

DISCLAIMER

This information is provided for guidance only and can be edited to meet your needs. It is not intended to cover every possible situation or scenario that may arise. For further information see final paragraph.

Notes on Constitution

The governance document must;

- Be gender neutral (e.g. Change Chairman to Chair or Chairperson)
- Define membership categories and voting rights
- Have an appeal procedure for rejected membership applications and expelled member

Membership

- No separate male and female memberships
- No Proposer and Seconder should be required
- Prospective members' details should not be posted
- No probationary period for membership or election of club management

Committee

- All committee positions must be open to all voting members
- All persons standing for committee positions must first be a member. There is no membership category of Office Bearer.
- Equal representation for male and female specific posts on committee (e.g. captains, presidents)
- Should have a Child Protection/ Safeguarding / Welfare Officer
- All meetings should be minuted, specifically all decisions.
- Junior members should be encouraged to input into the club management, with particular reference to their provision

Finance

- Ensure that the Bank Account is in the same name as governance

1. Name

The name of the organisation shall be, hereinafter referred to as the 'Club'.

2. Objectives

The club is established to pursue the following objectives:

- Participation in the sport of, hereinafter referred to as the 'sport'.
- The organisation, management and development of for all members of the Club.
- Membership of appropriate leagues for the purpose of establishing regular competitive play for the club's representative teams
- The provision of training and playing facilities for its members.
- Promoting and maintaining the highest standards of technical competence and safety in the sport.
- Upholding the rules of the sport.
- Providing equal opportunities for successful participation by all section of the community.
- The promotion of the sport.

3. Affiliation

The Club shall be affiliated to the (Insert appropriate, recognised NGB here; e.g. Scottish Hockey)

4. Membership

All members are subject to the Constitution of the Club and the regulations of the National Governing Body.

- Membership is open to all and no application for membership will be refused on other than reasonable grounds.
- There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.
(This should be added as written)
- Members shall be enrolled on one of the following categories: (Examples)
Playing/ Competing Member (adult/ junior)
Non Playing/ Associate (non-competing)
Coach (qualified)
Official (qualified)
Volunteer/ Helper
Junior Member
Life Member
Honorary Member
(These Categories should be defined within the constitution)
- Any rejected membership application may be appealed to a body other than the committee/ individuals making the original decision e.g disciplinary committee or AGM
- All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- The members of the following categories shall be entitled to vote at General or Annual General Meetings.....
- The members of the following categories may be elected and serve on the Management Committee.....
- All members will receive a copy / be given an electronic version / website link of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution.

- No portion of the income and property shall be paid or transferred directly or indirectly by way of dividend, distribution, bonus, honoraria or otherwise howsoever by way of profit to the members
(This should be added as written)

5. Suspension, Refusal or Termination of Membership

The management committee shall be entitled to:

- Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
- For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- Any reason for refusal or termination must be communicated in writing to the individual and can be appealed to a body other than the committee/ individuals making the original decision e.g. disciplinary committee or AGM
- Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings, and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- Notification of the termination of a membership will be forwarded to the Governing Body.

6. General Meetings

Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- Receive and confirm the minutes of the previous AGM.
- Presentation of the clubs financial accounts for the year.
- Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees
- Presentation of Chairpersons report.
- Election of officers to the management committee.
- Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be members or% of voting membership

7. Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- 33% of the membership
- The Chairperson
- 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days notice, and stating the business to be discussed.

8. Rules for General Meetings

- A minimum of twenty one days notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- The Chairperson, or in his/her absence a member selected by the meeting, will take the Chair.

- All members shall register with the Secretary prior to the start of the meeting.
- Each member shall have one vote.
- All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- The quorum shall be one quarter of those eligible to vote, or such members, whichever is the smaller.
- The Secretary shall keep the minutes of the meetings and record all proceedings and resolutions.

9. Election of Officers to The Management Committee

- The members of the management committee shall be drawn from the membership, as defined in clause 4 of this constitution.
- Candidates shall be elected by paper ballot at the AGM, and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- Uncontested posts may be filled by nomination(s) and election at the AGM.
- The Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

10. Members Of The Management Committee

The Management Committee shall consist of the following Officers:

(Examples below. This should be amended to be relevant to the club and sport and the list is not exhaustive)

- President
- Vice President
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Fixtures / Competition Secretary
- Team Managers/ Coaches representative /Club Captains (all non-voting unless elected at the AGM)
- A trained Child and vulnerable adult Protection/Safeguarding/Welfare Officers (preferably 2 officers, male and female) Reporting to Committee but non-voting unless elected at the AGM.

(These roles and their responsibilities should be defined within the constitution)

- As detailed above, all elected members of the management committee shall be entitled to one vote each at General Meetings, except the Chair of the meeting who may have the deciding vote in the event of a tie.
- The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
- The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the

following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.

11. Rules For The Management Committee

- The Chairperson shall chair the meeting, or in his/her absence one of the President, Vice President or Secretary or a nominee from the committee in the event of all those mentioned being absent.

(Align posts mentioned with the actual club structure)

- Fourteen days notice of any meeting of the management committee shall be given by the Secretary, except when:
 - The date of the meeting had been agreed at the previous management meeting, in which case seven days notice shall be given.
 - In an emergency the Chairperson may call a meeting at four days notice.
 - The quorum shall be four of those Officers entitled to vote, as listed at Rule 10.
 - All members of the management committee as listed at **Rule 8. a)** shall be entitled to vote.
 - All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
 - Meetings shall be open to all members of the club.

12. Finance

- The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2, of this constitution.
- The club shall have the power to raise money by means of yearly affiliation fees and match fees as determined by the Management Committee at the Annual General Meeting.
- All monies shall be lodged in a bank account in the name of the club.
- The Chairperson, Treasurer and Secretary shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed.
- The financial year of the club shall run from to

13. Amendments to the Constitution

- This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

14. The Dissolution of the Club.

- Any resolution to dissolve the club may be passed at any General Meeting provided that:
 - the terms of the proposed resolution are received by the Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that
 - at least twenty eight days of the proposed resolution shall be given in writing by the secretary to all members, and that
 - such a resolution shall receive the assent of two thirds of those present and entitled to vote.
- If, upon the winding up or dissolution of the Club there remains after the satisfaction of all the Club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the Club by Resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

15. Declaration

- It is hereby certified that this document represents a true and most up to date version of the Constitution of Club.

SIGNATURES

Chair

Date

Secretary

Date

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