**East Devon & Exe Hockey Club Constitution**

1. **Club Name and Membership**

The Club shall be called East Devon & Exe Hockey Club, and shall be affiliated to the Devon Hockey Association, West Hockey Ltd, and England Hockey. The club shall play under the branding ‘Exeter Hockey Club’.

1. **Objectives**

The objectives of the Club shall be to promote the development and playing of hockey at all levels. The Club fully supports the principal of equal opportunities and is committed to ensuring that all persons are treated fairly and on an equal basis, regardless of gender, age, racial origin, culture, socio-economic status, religious belief, disability or sexual identity.

1. **Membership**

Membership shall be open to any person completing a membership registration form and paying the relevant subscription as determined at the Annual General Meeting of

Club Members. There shall be four classes of Membership –

1. Senior Member

2. Student Member (Over 13 and in full-time education, playing/training with senior teams)

3. Junior Member (U16 – playing/training with junior teams only)

4. Associate member (defined as a person who wishes to be associated with the Club as a volunteer or occasional player)

In addition, Honorary Members (President, Vice Presidents, Life Members) may be elected by the members of the club, but will not have voting rights.

The club will adopt, and all its members abide by, the most recent England Hockey policies & procedures.

1. **Committee**

The Officers of the Club shall be as follows:

* President (ex Officio)
* Chairperson (Executive Officer)
* Secretary (Executive Officer)
* Treasurer (Executive Officer)

All Officers are to be proposed, seconded, and then elected at the Annual General Meeting of the Club, from, and by, the Members of the Club. All Officers are to be elected for a period of one year but may be re-elected to the same office or another office for the following year.

Executive Committee:

The affairs of the club shall be controlled by the Executive Officers of the Club, and the Vice-Chairperson, Two Club Captains (one from the men’s side of the club, and one from the women’s side of the club), and Junior Co-ordinator, as elected at the AGM.

The Executive Committee shall meet at agreed intervals not less than 4 times a year. The duties of the Executive Committee shall be:

a) To control the affairs of the Club on behalf of the members.

b) To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members. The Club shall maintain bank accounts and the following Officers shall be authorised to sign cheques: Chairperson, Treasurer and Secretary. Two signatories are required for transactions. A separate Junior bank account may be maintained with the Junior Co-ordinator being a signatory along with one of the three Executive Officers. In addition, the Treasurer has authority to make electronic payments on receipt of email confirmation from either the Chairperson or Secretary. For audit purposes the Chairperson must confirm these payments on the bank statement.

c) To co-opt additional members of the Committee as the Committee feels is necessary.

d) To invite to appropriate meetings any person who may be appointed to deal with club activities, but who shall not have the power to vote.

e) To make decisions based on a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

To form a quorum, there shall be at least 50% of the executive committee present at any committee meeting, to include at least one executive officer. Decisions may also be made if 100% of the executive committee vote by email.

**3.1 Sub-Committees**

The Executive Committee will be supported by three sub-committees.

Firstly, an Adult Playing Committee which will meet no less than four times per season. This committee will comprise the Two Club Captains (who will chair meetings of the adult playing committee), Fixtures Secretary, Lead Coach, Umpire Officers, Coaching Co-Ordinator, and Welfare Officers. The duties of the adult playing committee shall be:

1. To liaise between the executive committee and the adult playing members and coaches as appropriate.
2. To ensure practicalities including bookings, facilities, and umpires are in place for all fixtures and training.
3. To have oversight of the coaching structure and playing strategies within the club, and ensure appropriate welfare safeguards are in place.

Secondly, a Junior Committee which will meet no less than four times per season. This committee will comprise the Junior Co-ordinator (who will chair meetings of the Junior Committee), Junior Coaches, Junior Umpire lead, Welfare Officer, a parent representative, and a junior representative. The duties of the junior playing committee shall be:

1. To liaise between the executive committee and the junior playing members, coaches, and parents as appropriate.
2. To have oversight of the Junior finances (in collaboration with the club Treasurer).
3. To support the development and transition of Junior players to the Adult section as appropriate.

Thirdly, a Finance Committee which will meet no less than four times per season. This committee will comprise the Treasurer (who will chair meetings of the Finance Committee), Vice-Treasurer, Membership Secretary, Kit Officer, Social Secretary, Parent Representative, and Fundraising Officer. The duties of the finance committee shall be:

1. To support the Treasurer in keeping accurate accounts of the finances of the club.
2. To identify fundraising opportunities that align with enabling the delivery of the objectives of the club as defined above.
3. **Expulsion of Members**

The Executive Committee shall have the power to suspend or expel at any time any member who, in the opinion of the committee, shall have been guilty either on or off the field of conduct discreditable to the club.

Before any member is expelled, the Secretary must give them seven days written notice to attend a meeting of the Executive Committee and must inform them of the complaints against them. No member may be expelled unless they have first had an opportunity to appear before the Executive Committee and answer complaints made against them and at least two thirds of the Executive Committee then present, vote in favour of their expulsion.

1. **The AGM**

The Annual General Meeting of the Club shall be held not later than the end of May each year. Notice convening the Annual General Meeting must be sent to Members, not later than 14 days before the Meeting and must specify the matters to be dealt with (Any Other Business by permission of the Chairperson). In event that circumstances outside of the clubs control prevent an AGM being held by the end of May, the club has the option to either hold the AGM a maximum of 15 months after the last AGM or alternatively convene a virtual meeting using appropriate technology available at the time.

The business of the Annual General Meeting shall be to:

a) Confirm the Minutes of the Previous Annual Meeting and any Special General Meetings.

b) Receive the accounts for the year from the Treasurer. The accounts and accounting records shall be independently reviewed by a person external to the club as appointed by the committee (this review does not need to be completed before the AGM, but as close as possible depending on time constraints of external auditors).

c) Receive the annual reports from Committee Members.

d) Elect the Officers of the Club and other General Committee Members. Nominations for the election of such officers and members shall be in writing and delivered to the Secretary at least seven days prior to the AGM, and shall be signed by the proposer and one other club member and by the person nominated, indicating their willingness to serve if elected. If there are insufficient nominations prior to the AGM, nominations will be accepted at the AGM provided that consent is obtained from the nominee, and two members of the club can be recorded as proposing and seconding the nomination at the time.

e) Review current subscription and match fee rates and agree them for the forthcoming year.

f) Transact such other business, including proposed changes to the constitution, received in writing by the Secretary 28 days prior to the Meeting and included in the Agenda.

g) Elect Honorary Members, as voted by club members.

In addition:

a) Special General Meetings may be convened by the General Committee or by written request to the Secretary from not less than 10% of full Members of the Club. At least 21 days’ notice of the Meeting shall be given.

b) At all General Meetings, a Chairperson must be elected to preside.

c) Decisions at a General Meeting shall be by a simple majority of votes from Members attending the Meeting. In the event of equal votes, the Chairperson shall have an additional casting vote.

d) All members over the age of 16 shall be entitled to vote at General and Special General Meetings.

e) A quorum for a General, or special General Meeting, shall be one Executive Officer and fifteen voting members.

1. **Subscriptions**

The annual subscription is due by 31st October. Subscriptions may be paid in instalments, as agreed on membership forms.

The name of any member, whose current subscription has not been paid by the end of October of any year, and neglects to comply with a written request for payment within seven days after it has been sent to him/her, must be given to team captains. Such members will not be eligible for selection until such time as their subscription is paid.

Any member in need of financial assistance shall bring this to a member of the Executive Committee and will be assessed on a case by case basis, with the aim of widening participation.

New members joining during the season must pay within one month of acceptance to the club.

1. **Selection**

Team selection will be undertaken by Team Captains in collaboration with Coaches. Captains meetings may be called as required to discuss selection across the club.

1. **Captains and Vice-Captains**

Captains and vice-captains of the teams shall be elected in September, prior to the start of the season where possible.

1. **Uniform**

Members chosen to play in a match shall appear in the standard uniform of the club.

1. **Changes to the Constitution**

Any change to this constitution must be agreed by the club members at the AGM or a Special General Meeting. Notification of any change to this constitution must be made to the members fourteen days before the meeting.

1. **Byelaws**

The Executive Committee may make byelaws (not inconsistent with these rules) to regulate the affairs of the Club. The byelaws and constitution must be posted on the Club website for reference and are binding to all members.

1. **Dissolution**

If at any General Meeting of the Club, a resolution is passed calling for the dissolution of the Club, the Secretary shall immediately call a Special General Meeting, to be held not less than one month thereafter to discuss and vote on the resolution.

If at the Special General Meeting the resolution is carried by at least two thirds of the voting members present, the General Committee shall thereupon, or at such a date as shall have been specified in the resolution proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

Any remaining balance held in the name of the Club will be transferred to another Club/Association sharing the same objectives as the Club.