

# Eirias Hockey Club

## Constitution

### 1. NAME, LOCATION AND OBJECTIVES OF THE CLUB

- 1.1. The Club shall be called the “Clwb Hoci Eirias Hockey Club” (hereafter referred to as “Eirias HC” or “the Club”).
- 1.2. The Club will be situated in Conwy County and will be affiliated to Hockey Wales. The club was formed in 2018 as a merger between Colwyn Bay Hockey Club and Llandudno Hockey Club.
- 1.3. The objectives of the Club shall be:
  - 1.3.1. To play and promote the sport of hockey within the local area, providing opportunities for recreation and competition at all levels;
  - 1.3.2. To recruit and develop children and young people into the sport of hockey as players, leaders, coaches, umpires and administrators;
  - 1.3.3. To provide equity of opportunity across all areas of the Club and to encourage inclusion of minority groups;
  - 1.3.4. To provide a safe, effective and child friendly environment in which to play and learn hockey.

### 2. MEMBERSHIP

- 2.1. Membership of the Club shall be open to all who support the objectives of the Club, subject to the completion of a membership form, parental consent (if under 16), payment of appropriate fees and approval from the Management Committee.
- 2.2. There shall be six different categories of membership:
  - Senior member (18 years and over);
  - Student member (in full-time education up to the age of 22);
  - Youth member (aged 13-17 years on 1st September of the relevant playing season);
  - Mini member (aged under 13 on 1st September of the relevant playing season);
  - Recreational member (can play up to 3 league matches);
  - Honorary Life Member.
- 2.3. All persons who are properly regarded as members of Eirias HC at the date of acceptance of this constitution shall remain members provided the annual subscription is paid by the due date. For new members, membership fees must be paid before the third appearance for the Club.

### 3. COMMITTEES AND OFFICERS

- 3.1. The affairs of the club shall be managed and controlled by a Management Committee comprising of the Executive Committee and Ancillary Officers.

#### 3.2. *Officers*

- 3.2.1. The officers of the Club, who form the Executive Committee, shall consist of the following:
  - President
  - Chair
  - Vice-Chair
  - Secretary
  - Treasurer
- 3.2.2. The ancillary officers of the Club shall be:
  - Team captains
  - Fundraising officer
  - Club development officer
  - Youth coordinator
  - Membership secretary
  - Fixtures secretary
  - Child welfare officer
  - Social media and press officer

- 3.2.3. Following the merger, for at least the first year of operation of the Club, there will be a dual Executive Committee with parallel roles from each parent club. Ancillary officers may be paralleled if deemed appropriate by the Executive Committee.
- 3.2.4. All Officers and Ancillary Officers shall be elected by the members of the Club at the Annual General Meeting. All officers are elected for one year, but may be re-elected the following year.
- 3.2.5. No member shall hold more than two offices at one time.

### **3.3. Executive Committee**

- 3.3.1. The Executive Committee is authorised to deal with any urgent decision making. Any such decisions are to be reported to the Management Committee at its next meeting.
- 3.3.2. The quorum for Executive Committee meetings shall be three members of the committee present and eligible to vote, except in the first year of the Club when the quorum shall be four, with at least two from each parent club.

### **3.4. Management Committee**

- 3.4.1. The Management Committee shall:
  - Control the affairs of the Club on behalf of the members;
  - Establish such standing committees as it wishes to assist with the conduct of its business;
  - Appoint members to represent the Club on outside bodies;
  - Determine the amount for match fees and shall have power to amend this amount when necessary;
  - Ratify the appointment of the vice-captain(s) made by the captain of each team;
  - Propose to the Annual General Meeting on the election of Honorary Life Members;
  - Propose to the Annual General Meeting the subscriptions for the ensuing year.
- 3.4.2. The Management Committee shall meet ideally monthly, but no less than six times per year.
- 3.4.3. The quorum for Management Committee meetings shall be six members of the committee present and eligible to vote, except in the first year of the Club when the quorum shall be eight, with at least two from each parent club.
- 3.4.4. Written notice of each Management Committee meeting shall be given to all Committee members at least seven days prior to the meeting. Minutes will be kept of each meeting, which may be consulted by any member.
- 3.4.5. In the absence of the Chair, the Vice-Chair shall chair the meeting. In the absence of both, the Management Committee shall appoint a member to chair the meeting. In the first year, the Chair will alternate between the two Chairs from the parent clubs.
- 3.4.6. A simple majority shall decide all resolutions. In the case of equality of votes the Chair shall have a second casting vote.
- 3.4.7. The Management Committee may co-opt additional non-voting members as necessary.

### **3.5. Standing Committees**

- 3.5.1. It is suggested that the Management Committee set up the following Standing Committees:
  - Selection Committee; Social and Fundraising Committee; Development Committee; Youth Committee.
- 3.5.2. One representative from each committee shall attend the Management Committee where appropriate.

## **4. ANNUAL GENERAL MEETING AND OTHER GENERAL MEETINGS**

### **4.1. Annual General Meeting**

- 4.1.1. The Annual General Meeting of the Club shall be held in May or June after the end of each league season.
- 4.1.2. A copy of the minutes of the previous Annual General Meeting shall be included with the notice convening the Annual General Meeting.
- 4.1.3. The business of the Annual General Meeting shall be to:
  - Confirm the minutes of the previous Annual General Meeting;
  - Receive and adopt the reports of Officers and Ancillary Officers;
  - Receive and adopt the report and audited statement of accounts from the Treasurer;
  - Elect Officers and Ancillary Officers to the Management Committee for the ensuing year;
  - Elect Honorary Life Members, if appropriate;
  - Elect an independent auditor to examine the Club accounts.

- Transact any other business of which due notice has been given.
- 4.1.4. The Chair will be taken by the President, alternating between those from parent clubs in the first two years.
- 4.1.5. The quorum for Annual General Meetings shall be twelve members present and eligible to vote.
- 4.1.6. Amendments to the constitution may only be agreed at an Annual General Meeting, and require a two-thirds majority of members present at the meeting.
- 4.1.7. All appointments to take immediate effect following the AGM.

#### **4.2. Extraordinary General Meeting**

- 4.2.1. An Extraordinary General Meeting may be convened at any time by the Management Committee, or on written notice given to the Secretary by not less than ten members detailing the business to be transacted. The notice convening the meeting shall specify the proposition to be discussed or the reason for convening the meeting. The meeting shall be confined strictly to discussing only that proposition or reason.
- 4.3. Every member of the Club shall be entitled to be present at any General Meeting of the Club. All members except Mini members shall be eligible to vote.
- 4.3.1. In certain exceptional cases where a member cannot legitimately attend a General Meeting, they may be allowed to exercise a proxy vote through the Secretary.
- 4.4. Votes shall be by a show of hands and carried by a simple majority of members present, excepting dissolution. In the case of equality of votes the Chair shall have a second casting vote.

### **5. FINANCE**

- 5.1. All monies raised by or on behalf of the Club shall be applied to further the objectives of the Club and for no other purpose.
- 5.2. The Treasurer is responsible for the finances of the Club and must present an audited statement of accounts to the Annual General Meeting.
- 5.3. The funds of the Club shall be lodged at a bank or building society in an account or accounts in the name of the Club, and all cheques, drafts, etc. drawn on these accounts shall be signed by any two of the Executive Committee, except in the first year, when two of the joint Treasurers or Chairs must sign.

### **6. CODE OF CONDUCT**

- 6.1. All members shall adhere to the current Hockey Wales rules, policies, procedures and best practice guidance and any league rules that apply to club teams.
- 6.2. The Management Committee has the right to cancel or suspend membership of the Club to any member whose conduct has been, in the opinion of the Executive Committee, contrary to the interests of the Club. The member concerned will be notified by the Chair of the decision.
  - 6.2.1. Any member concerned has the right of appeal against the Committee's decision and must notify the Secretary within fourteen days.

### **7. DISSOLUTION OF THE CLUB**

- 7.1. The Club may be wound up on a resolution of the members, passed by a two-thirds majority of those present, at an Extraordinary General Meeting convened for that purpose and upon the request of ten members in writing to the Secretary. At least fourteen days' notice of the meeting shall be given in writing to members.
- 7.2. In the event of the passing of a resolution to wind up the Club, the members shall appoint a representative committee which shall be empowered to discharge all the debts and liabilities and to distribute any assets remaining (including cash and investments in hand) as they see fit. No member shall obtain any asset from the Club.

*August 2018*