

Chippenham Hockey Club

Club Constitution

1 Name, Location, Objectives and Type Of Club

- 1.1. The name of the Club shall be Chippenham Hockey Club (CHC).
- 1.2. The Club shall be situated in Wiltshire.
- 1.3. The objectives of the Club shall be:
 - 1.3.1. The provision of playing, leading/coaching, umpiring and administrative opportunities at participation, development and performance level.
 - 1.3.2. The recruitment and development of 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, to encourage inclusion by minority groups.
 - 1.3.4. To provide a safe, effective and friendly environment in which to play and learn hockey.
- 1.4. CHC will operate as a members' club, open to all.
- 1.5. CHC will be affiliated to England Hockey (EH)¹, Wiltshire County Hockey Association (WHA) and the relevant Hockey Leagues under the West Hockey Association. The Rules of Hockey as adopted by EH shall apply to the CHC. This constitution forms a binding agreement for each member.
- 1.6. Address: The address of the Club shall be that of the current elected Secretary. The operational base for the Club shall be C/O Chippenham Sports Club, Bristol Road, Chippenham, Wiltshire, SN15 1NH.

2 Membership

- 2.1. There shall be four classes of Membership to the Club; Life, Senior, Junior, and Social/Associate². All members have voting rights³.
- 2.2. The members of the Club shall be those persons listed in the register of members (the Membership Register⁴) which shall be maintained by the Club Secretary.
- 2.3. Any person who wishes to be a member must apply either on-line or on a Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Executive Committee. Membership shall become effective upon receipt of the appropriate fee and their name being entered in the Membership Register.
- 2.4. In the event of a member's resignation or expulsion, their name shall be removed from the Membership Register.
- 2.5. External Authorities shall be provided with the appropriate Membership data as required by the Club's Privacy Policy.

3 Executive Committee and Officers

¹ Operating to EH Policies, [Safeguarding](#), [Equality](#), [Code of Conduct and Ethics and Behaviour](#) & [Safe Hockey](#).

² Set out in the Club Membership Application Form. Junior = full time education or U18.

³ Juniors may elect to have their vote exercised by an adult of their choice. Such election can be made in writing or in person an AGM or EGM

⁴ To be GDPR compliant, the Secretary will hold any signed hard copy registration forms, the 'Membership Register' will be held electronically on a GDPR compliant service/s.

- 3.1 Club Appointments⁵:
- 3.1.1 President: The President of the Club shall be a non-executive, honorary four-year term. The President shall be appointed or the post holder's term extended by a unanimous vote by the Executive Committee.
- 3.1.2 Vice President: The Vice President of the Club shall be a non-executive, honorary four-year term, appointed by the Executive Committee, when and if deemed appropriate. The post holder's term may be extended by a unanimous vote by the Executive Committee.
- 3.2 Club Officers: The Club management structure is at the Annex. The Executive Committee shall consist of nine annually elected⁶ officers, together with reporting functions for the Club Welfare Officer, Sports Club Representative, CAP Representative, Social Secretary and the Chair of the Disciplinary Committee. The operational 'playing' part of the Club will consist of 3 Sections, Juniors, Ladies and Men:
- 3.2.1 Chair: The Chair is to be responsible for the co-ordination and leadership of the Executive Committee and to provide direction to the Club. The Chair is to have a casting vote besides their normal vote to resolve equality.
- 3.2.2 Treasurer: The Treasurer is responsible to the Executive Committee for all financial aspects of the Club. They are responsible for making payments as authorised by the Executive Committee and to lodge all incoming monies. They are to ensure that all monies are paid into the Club accounts, and that accurate records of all financial transactions are kept in line with accounting best practice. The Treasurer is to produce regular financial statements as directed by the Executive Committee, together with an annual statement for the Club AGM.
- 3.2.3 Secretary: The Secretary is to be responsible for official Club-related correspondence as directed by the Chair and the Executive Committee. They are to co-ordinate the Executive Committee meetings in consultation with the Chair and they are to provide accurate minutes of Executive Committee meetings.
- 3.2.4 Members' Representatives: There will be three elected Club members' representatives, one for each section. Their role will be to provide independence to the Executive Committee decisions and to give club members a voice at the Executive Committee.
- 3.2.5 Chairs of the Playing Committee: There will be three elected Playing Committee Chairs, one for each section. They will be responsible for the management of all matters related to the playing activities of the Club in accordance with the agreed Terms of Reference.
- 3.2.6 Club Welfare Officer (CWO): The CWO is responsible for compliance with EH's best practice on Safeguarding and Protecting Young People in Hockey, Codes of Ethics and Behaviour, and Equality Policies. The CWO carries out all necessary DBS checks, maintains the DBS records and Club training information.
- 3.3 Executive Committee Operation:
- 3.3.1 The new Executive Committee, as elected, has the authority to appoint Officers, other Committee members or Club members to vacant positions not filled at the Annual General Meeting. Any Club member may attend an Executive Committee meeting having given prior notice to the Secretary. Only officers shall be eligible to vote on matters discussed at Executive Committee meetings. The Executive Committee shall make decisions by majority vote.
- 3.3.2 The Executive Committee should aim to meet once per month during the playing season and as required at other times of the year. It shall meet at the direction of the Chair giving not less than seven days' notice, or at the request of three Executive Committee members duly notified to the Secretary giving ten days' notice. Four Executive Committee members shall be the minimum requirement to be quorate.
- 3.3.3 In the absence of the Chair, one of those present shall be elected to the Chair. All elected officers shall have equal voting rights except the Chair who shall have a casting vote in the event that there should be equal votes for and against.

⁵ These offices bestow no rights to the holder over that of their current membership status.

⁶ Chair, Treasurer and Secretary voted for by all club members, all other elected positions voted for by respective section members (Members' Representatives & Team Captains).

- 3.3.4 Any Club member may propose a resolution in writing, seconded by at least four other Club members, for consideration by the Executive Committee at its next meeting. The proposition and decision of such shall be communicated to all Club members at the earliest opportunity following the meeting at which the resolution was discussed.

4 Payments or Benefits

- 4.1 A bank account shall be opened and maintained in the name of the Club (the Club Account). The six designated account signatories shall be the Club Chair, Treasurer, Secretary and any of the Section Representatives⁷.
- 4.2 The income and assets of the Club (the Club Property) shall be applied only in furtherance of the aims of the Club.

5 Annual General Meeting

- 5.1 Annual General Meeting (AGM): The AGM shall be held at an appropriate time after the end of the hockey playing season to transact the following business; receive, approve and adopt a statement of the Club's accounts to the year end, receive the year's reports from Officers and other Sub Committees as appropriate, elect⁸ the Executive Committee Officers⁹ and deal with any matters that the Executive Committee feels necessary to bring before the members. Voting will be by a simple majority of the fully paid-up members present at the meeting and will be by either a show of hands or a secret ballot. In the event of a tie the Chair will have a casting vote. Ten Club members shall be the minimum requirement to be quorate.
- 5.2 Extraordinary General Meeting (EGM): Ten members of the Club can require the Executive Committee to call an EGM having first notified the Executive Committee in writing, through the Secretary. The Executive Committee can also call such a meeting to resolve matters of importance between AGMs. The meeting agenda will be communicated to members giving twenty-one days' notice to enable proper consideration. Voting will be by a simple majority of the fully paid-up members present at the meeting and will be by either a show of hands or a secret ballot. In the event of a tie the Chair will have a casting vote. Seven Club members shall be the minimum requirement to be quorate.

6 Subscriptions

- 6.1 An annual subscription/match fee payable by each member shall be determined by the Executive Committee following their election at the Annual General Meeting. Any fee shall be payable on successful application for membership and paid annually by each member. Subscriptions/fees shall not be repayable.
- 6.2 The Executive Committee shall have the authority to levy any further subscriptions on the members, as are reasonably necessary, to fulfil the aims of the Club.

7 Conduct of Members

- 7.1 The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedure.
- 7.2 Disciplinary Committee (DC): The Club shall establish a Disciplinary Committee (DC) to deal with all matters of misconduct on or off the field of play by Club members. At the first Executive

⁷ Any cheque drawn on the Club Accounts must be signed by 2 of the 6 designated signatories.

⁸ Any member wishing to stand for an elected position at the AGM must advise the Club Secretary of that intention at least 21 days prior to the AGM.

⁹ The Exec will aim to appoint team Captains for the coming season at its first meeting after the AGM. Any member wishing to be considered for an appointed position must advise the Club Secretary of that intention at least 21 days prior to the AGM.

Committee meeting after the AGM the Chair of the DC will be appointed along with five other Disciplinary Panel (DP) members, all of whom must be members of the Club but not necessarily Committee Members, to serve on any future disciplinary hearings. Each individual DC hearing will comprise of the DC Chair and any two of the named members from the DP. Additionally, the Executive Committee will form an Appeals Panel that will comprise the Club Chair, Secretary or Treasurer plus two other members not involved in the incident¹⁰, should a member wish to appeal against the DC's decision. Upon appointment the Executive Committee empowers the members of the DC to act with the authority of the Club.

7.3 A member shall cease to be a member of the Club if, and from the date on which, they give notice to the Executive Committee of their resignation. A member whose annual membership or further subscription is more than 2 months in arrears shall be deemed to have resigned, unless they have made prior arrangements with the Treasurer.

7.4 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8 Changes to the Constitution of the Club

8.1 Amendments to the Club Constitution may be made only at an AGM or EGM of the Club.

9 Dissolution of the Club

9.1 A resolution to dissolve the Club shall only be proposed at an AGM or EGM and shall be carried by a majority of at least three-quarters of the members present.

9.2 The dissolution shall take effect from the date of the resolution and the members of the Club Committees shall be responsible for the winding up of the assets and liabilities of the Club.

9.3 In the event of dissolution, all debts should be cleared with any Clubs funds. Any assets of the Club that remain following this will become the property of WHA.

¹⁰ The CWO and a Parent must attend any hearing, disciplinary or appeal, which involves a player under the age of 18.