by the Committee under this rule shall be binding upon the members until repealed by the Committee, or set aside by resolution of the general meeting of the Club.

## **19 CLUB FUNDS**

The funds of the Club shall be kept by the Treasurer under the supervision of and in such place and manner as shall be determined by the Committee. The Committee shall have power to expend the Club funds in such manner as they think fit in accordance with these rules and the objectives of the Club. The Club's financial year shall run from 1 May to 30 April each year.

## **20 ANNUAL GENERAL MEETING**

The Annual General Meeting of the Club shall be held before 30 June in each year upon a date and a time to be fixed by the Committee for the following purposes:-

- (a) to receive an account of the minutes of the last Annual General Meeting and any Extraordinary General Meetings held since the last general meeting and to adopt such minutes, with or without amendments, as being a correct account of the business transacted at such meetings.
- (b) to receive the reports of officers as the Committee may determine.
- (c) to receive from the Treasurer a report, balance sheet and statement of accounts for the preceding financial year together with a proposed budget for the next financial year.
- (d) to elect officers to the Committee.
- (e) to decide on any resolution which may be duly submitted to the meeting as hereinafter provided.
- (f) to deal with any special matter which the Committee may decide to bring before the Members and to receive suggestions from the Members for consideration by the Executive Committee.

## **21 NOTICE OF BUSINESS**

Any member desirous of moving any resolution at the Annual General Meeting shall give notice in writing to the Club Captain not less than 7 days before the date of such meeting.

## **22 SPECIAL GENERAL MEETING**

The Committee may at any time for any special purpose call a Special General Meeting and shall do so forthwith upon the request in writing of any 10 members stating the purpose for which the meeting is required.

## **23 CONVENING GENERAL MEETING**

The Club Captain shall post or email to each member of the Club, at least 14 days before the Annual General Meeting, a notice of such meeting and of the business to be transacted thereat. Notice of any Special General Meeting shall be given to each member of the Club by the Club Captain, giving at least 14 days notice and stating the purposes for which the meeting is required.

**24 PROCEEDINGS AT GENERAL MEETINGS**

At all general meetings of the Club, the Club Captain, and in their absence a member selected by the Committee, shall take the chair and their decision on any question relating to the conduct of the meeting shall be final and binding. Every adult member present shall be entitled to one vote upon every motion, apart from the Chair, who, in the case of equality of votes, will have the casting vote.

**25 ADULT MEMBERS**

Senior members are those members (other than temporary) and playing members, of the club who have attained the age of 18 years.

**26 QUORUM**

The quorum at a General meeting shall be 10% of the members (junior and senior) of the Club, or at least 10 people, whatever is higher.

**27 HONORARY TREASURER AND FINANCIAL YEAR**

The Treasurer shall keep accounts of the Club and shall make up the annual statement of accounts and balance sheet of the Club to the 30th day of April in each year, which shall be printed and circulated amongst the Members of the Club in advance or distributed at the Annual General meeting.

**28 MEMBERS OF VISITING CLUBS**

All members of visiting clubs shall be assumed to be Honorary Members for the day without payment of any subscription,

**29 GAMES**

Regulations made by the Committee may lay down the conditions upon which any game may be played in the name of the club and may prohibit any games the playing of which are unlawful or would in the opinion of the Committee be injurious to the interest of the Club.

**30 VISITORS**

Any member may personally introduce friends as their guests but no other visitor may be admitted to the Club more than twice in each calendar month.

**31 MEMBERS NOT TO MAKE A PROFIT OUT OF THE CLUB**

No member shall, except for professional services rendered at the request of the Committee, on any pretence or in any manner receive any profit, salary or employment from the funds or transactions of the Club.

**32 PRIVATE BENEFIT NOT TO ACCRUE ON PURCHASE ETC OF LIQUOR.**

No person shall be entitled to receive at the expense of the Club or of any member thereof any commission, percentage or similar payment on with reference to purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing

to the club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club. Without the authority of the Committee no intoxicating liquor shall be consumed upon Club premises except such as has been provided by the Club.

### **33 CLUB NOT TO BE USED FOR BUSINESS**

No member shall use the Club premises and grounds for business purposes.

### **34 MEMBERS' CONTACT DETAILS**

Every member of the Club shall notify the Club Captain of their address, email address, phone numbers and every change thereof. These shall keep these particulars on electronic file (and available to the Committee) for the purpose of giving notice of meetings, providing newsletters, advertising functions, contacting players regarding matches and all notices posted or emailed to such address shall be considered as having been duly given on the day following the day of posting. The details will be stored electronically and will not be disclosed outside the club unless the member is fulfilling a club position which requires disclosure. The Club will abide by all data protection regulations in UK law.

### **35 INTERPRETATION OF THE RULES**

The Committee shall be the sole authority for the interpretation of these rules and of the regulations made from time to time by the Committee; and the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding upon the members.

### **36 AMENDMENTS OF RULES**

These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two-thirds of the members present and voting thereon.

### **37 DISSOLUTION OF THE CLUB**

If at any general meeting a resolution for the dissolution of the Club shall be passed by a majority of the members present and at a special general meeting held not less than six weeks thereafter, (of which not less than four weeks written notice shall have been given to each member) and at which not less than one-half of the members shall be present that resolution shall be confirmed by resolution passed by the majority of two-thirds of the adult members voting thereon, the Committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after discharge of all liabilities shall pass proceeds to another sporting club in Merton as the general meeting sees fit, and upon the completion of such disposal the Club shall be dissolved.

Reviewed and updated at the AGM 14/05/24

## Annex 1: Outline of Committee Officer Roles and Responsibilities

<b>Post</b>	<b>Outline of Role</b>
<b>President</b>	Figurehead, oversees the running of the club but does not get involved in day to day operation of the Committee. Steps in should the Club Captain stand down during the season.
<b>Club Captain</b>	Chairs the Committee and has lead responsibility for co-ordination of all aspects of running the club. Arbitrates on selection decisions between captains.
<b>Treasurer</b>	Maintains the club bank account, receives and makes payments on behalf of the club and presents management accounts regularly to the Committee and full accounts to the club's Annual General meeting.
<b>Fixtures Secretary</b>	Liaises with the League and opposition teams to arrange fixtures and make pitch bookings and ensures the club complies with England Hockey and London Hockey reported requirements. Maintains GMS and Spond with key fixture information.
<b>Umpire Co-ordinator</b>	Develops new umpires and supports existing umpires to fulfil league obligations.
<b>Welfare Officer</b>	Develops and implements welfare and safeguarding policies and ensures club follows best practice in protecting vulnerable adults and children.
<b>Clubhouse &amp; Bar Rep</b>	Liaises with Merton Council and Merton Cricket Club to book and run clubhouse for after match teas and socials. Ensures the bar and kitchen is stocked.
<b>Equipment Officer</b>	Ensures the club has sufficient playing equipment, in particular goalkeeping kit, balls and first aid supplies to fulfil matches and training.
<b>Team Captains</b>	Lead their respective teams, ascertaining availability via Spond and liaison with opposition and other Merton captains and communicates with team in advance of matches regarding arrangements.
<b>Socials</b>	Organises social events throughout the season for the benefit of members.
<b>Comms</b>	Promotes the club using social media and other communications channels.
<b>Juniors Co-ordinator</b>	Co-ordinates the juniors section, liaises with the junior league and organises fixtures, works with team managers and coaches to ensure availability of players.
<b>Juniors Representative</b>	Elected by junior members to represent the views of all under 18 members to the Committee.