



# Abingdon Hockey Club Constitution

## Purpose of the Club

The club was formed for the purposes of promoting and organising hockey in Abingdon and the surrounding area. The club will be affiliated to the England Hockey and will abide with all their rules and regulations.

## Membership of the Club

The Membership of Abingdon Hockey Club (AHC) is open to all who wish to play hockey as well as those who have a general interest in the sport in Abingdon.

All members must pay their annual subscriptions inline with the membership information issued for the current season, outlining the fees set, methods and deadlines for payment.

Members shall fall into three categories:

- Full member (all members of the senior club qualifying to play in league games)
- Junior member (under 13)
- Social member (non-playing member affiliated with the club)

All paid members have the right to one vote at any club annual, ordinary or extraordinary general meetings. For junior members, this may be exercised by proxy by the member's guardian.

## Club Committee

AHC shall be run by its officers and committee elected at the annual general meeting (AGM). The committee shall consist of the elected officers (see appendix). The committee has the right to co-opt members should it be appropriate to do so.

Committee meetings should be held monthly or at other such intervals as deemed appropriate through the playing season. Ten days' notice of the meeting and an agenda shall be given by the secretary (where possible). Four members shall form a quorum.

## General Meetings

An Annual General Meeting (AGM) shall be held at the end of each season, at which the following shall be undertaken:



1. The Chairperson will present their report of the previous year
2. The Treasurer will present their accounts of the previous year
3. Each club captain will present a report of their section for that year
  - a. Each team captain will present a report of their year
4. The club officers will be elected for the following season
5. Subscriptions and match fees for the following season will be decided
6. Any business of which the secretary has had 2 weeks' notice will be undertaken
7. Any other business will be considered

The Secretary will give all members four weeks' notice for the AGM. Other Ordinary General Meetings (OGM) may be held as required or on the written request of the secretary by at least eight paid up members. The secretary shall give ten days' notice of such meetings. Ten members will be required for a quorum at all general meetings

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

Only full paid-up members of the club may vote at the AGM, EGM or OGM.

Amendments to the constitution can only be approved at an AGM, EGM or OGM.

## Dissolution of the Club

A resolution to dissolve or merge the club can only be passed at an AGM or EGM through a majority vote of the membership present at the meeting. In the event of dissolution, it must be decided at the AGM or EGM who takes on any assets or debts of the club that remain.

## Finance

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

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

The financial year of the club will end on 1st May each year.

The Treasurer will maintain a club insurance policy approved by the England Hockey. It is strongly encouraged for members to have their own policy if they do not feel that the club policy is sufficient



## Team Selection

Selection of the teams for matches will be undertaken at the weekly captains' meeting/communication and in accordance with the club's selection policy. The captain of each team has the final word in team selection for his/her own team, but club captains and coaches are strongly encouraged to be involved in the weekly discussion about team selection.

## Team Colours

- Men (home): Navy-blue shirts, white shorts and navy-blue socks
- Ladies (home): Navy-blue shirts, navy-blue skorts/shorts and navy-blue socks
- Men (away): White shirts, white shorts and red socks
- Ladies (away): White shirts, navy-blue skorts/shorts and red socks

## Discipline

All members must agree to abide by the club's policies, including the code of conduct. All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Committee will meet to hear complaints within fourteen days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 seven days of the hearing. There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.



## Appendix – Committee Positions

- Chairperson
- Secretary
- Treasurer
- Welfare Officer
- Membership Secretary
- Bookings Secretary
- Umpires Secretary
- Social Secretary (1 per section)
- Junior Development Officer
- Umpire Development Officer
- Fixtures Secretary (1 per section)
- Ladies' Club Captain
- Ladies' 1st XI Captain
- Ladies' 2nd XI Captain
- Ladies' 3rd XI Captain
- Men's Club Captain
- Men's 1st XI Captain
- Men's 2nd XI Captain
- Men's 3rd XI Captain
- Mixed Captain (1 per section)