



STOCKPORT BRAMHALL HOCKEY CLUB CONSTITUTION

1 Name

- 1.1 This constitution shall govern the operation of the Stockport Bramhall Hockey Club, hereafter referred to as SBHC.
- 1.2 SBHC is a section of the Bramhall Queensgate Sports Club, and complies with its constitution.

2. Purpose and Object

2.1 The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of hockey in the Greater Manchester area.

3. Non Profit Making

3.1 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

4 Dissolution

4.1. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for us by them in related community sports.

5 Membership

5.1 Membership of the club shall be open to anyone interested in the sport on applications regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non discriminatory basis.

The club may have different classes of memberships and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct of character likely to bring the club or sport into disrepute. Appeal against refusal or removal can be made to the members. The Club Committee may refuse membership, or remove it, only for good cause such as conduct of character likely to bring the club or sport into disrepute. Appeal against refusal or removal can be made to the members



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Membership Categories

- 5.1.1 **Executive Members** – Club President, Club Secretary, Club Treasurer and two 'other' Elected Officers shall be called Executive Members.
- 5.1.2 **Senior Members** - Any player who is 18 years of age or over as of January 1 of the current membership year and who has paid the membership fee.
- 5.1.3 **Junior Members** – Any player who is under the age of 18 as of January 1 of the current membership year and who has paid the membership fee.
- 5.1.4 **Club Official** – Any non-playing coach and/or umpire who coaches or umpires at Club level and holds a coaching and/or umpiring certificate at level 1 or above.
- 5.1.5 **Honorary Member** – Individuals who have made a notable contribution to hockey in Stockport, who are recommended by a unanimous vote of Executive Members, and elected by a two-thirds (2/3) majority of the voting membership represented at an Annual or Special General Meeting of SBHC. Honorary Members shall:
- be awarded membership for life; and
 - not be required to pay membership fees.

5.2 Responsibilities of Membership

- 5.2.1 All members will be subject to the regulations of the constitution and by joining SBHC will be deemed to accept these regulations and codes of conduct that SBHC has adopted.
- 5.2.2 Membership for all voting members is by annual registration to SBHC. Executive Members may choose to decline membership status with stated reasons.
- 5.2.3 To remain in good standing with SBHC, it shall be the duty of each member to pay their registration fee on time.

5.3 Resignation of Membership

- 5.3.1 Any member may resign from SBHC by giving written notice to the Club. Notwithstanding resignation, a former member remains liable for any membership dues or other monies due or owing prior to the resignation. A member may not resign from SBHC when the member is subject to a disciplinary investigation or action of the Club.



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5.4 Membership Fees

- 5.4.1 The Executive Members shall prescribe, approve and publish in writing the annual membership fees for all categories of membership.

5.5 Membership Year

- 5.5.1 The membership year shall run from 1st September to 31st August each year unless a revision is proposed, approved and published in writing by the Executive Members.

5.6 Voting Rights of Members

- 5.6.1 Any member of SBHC shall have the right to attend and to be heard at General and Special General Meetings of SBHC. This includes the right to make motions.
- 5.6.2 Members must be properly registered as paid members of SBHC on January 31st of the membership year in order to be eligible to vote at an Annual General Meeting. Members must be properly registered as paid members of SBHC at least twenty-one (21) days prior to the date of any other general or special meeting, to be eligible to vote at that meeting.
- 5.6.3 Each Executive Member shall have one (1) vote, if not members.
- 5.6.4 Voting is by a show of hands, unless the members otherwise decide.

5.7 Quorum

- 5.7.1 A quorum for the transaction of business at General Meetings of the SBHC shall be ten percent (10%) of total available votes registered in the Club, plus a minimum of three (3) Executive Members. If at any

time there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

6 The Officers of SBHC

- 6.1 Officers will be elected annually at the Annual General Meeting (AGM), which shall take place in June each year. All officers will retire each year but will be eligible for re-appointment for another year.



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6.2 Club President / Chairperson

6.2.1 Officiate the AGM and Club Committee meetings

- Work with the Club Secretary to prepare the Agenda
- Special project involvement and play leading role in Club affairs
- Attendance at appropriate meetings and events as determined by the Club Committee
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise Committee on Club policy where required
- Casting vote
- Ensure Club representation at league and other relevant meetings
- Act as signatory on the club account

6.3 Club Secretary

- Prepare and distribute the Committee meeting agenda's
- Keep the signed copies of all Club Committee meeting minutes
- Deal with all Club correspondence, distributing to relevant officers for response where required
- Act as signatory on the club account

6.4 Club Treasurer

- Hold bank account in the name of Stockport Hockey Club
- Act as a primary signatory on the Club account(s) and appoint up to 3 others as agreed by the Club Committee
- Collect and deposit all registrations, match fees and adhoc funds
- Pay any costs incurred on presentation of appropriate documentation i.e. invoice, receipt, claim form
- Ensure funds are spent appropriately and produce budget summaries for Committee meetings
- Prepare annual financial and audited statements

6.5 Fixtures Secretary

- Oversee all club fixtures via Fixtures Live



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- Produce fixtures list for all members to diarise
- Liaise with other clubs/organisations to re-arrange fixtures if necessary
- Ensure that members are aware of fixtures
- Attend committee meetings

6.6 **Umpires Secretary**

- Attend the hockey Club Committee meetings to represent the club's umpires
- Arrange an umpire for the SBHC league matches/friendly matches and any tournaments organised by SBHC
- Feedback any relevant umpiring information from the EHA or the league
- Inform the Club of any courses of relevance for future or current umpires
- to make sure all SBHC umpires have an up to date rule book, and that team captains and umpires are aware of any rule changes

6.7 **Development Officer**

- Write a club development and action plan
- Work to recruit, recognise and retain members who volunteer
- Provide access to coach, official, volunteer opportunities for club members
- Monitor individual player progress and provide access to playing opportunities and courses
- Provide new and enhanced competitive opportunities for club teams

6.8 **Communications Officer**

- Develop club branding through website and Club newsletter
- Obtain club sponsorship
- Assist the Club Social Secretary to plan/promote/organise social events for the club



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6.9 Welfare Officer

- Assist the club to fulfil its responsibilities to safeguard children and young people
- To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
- Be the first point of contact with the England Hockey Child Welfare Officer
- Promote the club's best practice guidance/code of conduct within the club
- Sit on the club's management committee
- Ensure confidentiality is maintained

7 Finance

- 7.1 All SBHC monies will be banked in an account held in the name of the Club.
- 7.2 The appointed SBHC Treasurer(s) will be responsible for the finances of the Club.
- 7.3 The financial year of SBHC will end on: 31st May each year
- 7.4 An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting in June of each year.
- 7.5 Any cheques drawn against SBHC funds should hold the signatures of the Treasurer plus up to two other Elected Officers.

8 Annual General Meetings

- 8.1 The Club Secretary will give notice of the Annual General Meeting (AGM). Not less than 21 clear days' notice to be given to all members.
- 8.2 The AGM will receive a report from Elected Officers of SBHC and a statement of the audited accounts.
- 8.3 Nominations for Elected Officers of SBHC will be sent to the Club Secretary prior to the AGM.
- 8.4 Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.



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9 Discipline and Appeals

- 9.1 All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.
- 9.2 The Executive Members will meet to hear complaints within 21 days of a complaint being lodged. The Executive Members have the power to take appropriate disciplinary action including the termination of membership.
- 9.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 10 days of the hearing.
- 9.4 There will be the right of appeal to the Executive Members following disciplinary action being announced. The Executive Members should consider the appeal within 14 days of the Club Secretary receiving the appeal.

10 Amendments to the constitution

- 10.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM.

11 Declaration

- 11.1 Stockport Bramhall Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

11.2

SIGNED: DATE: 21/11/2016

Name: Louise Preston

Club Chairperson

SIGNED: DATE: 21/11/2016

Name: Clare Atherton

Club Secretary