



CONSTITUTION OF HARLESTON MAGPIES HOCKEY CLUB

(After amendments agreed at the Annual General Meeting held on Thursday 22 June 2017.)

1. NAME:

The Name of the Club shall be Harleston Magpies Hockey Club (hereinafter called "The Club").

2. OBJECT:

To bring together persons of all ages and abilities interested in sports, principally hockey, and to actively encourage, promote and develop facilities and opportunities for them to be played in the area of Harleston.

The Club shall ensure that Sports Equity (i.e. fairness) is practised in all areas of the Club's operation. This will include ensuring that opportunities are provided irrespective of age, race, gender and disability.

3. MEMBERSHIP:

- (i) The Club shall consist of Honorary Life, Playing (Adult), Playing (Concessionary), Playing (Occasional), Junior (under 13 years of age), Associate, Social and Corporate members.
- (ii) Honorary Life Members shall have been playing members for at least 3 years consecutively prior to their election.
- (iii) Honorary Life Members may also be appointed by the Board in recognition of outstanding service to the Club.
- (iv) Playing (Adult, Concessionary and Occasional) membership is open to individuals aged over 13 years. Applications for membership for those under the age of 18 is subject to the completion of parental consent.
- (v) Playing (Concessionary) membership is open to individuals who (for example) are in full-time education, unemployed, or otherwise, at the discretion of the Board.
- (vi) Playing (Occasional) membership is open to individuals who play a limited number of games each season e.g. up to 6 games, or otherwise at the discretion of the Board.
- (vii) Associate Members shall:-
 - a. have been Playing Members for at least 3 years consecutively prior to their election OR
 - b. be the parent or legal guardian of a Junior Hockey subscription paying member of the Club limited to one per family OR
 - c. be appointed as such by the Executive Committee subject to annual re-election prior to the AGM
- (viii) Only Playing, Honorary Life and Associate members over the age of 16 are eligible to vote at meetings or serve as Officers on committees.
- (ix) Every application for Membership should be carried out in the manner/form(s) laid down by the Board at the time of application.
- (x) Junior Members (and Concessionary Members under the age of 18) shall apply for Membership as in 3 (ix) above, save that their application for Membership must be countersigned/approved by a parent or guardian.
- (xi) Social Membership is open to all individuals who wish to support the club in a non playing capacity.
- (xii) Members are entitled to the relevant privileges and responsibilities conferred by both this Constitution, Club Policies and Licensing Regulations.

4. SUBSCRIPTIONS:

(i) The Entrance fee, if any, and annual Subscriptions to the Club shall be determined from time to time at a General Meeting.

(ii) The membership year of the Club shall run from 1st September to 31st August in the following year and all subscriptions shall be payable to the Club by 30th September in any year or such later date as the Executive Committee may from time to time decide.

(iii) When and not until a duly elected Member has paid the due subscriptions shall that person be entitled to all the benefits and privileges of the Club, but shall be bound by the Rules of the Club.

(iv) Any Member failing to pay a subscription by the due date shall be liable to expulsion from Membership and forfeit all rights and privileges. Such a decision to be made by the Executive Committee.

5. DISCIPLINARY MATTERS INCLUDING SUSPENSION AND TERMINATION OF MEMBERSHIP:

(i) The Club shall have in place a Disciplinary Committee which will have responsibility to investigate and deal with both 'on-pitch' issues (e.g. red cards) and other breaches of (for example) the England Hockey 'Respect' Code of Ethics and Behaviour (or similar codes) by Players, Coaches, Spectators, Parents, Young People, Officials, Coaches etc.

(ii) The Disciplinary Committee will comprise at least three members of the Executive Committee and will implement the Club's Disciplinary Policy, which may be updated by the Executive Committee from time to time as appropriate.

(iii) The Disciplinary Committee may recommend to the Executive Committee suspending or terminating membership given that the Executive Committee shall have the power to suspend or terminate membership of the Club for a member who in their opinion, materially, acts in an anti-social manner or contrary to the Policies adopted by the Executive Committee and/or the Board. Termination of Membership should only occur in extremis and in the event of a serious breach of discipline.

(iv) Any Member whose membership has been suspended (or terminated) shall forfeit all subscriptions and any rights and claims to the Club and shall not be eligible as a Visitor.

(v) Any outstanding suspension(s) shall have to be ratified by the next General Meeting or otherwise be deemed to have lapsed as from the date of that General Meeting.

(vi) Any Member whose membership has been so suspended or terminated has the right to appeal to the Executive Committee.

6. TRUSTEES:

The Club shall, at a General Meeting, appoint a minimum of three members and a maximum of five members to act as Trustees of the Club and they shall remain in office until such time as retirement or replacement at a General Meeting.

7. ADMINISTRATION:

The administration of the Club shall be carried out by resolutions at:

- (i) General Meetings
- (ii) Board Meetings
- (iii) Executive Committee Meetings

8. GENERAL MEETINGS:

(i) An Annual General Meeting shall be held in every year within three months of the termination of the Club's financial year. Not more than fifteen months shall elapse without an Annual General Meeting.

(ii) The business conducted at an Annual General Meeting shall include:

- Adoption of the Chairman's Annual Report
- Adoption of the Statement of Accounts
- Election of President, Deputy President and Vice Presidents
- Appointment of Trustees
- Election of Officers
- Election of an Independent Accountant
- Transaction of any other business relating to the affairs of the Club of which at least seven days notice has been submitted in writing to the Club Secretary.

(iii) An Extra-Ordinary General Meeting may be called on the due notice at the discretion of the Executive Committee or on the written request of twenty Members of the Club to the Secretary.

(iv) The following shall receive written notice of a General Meeting: - President, Deputy President, Trustees and Playing Members, Honorary Life, Associate and Corporate Members and all Vice Presidents.

(v) At least fourteen days notice must be given to all Members (in 8 iv) of the date, time and place of a General Meeting.

(vi) The Club Chairman shall take the Chair at all General Meetings.

9. **PRESIDENTS AND VICE PRESIDENTS:**

(i) A President, Deputy President and any number of Vice-Presidents shall be elected by the Annual General Meeting.

(ii) The President and Deputy President must have been Members of the Club for at least three years prior to their election.

(iii) All will serve for a period of one year and will be eligible for re-election.

10. **CLUB OFFICERS:**

(i) The following Club Officers shall be elected from amongst the Members of the Club:

Chairman, Vice-Chairman, Secretary, Finance Manager, Youth Strategic Manager, Facilities Manager, Commercial Manager, Membership and Recruitment Manager, Playing Manager, Coaching Manager, Hon. Treasurer, Fund Raising & Social Committee Chairman and Youth Committee Chairman.

(ii) All Club Officers shall be elected at the Annual General Meeting and hold office for one year. All shall be eligible for re-election except that the Chairman shall not serve for more than three years consecutively.

(iii) Additional Club Officers may be appointed.

11. **THE BOARD:**

(i) The Board shall consist of the President, Deputy President, Trustees, Chairman, Vice-Chairman, Financial Manager, Youth Strategic Manager, Secretary and Hon. Treasurer.

(ii) The Board shall be responsible for policy, long term finance and strategic direction of the Club.

(iii) The Board shall meet a minimum of four times a year to review the overall position of the Club and to receive reports on each area of operational activity within the Club from the Executive Committee.

(iv) A minimum of three members present at any meeting shall form a quorum for conducting business.

(v) The Board shall have the power to instruct the Executive Committee should it so decide.

(vi) The Board shall be responsible to any General Meeting whenever called.

(vii) Any casual vacancy on the Board shall be filled by the Board. Any member so chosen shall retire at the following Annual General Meeting but shall be eligible for re-election at such an Annual General Meeting.

(viii) The Board has the power to co-opt members to the Board and such persons shall have the right to vote on resolutions at Board meetings.

(ix) The Board shall appoint one of its number to chair Board meetings.

12. **EXECUTIVE COMMITTEE:**

(i) The Executive Committee (hereinafter called "The Committee") shall consist of the Chairman, Vice-Chairman, Secretary, Hon. Treasurer, Facilities Manager, Commercial Manager, Membership and Recruitment Manager, Playing Manager, Coaching Manager, Fund Raising & Social Committee Chairman and Youth Committee Chairman.

(ii) The Committee shall be responsible for all operational aspects and general management of the Club, within policy and budget guidelines approved by the Board.

(iii) Each member of the Committee shall have delegated authority for decision making within their area of responsibility with the Chairman exercising final control where necessary.

(iv) The Committee shall meet a minimum of six times a year to review progress in each operational area and the overall operational position of the Club.

(v) A minimum of four members present at any meeting shall form a quorum for conducting business.

(vi) The Committee is accountable to the Board.

(vii) Any casual vacancy on the Committee shall be filled by the Committee. Any member so chosen shall retire at the following Annual General Meeting but shall be eligible for re-election at such an Annual General Meeting.

(viii) The Committee shall have the power to appoint sub-committees as and when required.

(ix) The Committee has the power to co-opt members to the Committee and such persons shall have the right to vote on resolutions at Committee meetings.

(x) The Chairman of the Club will chair the Committee.

13. VOTING RIGHTS AT GENERAL, BOARD AND COMMITTEE MEETINGS:

i) Each member shall have one vote only as in to Rule 3 (viii), and, other than set out in Rule 20, all matters shall be decided by a majority of votes of members present, eligible to vote and voting.

(ii) The President, Deputy President, Trustees, Chairman and Secretary may attend and speak at any General, Board, Committee or sub-committee meeting and shall have the right to vote on any resolution.

(iii) Vice-Presidents shall have no voting powers at any General Meetings but shall have the right to speak in any debate.

(iv) Corporate, Social and Junior Members shall have no voting rights at any General Meetings and may only speak in any debate at the invitation of the Chairman of that meeting.

(v) Members of the Club may attend Board, Committee or sub-committee meetings at the invitation of the chairman of such meetings and shall speak only at the invitation of the chairman of such meetings.

(vi) The chairman of any meeting shall have a vote and in the case of equality of votes shall have the casting vote.

14. FINANCE:

(i) The financial year of the Club shall end on 30th April.

(ii) The Club Accounts shall be administered by the Committee. Cheques drawn on the accounts shall be signed by the Finance Manager or Treasurer and countersigned by the Chairman or Secretary or such similar arrangement as the Board may from time to time decide.

(iii) The Club Accounts shall be drawn up to the 30th April in each year and presented to the Members at the following Annual General Meeting, having first been submitted to the Independent Accountant for a review and report that the Accounts are in accordance with the books and records of the Club.

(iv) Members shall pay a Match Fee in respect of each game in which they play. The level of such match fees to be determined from time to time at a General Meeting.

(v) a) If in the event of the dissolution of the Club there remains after the satisfaction of all its debts and liabilities any property or funds whatsoever, these shall be held upon trust by the Club Trustees as at such time hold office (under Rule 6) for a maximum of five years from the date of dissolution of the Club, as a reserve to be used for the purpose of re-forming or assisting in re-forming a new Hockey Club in the Harleston Area.

b) At the time of any dissolution, the Trustees shall inform the Norfolk Hockey Association or their successors of the existence of any assets remaining and available to assist in re-forming of a Hockey Club in the area of Harleston.

c) After the expiry of the period of five years the Trustees shall be empowered to dispose of such assets to another registered CASC (Community Amateur Sports Club), a registered Charity or Norfolk Hockey Association.

15. CLUB ORGANISATION:

(i) Subject only to the regulations laid down by this Constitution, the Committee shall have the power to make such Bye-laws as may from time to time be deemed necessary for the proper administration of the Club.

(ii) Any such Bye-laws, or subsequent alterations, shall be submitted for confirmation to a General Meeting, due notice having been given in accordance with Rule 8. Such Bye-laws shall be exhibited in the Clubhouse.

16. VISITORS:

(i) Members may introduce and entertain guests at the Club Premises where there shall be kept a Visitors' Book which both Members and Guests shall sign.

(ii) Members introducing guests shall be responsible for the strict observation of Club Rules by their guests.

(iii) The charge for a guest, if any, shall be such amount as the Committee shall decide.

(iv) Members of visiting teams may be entertained by the Club whilst visiting for the purpose of entering into social or sporting activities with Members of the Club and shall be deemed to be the guests of the Club.

17. **PREMISES:**

The Club Premises shall be open from 11.00 a.m. - 11.00 p.m. daily or at such hours as the Committee shall decide.

18. **LIABILITY:**

(i) The Club shall not be held liable for the loss or damage of any personal property left on the Club Premises by any Member or guest.

(ii) The Club shall not be held liable for any injury or loss sustained by a Member or guest whilst using the Club premises or participating in activities organised by the Club, save where such injury or loss results from the negligence of the Club or its Officers.

(iii) The Board shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest in such form and manner and upon such security as the Board may think fit and thereupon the Trustees shall at the discretion of the Board make all such dispositions of the Club property or any part thereof and enter into such agreements in relations thereto as the Board may deem proper for giving security for such loans and interest.

(iv) All Members of the Club whether becoming Members of the Club before or after the making of such dispositions or agreements shall be deemed to have assented to the same.

19. **SALE OF INTOXICATING LIQUOR:**

(i) The permitted hours during which excisable articles may be purchased are as follows:

Weekdays and Saturdays	11.00 a.m. - 11.00 p.m.
Sundays and Good Fridays	12 noon - 10.30 p.m.
Christmas Day	12 noon - 3.00 p.m. 7.00 p.m. - 10.30 p.m.

subject to any alteration that may be made by the Licensing Authority for the District.

(ii) No Intoxicating Liquor shall be supplied to Members, Guests or any other person on the Club premises otherwise than by or on behalf of the Club.

(iii) No Intoxicating Liquor shall be supplied for payment to any person on the Club premises other than a Club Member and Guests in accordance with Rule 16.

(iv) The Bar shall be administered by the Committee acting through the Facilities Manager.

(v) The Committee shall be empowered to appoint members of the Club to assist in the running of the Bar in accordance with these Rules.

(vi) Any disposable profit from Bar Sales shall be added to the Club Funds.

20. **ALTERATION OF THE CLUB CONSTITUTION:**

Any resolution to amend or vary this Constitution must receive the consent of at least three quarters of those present and entitled to vote at a General Meeting of the Club, due notice of that meeting and of the resolutions having been given.