



# CONSTITUTION

Updated and reprinted  
May 2011

# **COLWYN BAY HOCKEY CLUB**

## **CONSTITUTION**

### **1. TITLE**

- 1.1 The club shall be called the 'Colwyn Bay Hockey Club' (here after referred to as 'the Club').

### **2. OBJECTIVES**

The objectives of the Club shall be:

- 2.1 to foster and promote the sport of hockey at all levels, providing opportunities for recreation and competition.
- 2.2 to play the game of hockey according to the rules as authorized by the Rules Board of the International Hockey Federation (F.I.H) and any issued by the relevant governing body.
- 2.3 to be affiliated to the relevant County, Regional and National Associations of Welsh Hockey, and to any other bodies of which the Club shall approve.

### **3. MEMBERSHIP**

- 3.1 Membership of the Club shall be open to any person whose application for membership has been approved by the Management Committee.
- 3.2 The Management Committee has the right to cancel or suspend membership at any time.
- 3.3 There shall be six classes of membership. These are:

- Senior Member
- Youth / Student Member (aged under 18 on 1st January\* in the relevant playing season)
- Junior Member (aged under 16 on 1st January\* in the relevant playing season)
- Mini Member (aged under 13 on 1st January\* in the relevant playing season)
- Non-playing Member
- Honorary Life Member

\* in line with WHU age groups.

### **4. OFFICERS**

- 4.1 The Officers of the Club, who form the Executive Committee, shall consist of the following :

- President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

- 4.2 The Ancillary Officers of the Club shall be:

- Women's Playing Committee representative
- Men's Playing Committee representative
- Social / Fund Raising representative
- Development representative
- Youth representative
- Membership Secretary
- Two ordinary members (one male, one female)
- Minutes Secretary
- Child Welfare Officer

## **5. ELECTION OF OFFICERS**

- 5.1 All Officers and Ancillary Officers shall be elected at the Annual General Meeting of the Club from and by the members of the Club.
- 5.2 All Officers and Ancillary Officers are elected for one year, but may be re-elected to the same office or another the following year.
- 5.3 No person shall hold more than two offices at any one time. In the event of a member being elected to hold two offices at one time, another member shall be elected to fill the resulting vacancy on the Committee.

## **6. MANAGEMENT COMMITTEE**

- 6.1 The affairs of the Club shall be managed and controlled by a Management Committee comprising of the Executive Committee and the Ancillary Officers.
- 6.2 The Executive Committee is authorised to deal with any urgent decision making. Any such decisions are to be reported to the Management Committee within two months.
- 6.3 The quorum for Executive Committee meetings shall be three members of the committee present and eligible to vote.
- 6.4 The duties of the Management Committee shall be:
  - a) to control the affairs of the Club on behalf of the members.
  - b) to entrust any urgent decisions that need making to the Executive Committee.
  - c) to keep accurate accounts of the finances of the Club through the Treasurer. These shall be available for reasonable inspection by members and shall be examined before every Annual General Meeting. The Club shall maintain appropriate bank account(s) and any two of three of the Officers shall be authorised to sign Club cheques and other authorisations for payment.
- 6.5 The Management Committee may co-opt additional members (non-voting) to the Management Committee as is necessary.
- 6.6 The quorum for Management Committee meetings shall be seven members of the committee present and eligible to vote.
- 6.7 The Management Committee shall meet no less than six times each year
- 6.8 Written notice and agenda of each Management Committee meeting shall be given to all Committee members at least seven days' prior to the meeting.
- 6.9 At all Management Committee meetings the chair shall be taken by the Chairperson. In the absence of the Chairperson the Vice Chairperson shall chair the meeting. In the absence of both, the Management Committee shall appoint a member to chair the meeting.
- 6.10 A simple majority shall decide all resolutions. In the case of equality of votes the chairperson of the meeting shall have a second or casting vote.
- 6.11 Vacancies on the Management Committee which arise during the year may be filled by the Committee at its discretion.
- 6.12 The Management Committee shall:
  - a) establish such standing committees as it wishes to assist with the conduct of its business.
  - b) appoint members to represent the Club on outside bodies.
  - c) determine the amount for match fees and shall have the power to amend this amount when necessary.
  - d) ratify the appointment of the vice captain(s) made by the captain of each team.
  - e) propose to the Annual General Meeting the election of Honorary Life Members and Patrons.
  - f) propose to the Annual General Meeting the subscriptions for the ensuing year.

## **7. STANDING COMMITTEES**

7.1 In addition to the Management Committee there shall be the following Standing Committees:

- Women's Playing Committee
- Men's Playing Committee
- Social and Fund Raising Committee
- Development Committee
- Youth Committee
- Finance Committee

## **8 ANNUAL GENERAL MEETING**

8.1 The Annual General meeting of the Club shall be held on a suitable date after the end of the league season.

8.2 A copy of the minutes of the previous Annual General Meeting, Special General Meeting if appropriate and a copy of the examined current statement of accounts shall be included with the notice convening the Annual General Meeting.

8.3 The business of the Annual General Meeting shall be to:

- a) confirm the Minutes of the previous Annual General Meeting and Special General Meeting if appropriate.
- b) receive and adopt the reports of Officers and Ancillary Officers.
- c) receive and adopt the report and Statement of Accounts from the Treasurer.
- d) elect Officers and Ancillary Officers to the Management Committee for the ensuing year.
- e) elect captains for each team for the ensuing year.
- f) Elect fixture secretary/secretaries for the ensuing year
- g) determine subscriptions for the ensuing year.
- h) elect Honorary Life Members.
- i) elect Patrons for the ensuing year.
- j) elect an independent examiner to examine the Club accounts.
- k) transact any other business of which due notice has been given.

All appointments to take immediate effect following the Annual General Meeting

## **9. SPECIAL GENERAL MEETING**

9.1 A Special General Meeting may be convened at any time by the Management Committee, or on written notice given to the Secretary by not less than ten members detailing the business to be transacted.

The notice convening the meeting shall specify the proposition to be discussed or the reason for convening the meeting. The meeting shall be confined strictly to discussing only that proposition or reason.

## **10. ANNUAL AND SPECIAL GENERAL MEETINGS**

10.1 The chair shall be taken by the President, in the absence of the President, the chair shall be taken by the Chairperson, in the absence of the Chairperson, the Vice-Chairperson shall chair the meeting. In the absence of all three, the members present shall appoint a member to chair the meeting.

10.2 In the case of equality of votes the Chairperson of the meeting shall have a second or casting vote.

10.2 Twelve members present and eligible to vote shall constitute a forum.

10.3 The Secretary shall give not less than fourteen days notice, in writing, together with an Agenda to all persons eligible to attend.

- 10.5 All Members (including Honorary Life Members) and Patrons may attend Annual and Special General Meetings. All Members (including Honorary Life Members) with the exception of Mini members shall be entitled to vote.
- 10.6 All elections shall be by ballot unless the nominations allow vacancies to be filled without recourse to a ballot.

## **11. VOTING**

- 11.1 All Members (including Honorary Life Members) and Patrons may attend Annual and Special General Meetings. All Members (including Honorary Life Members), with the exception of Mini Members shall be entitled to vote.
- 11.2 All elections shall be by ballot for which tellers shall be appointed.
- 11.3 A show of hands shall decide all resolutions.
- 11.4 Except as otherwise stated, the concurrence of a simple majority shall be required to decide all resolutions.
- 11.5 In the case of equality of votes the Chairperson of the meeting shall have a second or casting vote at all meetings of the Club.

## **12. AMENDMENTS TO THE CONSTITUTION**

- 12.1 Amendments to the Constitution may only be made at an Annual or Special General Meeting.
- 12.2 No amendment to the Constitution shall be made other than by the passing of a resolution supported by two thirds of the Members present and entitled to vote.

## **13. CODES OF CONDUCT**

- 13.1 All Members shall adhere to the current Welsh Hockey Union :
- Child Protection Policy
  - Doping Control Policy
  - Pitch Side Code Of Conduct
  - Disciplinary Code

## **14. DISSOLUTION OF THE CLUB**

- 14.1 No resolution for the dissolution of the Club, shall be passed except at an Annual or Special General Meeting. The secretary shall immediately convene a Special General Meeting of the Club, to be held not less than one month thereafter to discuss and vote on the resolution.
- 14.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the members present and eligible to vote at the meeting, the management Committee shall thereupon, or at such 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.
- 14.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Members of the Club, but shall be given or transferred to some other voluntary organisation having objectives similar to those of the Club.