

SITTINGBOURNE HOCKEY CLUB

CONSTITUTION

(as agreed at the AGM on 11.9.21)

1. THE CLUB and EXECUTIVE COMMITTEE:

- 1.1. The Club shall be called the “Sittingbourne Hockey Club” (SHC).
- 1.2. The Club shall be a private club, run for the benefit of its members.
- 1.3. Membership shall be open to all, regardless of age, sex, creed or disability. The Executive Committee has the right to reject any application for membership from a former member whose membership has been revoked or to revoke an existing membership if the member has contravened the rules of the Club or the rules of England Hockey or the Kent Hockey Association.

In the event that an application for membership is rejected, or that a membership is revoked, the applicant or member will have the right to appeal against the decision to reject or revoke the application. In such event, The Executive Committee will appoint an Appeals Committee which will comprise three from the Chairman, the Vice-Chairman, the Hon. Treasurer and the President.

1.3.1 Membership Types:

Full Member – once accepted into membership and having paid the annual membership fee, a Full Member has all the rights and privileges outlined in the constitution.

Associate Member – Juniors registered through the Club’s development programmes and their parents, are automatically granted such membership (without fee in the case of the parents). Minis and parents of minis) are also given this status. This status entitles them solely to the use of the clubhouse facilities for OBHC purposes.

Life Member

President – This post shall be offered to a person who has made an outstanding contribution to the running and development of the Club or to a person considered to be highly supportive of the Club and who will take an active interest in the Club and, once accepted, is considered a “non-playing” Full Member and attracts all the rights and privileges outlined in the constitution

Vice President – The Executive Committee may recommend this status to be awarded to a person who they believe has made a significant contribution to the successful running of the Club and, once accepted, is considered a “non-playing” Full Member, but otherwise attracts all the rights and privileges outlined in the constitution.

- 1.4. The membership fee and all other fees shall be set annually by the Executive Committee in consultation with the Treasurer at the Annual General Meeting (AGM) for the coming season and must be paid by 31st October in that season. Failure to pay the membership fee by the due date will render that member ineligible for selection to any team. However, the Executive Committee may, at its discretion, in the event of financial difficulties on the part of the member, exercise flexibility in the timing of said payment, or its amount or its waiver.
- 1.5. The objectives of the Club are to provide to members of the club the opportunity to participate and improve in the sport of hockey, and to provide social and recreational facilities for the members' further enjoyment of the sport.
- 1.6. The club will be affiliated to the relevant national and local sports governing bodies in order to participate in appropriate leagues and other competitions.
- 1.7. The Club shall adopt the National Governing Body's Equity and Disciplinary policies and The Executive Committee may adopt any other policies on behalf of the membership.
- 1.8. The affairs of the Club shall be managed by The Executive Committee which shall consist of the following officers ("The Officers")
 - a) President
 - b) Chairman
 - c) Vice-Chairman
 - d) Treasurer

The Executive Committee shall meet pre-season, mid-season and end of season, and at any other time as may be required.

The Executive Committee shall appoint the following additional officers ("The Additional Officers"):

- i) honorary fixture secretary
- ii) honorary assistant fixture secretary
- iii) honorary treasurer
- iv) honorary assistant treasurer
- v) the Welfare Officers
- vi) any co-opted members

For the management of the various areas of the Club, the Executive Committee shall form a sub-committee for each area as required and shall appoint the chairmen and officers responsible for the management of the said sub-committees.

- 1.9. The Chairman of each sub-committee shall give 7 days notice of all committee meetings and in such a meeting, 2 shall be a quorum. Sub-committee meetings shall take place pre-season, mid-season and end of season, in each case prior to the meeting of the Executive Committee.

- 1.10. The minutes of each sub-committee meeting will be submitted to the Executive Committee for ratification at least 7 days prior to the meeting of the Executive Committee.
- 1.11. The Officers shall hold office for a calendar year, being elected annually at the AGM. All officers shall retire annually but shall be eligible for re-appointment
- 1.12. The Executive Committee shall act for the members. Liabilities incurred shall fall upon the members (provided that the Executive Committee has acted in accordance with the Constitution and in good faith)
- 1.13. Every decision at committee meetings shall be determined by a majority of the vote of the members present and voting, each member having one vote. In the event of an equality of votes, the Chairman of the meeting shall have a casting vote.
- 1.14. The Executive Committee may employ professional officers at its discretion.
- 1.15. The Executive Committee may appoint any other sub-committee which shall be responsible to it.
- 1.16. The Executive Committee shall have the power to co-opt.

2. FINANCE

The Club will be run on a not-for-profit basis.

2.1 All monies raised by, or on behalf of, or accruing to, the Club shall be applied to further the objectives of the Club and for no other purpose. Any surplus income or profits will be reinvested in the Club: no surplus income or assets will be distributed to club members or to third parties.

2.2 The Treasurer shall be responsible for maintaining full financial records of all receipts and expenses, to enable: reports to be submitted as required to the Executive Committee during the accounting year, and the audited set of annual accounts for the year to 31st May to be submitted for its approval.

2.3 The financial year of the Club ends on 31st May.

2.5 An audited statement of accounts, for the year up to and including this date shall be prepared by the Treasurer and presented to the Executive Committee.

2.6 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club and all cheques, drafts, etc drawn on such account shall be signed by any two of the three designated officers

3. SELECTION

- 3.1. There shall be a selection committee for the men's teams and a selection committee for the ladies' teams each consisting of the respective team captains or the captain's nominated representative from that team.

- 3.2. The selection committee shall be responsible to The Executive Committee.
- 3.3. The selection committees shall settle selection matters electronically on a weekly basis.

4. ANNUAL & EXTRAORDINARY GENERAL MEETINGS

- 4.1. An Annual General Meeting shall be held in June. All members shall receive notice of it at least 14 days beforehand.
- 4.2. Full members shall be entitled to vote at a general meeting of the Club and shall have equal voting rights.
- 4.3. The quorum for general meetings shall be 10% of the voting membership of the Club.
- 4.4. At the Annual General Meeting the members shall elect The Executive Committee and an Honorary Auditor.
- 4.5. The Honorary Treasurer shall present to the Annual General Meeting a report on the audited accounts for the previous year ending 31st May.
- 4.6. An Extraordinary General Meeting may be summoned at any time by The Executive Committee on giving at least 7 days written notice to all members.
- 4.7. The Executive Committee must summon an Extraordinary General Meeting within 28 days of receiving a written request for such a meeting, signed by at least 15 Full members of the Club. The request must state the reasons for the demand and The Executive Committee shall give the members 7 days' notice of the meeting and the reasons for it.
- 4.8. These rules may be altered only by the Annual General Meeting or by an Extraordinary General Meeting.

5. PROPERTY AND STAFF

- 5.1. Responsibility for all property owned or leased by the Club, and for the employment of paid staff and volunteers rests with The Executive Committee.

6. DISCIPLINE

- 6.1. The Committee shall have the power to take appropriate disciplinary action against any member and shall have the authority to terminate the membership of any member deemed guilty of conduct deemed by The Executive Committee to be to the detriment of the Club.

7. DISSOLUTION

In the event of the dissolution of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or to the sport's governing body for use by them in related community sports, the recipients to be approved at an Extraordinary General Meeting.