

Dart Hockey Club

www.darthockeyclub.co.uk



DART HOCKEY CLUB

CONSTITUTION

1 Name

The club will be called **DART HOCKEY CLUB** and will be affiliated to the DEVON HOCKEY ASSOCIATION and to **ENGLAND HOCKEY**.

The Club will normally participate in local, regional and national league and cup competitions for ladies', men's, and/or junior teams, as appropriate to the membership at the time.

2 Aims and objectives

The aims and objectives of the club will be:

- ~ to offer coaching and competitive opportunities in hockey for children, young people (both boys and girls) and adults (male and female);
- ~ to promote the club within the local community;
- ~ to ensure a duty of care to all members of the club;
- ~ to provide all its services in a way that is fair to everyone;
- ~ to ensure that all present and future members receive fair and equal treatment;
- ~ *to work towards the establishment of permanent Club facilities.*

3 Membership

Membership *consists of any person who has agreed and commenced to pay the appropriate membership subscription* 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 any codes of conduct that the club has adopted.

Members will be enrolled in one of the following categories:

- ~ Junior member:
 - *Any player who is aged under 16 on 1st September of the current season.*
- ~ Student member:
 - *A player of any age who is either in full-time education, or who qualifies for unemployment benefit.*
- ~ **College member:**
 - *A student member who, while away at college or university for most of the season, still wishes to retain membership and play for DHC when back in the area. Such members may play in a maximum of 4 league games in a season, plus in friendly matches at Captains' discretion.*
- ~ Senior member:
 - *Any player not enrolled in any other category of membership.*
- ~ Non-playing member.

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~ *Life Member:*

- *Any member who wishes to pay the appropriate one-off fee, normally equivalent to 12 years annual senior subscription at the current rate. Honorary Life Membership may be awarded to individuals at the discretion of the membership, voting at a General Meeting, as a token of the Club's esteem.*

4 Membership fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid: annually, *at the beginning of the season. This may be by setting up a Standing Order from their bank at that time.*

5 Officers of the club

Officers of the club will be elected from the bona fide members, to perform certain duties, as set out in this Constitution.

The officers of the club will be:

- ~ Chair;
- ~ Vice-Chair;
- ~ Honorary Secretary;
- ~ Honorary Treasurer;
- ~ Child Protection/Welfare Officer;
- ~ Fixture Secretary Mens;
- ~ Fixture Secretary Ladies;
- ~ Ladies 1st XI Captain and Vice-Captain;
- ~ Ladies 2nd XI Captain and Vice-Captain;
- ~ Mens 1st XI Captain and Vice-Captain;
- ~ Mens 2nd XI Captain and Vice-Captain;
- ~ Mens 3rd XI Captain and Vice-Captain;
- ~ Youth Hockey Coordinator;
- ~ Social Secretary.

Additionally, Captains may be elected, or chosen by the Committee on an ad hoc basis, according to need, for Mixed or other teams entered from time to time, in Summer Leagues, Festivals, Tournaments or other competitions. Such Captains would have full responsibility for carrying out all duties relating to such offices, and may be invited to contribute to relevant Committee meetings without a vote.

Members may hold more than one office, if suitably qualified.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

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6 Responsibilities of Officers

Officers will be responsible to the Membership, through the Committee, for conducting their duties as required by the various regulations and common practice of Dart Hockey Club, and any organisations to which the Club, or part of the club may be affiliated or engaged in for the time being.

The Committee as a whole is particularly responsible for supporting inexperienced or newly-elected officers in carrying out their duties successfully, having regard to maintaining the highest possible standards in the smooth operation of the Club and its teams, and anticipating approaching events such as General Meetings.

7 Management Committee

The club will be managed through the Management Committee ("*the Committee*") consisting of the above Officers. Only these *officers* will have the right to vote at meetings of the Management Committee.

The *Committee* will be convened by the Secretary of the club and be held no less than 3 times per year.

The quorum required for business to be agreed at *Committee* meetings will be 5 Officers.

The *Committee* will be responsible for adopting (OR: *proposing for adoption by the membership at General Meetings*) new policy, codes of conduct and rules that affect the organisation of the club.

The *Committee* will have powers to appoint sub-committees as necessary and appoint advisers to the *Committee* as necessary to fulfil its business.

The *Committee* will be responsible for disciplinary hearings of members who infringe the club regulations/constitution. The *Committee* will be responsible for taking any action of suspension or discipline following such hearings.

8 Finance

All club monies will be banked in accounts held in the name of the club.

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

The financial year of the club will end on: March 31st.

A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of two named officers.

9 Annual General Meetings

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary; no less than 14 clear days' notice to be given to all members.

The AGM will receive reports from the *Chair; Treasurer (to include a statement of the audited accounts); Captains and any other* officers of the *Committee as appropriate*.

Nominations for officers of the *Committee* will be sent to the Secretary prior to the AGM.

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Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be 25% OF THE MEMBERSHIP.

The **Committee** has the right to call Extraordinary General Meetings (EGMs) outside the AGM.

Procedures for an EGM will be the same as for the AGM.

10 Discipline and appeals

All complaints regarding the behaviour of members should be submitted in writing to the Secretary. The **Committee** will meet to hear complaints within 30 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 should 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 will be the right of appeal to the **Committee** following disciplinary action being announced.

The **Committee** should consider the appeal within 30 days of the Secretary receiving the appeal.

11 Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the Club membership.

In case of dissolution, it is required that:

1. Any net assets would be distributed for approved sporting or charitable purposes, by the **Committee** as agreed by the members of the club.
2. All liabilities must be paid to its creditors before dissolution.
3. Affiliated organisations are to be immediately notified of the dissolution and affiliation membership subscriptions cancelled.

12 Amendments to the Constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

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13 Declaration

DART HOCKEY CLUB hereby accepts and adopts this constitution as a current operating guide regulating the actions of members.

Signed: Date:

Name: Club Chair

Signed: Date:

Name: Club Secretary