

# **SCOTTISH HOCKEY UNION**

## **DUMFRIES HOCKEY CLUB**

### **CONSTITUTION**

#### **NAME**

The Club shall be called Dumfries Hockey Club, herein referred to as the 'Club', and will be affiliated to the Scottish Hockey Union. The Club name shall include the name of a sponsor if required as part of the sponsorship agreement.

The Club is formed from the merger of Dumfries Ladies' Hockey Club and Dumfries Men's Hockey Club, formerly known as Crichton Royal Hockey Club.

#### **AIMS AND OBJECTIVES**

The aims and objectives of the Club will be

- To offer coaching and competitive opportunities to men and women within Hockey
- To offer coaching and competitive opportunities to boys and girls within Hockey
- To promote the Club within the local community of Dumfries and Galloway and Hockey
- To provide social activities for members of the Club
- To ensure a duty of care to all members of the Club
- To encourage participation at any level in Hockey
- To ensure that all present and future members receive fair and equal treatment

#### **MEMBERSHIP**

All members are subject to the constitution of the Club and regulations of the Scottish Hockey Union.

Membership is open to all individuals provided they comply with this constitution, bylaws and codes of conduct as adopted by the Club.

No person shall be refused membership of the Club on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.

Members will be enrolled in one of the following categories

- Full member
- Intermediate member
- Student member – in full time education
- School member
- Casual member

All members, except Casual members, of the Club who are at least 16 years old on the date of the meeting shall have entitlement to vote at the Annual General Meeting (AGM) and Extraordinary General Meetings (EGMs) as required.

Membership fees will be set annually and agreed at the AGM. This meeting will also agree the officer posts where a reduced or no membership fee is payable, this being in lieu of the post holders' expenses.

## **OFFICERS OF THE CLUB**

The Club shall elect the following officers to the management committee at the annual general meeting

- President
- Vice President
- Honorary Secretary
- Club Treasurer
- Club Match Secretary
- Junior Secretary
- Membership Secretary
- Umpiring Convenor
- Two Child Protection Officers, one male and one female
- Captains and Vice Captains of each competitive team
- Club Coach

The Club shall also elect the following non-voting posts to support the work of the management committee:

- Summer League Convenor

- Social Convenor
- Media Convenor
- One men's and one women's lead coach, where necessary

All posts shall be subject to election at the AGM. The Club maintains job descriptions for all posts. These are available on the Club's website.

The Club Treasurer and Club Match Secretary shall be assisted in their work by one representative from each competitive team.

The management committee may co-opt any member to any post not filled at the AGM.

The President, Vice President, Honorary Secretary or other officers as determined by the management committee shall be ex-officio Trustees for the Club.

### **TEAM SELECTION**

As good practice the Captain and Vice-Captain of each competitive team will select their team from the pool of available and eligible players. Where there is more than one team to be selected from the pool then selection will be done by the Captains and Vice-Captains in consultation with each other.

### **MANAGEMENT COMMITTEE**

The Club will be managed through the management committee consisting of the identified members of the Club.

The management committee will be convened by the Honorary Secretary of the Club and hold no less than 6 meetings per year.

The quorum, required for business to be agreed, will be no less than half the officers of the Club entitled to vote at the meeting. All votes shall be determined by a simple majority.

The management committee will be responsible for

- Overseeing the smooth operation of the Club

- Ensuring the key activities of the Club are organised and delivered
- Planning for the future through Development and Action Plans
- Developing, agreeing and implementing policies and procedures (Child Protection, Volunteering, Discipline and others as necessary)
- Ensuring that funds are raised and well managed
- Providing job descriptions for positions available within the club and assisting with the recruitment of people for these positions
- Communicating with the District and National Associations
- Appointing sub committees as required to facilitate the operation of the Club

## **FINANCE**

The Club shall have the power to raise money by means of yearly affiliation fees, training and match fees, sponsorship and fines as determined by the management committee annually. The Club shall have the power to raise money by means of fund raising as required.

The Financial year will end on 30 April.

All monies will be banked in an account held in the name of the Club.

The Club Treasurer will be responsible for the finances of the Club.

- An audited statement of annual accounts will be presented by the Club Treasurer at the Annual General Meeting
- The Club bank account will have four authorised signatories, one of whom shall be the Club Treasurer
- Any cheques drawn against Club funds must hold the signatures of the Club Treasurer plus one other officer

## **ANNUAL GENERAL MEETING**

The AGM shall be held each year at a time and place determined by the management committee, ideally before the West District AGMs. It should be held approximately every 12 months, but not longer than 14 months after the date of the previous AGM.

Notice for the AGM must be given to all members no less than 21 days prior to the AGM.

The AGM will

- Confirm minutes from the previous AGM
- Receive reports from the officers of the club as appropriate
- Presentation of annual audited accounts
- Election of officers to the management committee

All members, except Casual members, who are at least 16 years old on the date of the meeting have the right to vote at the AGM. All votes shall be by a simple majority. In the event of a tied vote the Chair of the meeting will have the casting vote.

The quorum, required for business to be agreed, will be no less than 25% of the voting members of the Club.

The Committee, or by petition of 25% of voting members, has the right to call an EGM outside the AGM. The procedures for the EGM will be the same as the AGM.

#### **CLUB DOCUMENTATION**

All documents of the Club shall be held on its website at [www.dumfrieshockeyclub.co.uk](http://www.dumfrieshockeyclub.co.uk)

#### **AMENDMENT TO THE CONSTITUTION**

Amendments can only be made to the constitution at an AGM or EGM. Proposals for amendments shall be submitted to the Honorary Secretary 28 days prior to the meeting.

#### **HONORARY MEMBERSHIP**

The management committee may nominate to the AGM as Honorary Members of the Club (in the categories of Honorary President, Honorary Vice President and Honorary Life Member) for enrolment by majority vote any person who in the opinion of the management committee has given distinguished service to the Club or to Hockey.

#### **MEMBERSHIP OF NUNHOLM SPORTS CLUB**

Unless the member has a higher level of membership of Nunholm Sports Club, the yearly affiliation fee will include the cost of associate membership of Nunholm Sports Club.

## **CLUB COLOURS AND TOURS**

The Club playing colours are red tops, navy blue shorts/skirts and navy blue socks with alternative colours of white tops, navy blue shorts/skirts and red socks.

## **DISCIPLINE**

Acceptance of membership of the Club is a sign of agreement to abide by the constitution, policies and bylaws of the Club at all times. Any breach of this agreement could result in discipline imposed according to the Club's discipline policy.

## **DISSOLUTION**

A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership entitled to vote, i.e. are at least 16 years old and not Casual members on the date of the meeting. Upon dissolution of the Club, after all Club and trustee liabilities have been cleared, all financial and material assets shall be distributed to organisations with similar aims and objectives as decided by the management committee.

## DECLARATION

Dumfries Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Club President

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Honorary Secretary

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