



LANCASTER HOCKEY CLUB

CONSTITUTION

1. The Name, Objectives and Type of Club

1.1. The name of the Club shall be Lancaster Hockey Club (LHC)

1.2. The objectives of the Club shall be;

- The recruitment and development of children, young people and adults into the sport of hockey as players, leaders/coaches, umpires and administrators for all to reach their maximum potential
- The provision of playing, leading/coaching, umpiring and administrative opportunities at a participation, development and performance level
- To provide equity of opportunity across all areas of the Club
- To provide a safe, effective and child friendly environment in which to play and learn hockey
- The Club shall be a Members Club open to all
- To play and compete at the highest possible level

2. Membership

2.1. Playing Membership is open to all individuals aged 4 and over. Players under the age of 18 must have parental/guardian consent which will be provided on an annual Membership form.

2.2. Membership shall fall into the following categories: Full Member, Student Member, Junior League Member, Junior Member and Social Member.

2.3. Membership fees shall be charged as agreed at the Clubs Annual General Meeting. If a Member has not paid in part or the full amount or returned a membership form of fees by October 1st of the given season a fine of £15 will be issued.

2.4. Social Membership must be a written application to Lancaster Hockey Club Committee. Social Membership is open to individuals of any age.

3. Elected Officers/Secretaries and Committee Structure

3.1. The day-to-day, financial and strategic running of Lancaster Hockey Club will be overseen by a team of Officers/Secretaries as elected at the Annual General Meeting (see Section 6 for elections rules).

3.2. Committee positions must include the positions listed in Section 3.5 and 3.6 (see Appendix A for agreed job descriptions).

- 3.3. Committee Members must serve the mandate as set out by Members at the AGM. If it is felt an Officer/Secretary is not or has not fulfilled their duties, a vote of no confidence may be initiated by any Member with voting rights or Committee Member of the Club.
- 3.4. No confidence can arise from Committee Members not adhering to their Committee job description subsequent times, following the disciplinary procedures.
- 3.5. Lancaster Hockey Club shall have a Management Committee consisting of the following positions: Club Chair, Club Captain, Treasurer, Club Secretary, League and Fixtures Secretary, Club First Secretary, Club Development Secretary and the Welfare Officer.
- 3.6. Lancaster Hockey Club shall have a General Committee consisting of Members of the Management Committee and the following elected positions: Membership Secretary, Social Secretary, Fundraising and Sponsorship Secretary, Umpire Secretary, Press Secretary, Cancellation Secretary, all Senior Team Captains and Team Managers.
- 3.7. There shall be three sub-Committees;
 - Captains Sub Committee (selection)
 - Coaches Sub Committee
 - Managers Sub Committee
- 3.8. To support Officers/Secretaries to carry out their duties it may be necessary to create additional Sub Committees. These must be created with permission of the Management Committee and provides reports to every General Committee meeting.

4. Committee Responsibilities and Committee Meeting Rules

- 4.1. The Management Committee shall have overall responsibility for the strategic and developmental running of Lancaster Hockey Club, including making decisions in line with creation and implementation of the season and Club development action plan; meeting requirements as set out by external partners for example England Hockey and ensuring policies and procedures are followed.
- 4.2. The Management Committee will meet monthly. Quoracy for the meeting to be legitimate will be two thirds of the Officers/Secretaries listed. Voting will be led by a simple majority.
- 4.3. The Club Secretary must make the Management Committee meeting minute's public for scrutiny at the General Committee meetings.
- 4.4. The General Committee shall have responsibility for supporting the day-to-day running of the Club in line with agreed action plans, policies and procedures. The General Committee will also hold to account the Management Committee and ensure developments and actions are filtered to Club Members.
- 4.5. The General Committee will meet every two months. Quoracy for the meeting to be legitimate will be two thirds of the Officers/Secretaries listed. Voting will be led by the simple majority.
- 4.6. The Club Secretary must make the General Committee meeting minute's public for questions by Club Members.
- 4.7. Notice of the Management and General Committee meetings must be given to all concerned at least FIVE days before said meeting. Agenda items will be collected and an agenda circulated at least TWO days prior to said meetings.
- 4.8. Any Officer/Secretary not attending three consecutive Committee meetings will forfeit their Committee position.

4.9. All elected Officers/Secretaries are required to submit an annual report for approval by Members at the Annual General Meeting.

5. Finance

- 5.1. Lancaster Hockey Club shall have a named Treasurer (as per job description).
- 5.2. Lancaster Hockey Club shall sustain a bank account, currently held at: Natwest (Lancaster Branch), 68 Church Street. Lancaster. LA1 1LN.
- 5.3. The Treasurer must submit financial reports to the Management and General Committees.
- 5.4. The Treasurer shall recommend to the Management Committee and the provision of approved budgets. The Treasurer shall the monitor and assess said budgets.
- 5.5. Signatories shall be the Club Chair, the Club Captain, Treasurer and Club Secretary. At least two signatories must sign each cheque.
- 5.6. Approval rights on amounts under £1000 is given to the Treasurer. Approval rights on amounts between £1000 and £1500 is given to the Management Committee. Approval for amounts above £1500 must be agreed at General Committee meetings.

6. Election Rules

- 6.1. All eligible voting Club Members shall be given voting cards on entry to the AGM/EGM. This must be signed out against the eligible voting Members register.
- 6.2. Those wishing to stand on Committee must be a Club Member. The process of elections will take place for all positions listed in the Constitution.
- 6.3. There must be a proposer and a seconder for any nomination. Only those eligible to vote can propose or second a nomination. The nominated person must agree to the Committee job description and may decline the position should they feel they cannot commit to the role.
- 6.4. Before a vote takes place the nominated persons shall leave the room so that Members can discuss and vote.
- 6.5. If only one person stands they stand against the option of a no candidate vote. In the event of more than one person standing for a position they must say a short speech on why they wish to take on the role and also stand against a no candidate vote.
- 6.6. The no candidate vote is in place for Members to choose should they feel the nominated person cannot fulfil the Committee role.
- 6.7. The voting shall be marked on the voting cards in a secret ballot and handed in for count by TWO Committee Members (initial count and re-count). A person is nominated and voted into Committee by majority vote of an AGM/EGM. In the event of tie the Club Chair casts the deciding vote.
- 6.8. Positions run on a May to May basis.

7. Annual General Meeting and Extraordinary General Meeting

- 7.1. An Annual General Meeting of the Club shall be held in April every year.
- 7.2. Notice of the time of the Annual General Meeting shall be given to all eligible voting Members (Full, Student, Junior League and Social Members) of the Club at least FOURTEEN days before the date of such meeting.
- 7.3. An Extraordinary General Meeting may be called at any time by the Management or General Committee, or by three Members making a written request to the Club Secretary

on behalf of the Management Committee for such a meeting and notice of such a meeting shall be given in the same way as 7.2 above.

7.4. Every full paying Member in a senior league team (Adult, Student and Junior League), Social Member and Committee of the Club shall be entitled to vote at any General Meeting, should there be equality on any voting issue the Club Chair shall have the casting vote.

7.5. For any General Meeting to be quorate 51% of the Club's voting membership must be present.

8. Changes to the Constitution of the Club

8.1. These rules may be altered, added to or revoked, if at least two thirds of those present at a General Meeting agree to such changes. Only those eligible to vote in attendance can agree to such changes; there shall be no proxy vote.

9. Conduct of Members, Disciplinary and Appeals

9.1. All Members (Full, Student, Junior League, Junior and Social), Umpires and Coaches are expected to behave in a way that upholds the reputation of Lancaster Hockey Club. Any Member who acts in a way that brings the Club into disrepute may have their Membership suspended or terminated by the Management Committee.

9.2. In the first instance of ill conduct (excluding acts of gross misconduct) a Member will receive a verbal warning that will be recorded in their Membership file.

9.3. In the second instance of ill conduct (excluding acts of gross misconduct) a Member will receive a written warning that will be recorded in their Membership file.

9.4. In the third instance of ill conduct (excluding acts of gross misconduct) a Member will have their Membership reviewed by the Management Committee with a view to suspending or terminating it.

9.5. Disciplinary issues and subsequent sanctions are coordinated by the Club Captain following discussion and agreement at the Management Committee.

9.6. Members are entitled to appeal against any decisions made. Appeals must be given in writing stating fully the reasons of appeal to the Club Secretary who will convene an appeal meeting with 3 impartial Members of the Committee. The Club Secretary must reply to the Member with an outcome within TEN working days.

9.7. If the Member is still unsatisfied with the outcome of the appeal they may instigate stage two, this must be done in writing to the Club Secretary who will inform the Club Chair. The Club Chair will investigate as deemed appropriate and make an outcome within TEN working days from receipt of appeal. The decision of the Club Chair is final.

9.8. If the disciplinary issue regards the Club Chair, Club Captain will investigate as per Section 9.7.

10. Dissolution of the Club

10.1. Section 7 must be strictly adhered to before a vote to dissolve Lancaster Hockey Club takes place.

10.2. If the Club shall pass in any General Meeting, comprising of at least two thirds of those eligible to vote present agree to a resolution to dissolve the Club, the Management Committee shall take immediate steps to convert all the assets of the Club into money.

10.3. The proceeds of the conversion shall be used by the Lancaster Hockey Club Committee first to discharge all of the debts and liabilities of the Club. Any balance shall be divided between Members pro-rata.

10.4. Only those eligible to vote in attendance can agree to such changes; there shall be no proxy vote.

Date agreed by Committee:	21 st August 2013
Date agreed by Members:	10 th December 2013
Date for review:	April 2014
Signed by:	Club Chair:  Club Captain: 