



PHOENIX & RANELAGH HOCKEY CLUB

Founded 1998 and affiliated to England Hockey

Club Constitution

Updated August 2010

1. Name

The club founded in 1998 from Ranelagh Hockey Club established in 1919 and Phoenix Hockey Club established in 1984, shall be called The Phoenix and Ranelagh Hockey Club (hereinafter called The Club) and shall remain as such for a minimum of five years.

2. Constitution

The Club is constituted by these rules as a non-profit making members club. In no circumstances, during the continuance of The Club or after it's dissolution, shall any assets or surplus funds be distributed to any member or other persons, nor to any organisation which is not itself either constituted as non-profit making or a charity.

3. Affiliation

The Club shall be affiliated to the English Hockey Association and conform to the rules of this organisation in so far as they can apply.

4. Aims and Objectives

1. The objectives of The Club shall be to promote and improve hockey in a social environment
2. The aims and objectives of The Club should be consistent with the furthering of equal opportunities for all groups in hockey

5. Membership

1. The Club shall consist of the Officers and the members.
2. The membership of The Club shall be open, and not unreasonably restricted on the grounds of age, gender, race, political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of The Club
3. In accepting membership, a person agrees to abide by the constitution of The Club and the rulings of The Club Executive Committee
4. Membership for players under the age of 18 shall be known as Junior Members
5. Junior Members under the age of 16 shall not be given voting rights but will receive the same playing rights as other members
6. Junior Members age 16 and over shall be given the same playing and voting rights within The Club as held by other members

6. Membership Fees

1. Membership fees shall be stipulated by a General Meeting (distinguishing between for example those who are in full-time employment, members who are unemployed or in full-time education or juniors)
2. Annual membership fees fall due September 1st each year and are payable to The Club Treasurer
3. The Club Executive Committee shall recommend charges and subscriptions to be voted on at the AGM

7. Officers

1. The officers of the Club shall be Chair, Vice Chair, Secretary, Treasurer, Club Development / Volunteer Officer, Fixture Secretary, Junior Co-ordinator, External Liaison Officer, Marketing and Communication Co-ordinator, Selection Male and Selection Female
2. These Officers shall hold office for one calendar year, being elected annually at The Club Annual General Meeting (ref: paragraph Annual General Meeting and other meetings)
3. Honorary membership (including honorary life members) shall be strictly limited and at the discretion of the Executive Committee.
4. Any casual vacancy occurring may be filled by any member of The Club at the discretion of the Executive Committee
5. The Club will elect a President at the AGM who shall take a non executive role and act as a figure head for The Club

8. Executive Committee

1. The management of The Club shall be vested in the executive committee (hereinafter called the committee)
2. The committee shall act for the members. Liabilities incurred shall fall upon the membership, up to the limit of one years subscriptions (provided the committee act in accordance with the constitution in honesty and good faith)
3. The committee shall comprise of the Officers of The Club
4. Meetings of the committee shall be convened by the Secretary, and shall meet a minimum of four times a year.
5. The quorum necessary for the transaction of business at Executive Committee meetings shall be five members present and eligible to vote.
6. Each Member of the Committee shall have the right to attend and vote at all Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member. (This shall apply to the procedures of any sub-committee). In the event of the voting being equal on any matter, the Chairman shall have a second or casting vote.
7. The interpretation of The Club constitution shall be vested in the committee, who shall decide all questions relating to The Club, save those specified in or involving an amendment to the Constitution.
8. The committee shall be responsible for considering any application for membership and shall decide if that application should be accepted. This decision shall be in accordance with the non discriminatory policy.
9. The committee may employ professional officers at it's discretion.

9. Finance

1. All monies raised by, or on behalf of The Club shall be applied to further the objectives of The Club and for no other purpose.
2. The Club Treasurer is administratively responsible for the finances of The Club.
3. The financial year of The Club ends on May 31st
4. Proper accounts shall be kept of all sums received and paid out by The Club
5. An audited statement of accounts, up to and including this date, shall be presented at The Annual General Meeting of The Club together with the recommended fees and charges for the following year.
6. The funds of The Club shall be lodged at a bank or building society in the name of The Club, and all cheques, drafts etc drawn on those accounts shall be signed by any two of the following officers: Chair, Vice Chair, Secretary, Treasurer and Vice Treasurer

10. Annual General Meeting and other meetings

1. The Annual General Meeting (AGM) of The Club shall be held every year by the end of June, when the annual report of the committee and the audited statement of accounts up to the end of the financial year shall be presented.
2. Not less than 14 days notice of the date of the AGM shall be given to the members by the Secretary
3. The AGM shall elect such officers of The Club as it may from time to time determine
4. Nominations for officers shall be received by the Secretary not less than seven days prior to the AGM. Nominations shall require two signatures. No nominations shall be accepted from the floor of the meeting, except where no nominations for a particular post have been received in advance. Nominations can only be received from persons eligible to vote at the AGM
5. The dates of the general meetings and of the committee meetings shall be determined at the previous meeting. In addition, the Chair may call a meeting when he/she considers it necessary or desirable, or upon the written request of at least 4 members of the committee.
6. All members over the age of 16 shall be entitled to vote at general meetings of The Club and shall have equal voting rights.
7. The quorum for general meetings shall be 25% of membership present and eligible to vote.
8. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary signed by not less than 15 members. The committee shall have the power to call an EGM by a decision of a simple majority of its members.

11. Voting Procedures

1. Each member shall be entitled to one vote
2. A motion shall be carried by a simple majority of those present, except when the motion is a constitutional amendment which shall require a two third majority of the membership, not of those voting.
3. The Chair shall have the casting vote.

12. Property and Staff

Responsibility for all property owned or leased by The Club, and for the employment of paid staff and volunteers rests with the committee.

13. Discipline and Appeals

1. The committee shall have the power to take appropriate disciplinary action against any member, and shall have the authority to terminate the membership of any member guilty of conduct deemed to be to the detriment of The Club.
2. There shall be the right of appeal to the committee, or an Appeal Committee set up by it to act on its behalf against any decision made by an officer of The Club.
3. The appeal should normally be considered within 14 days of it being received by the Secretary.

14. Dissolution Procedures

1. In the event of The Club ceasing to exist, and following discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the English Hockey Association or a non profit organisation with similar objectives. No member shall obtain any asset from The Club.
2. The Club may be wound up on a resolution of members, passed by a two thirds majority at a special meeting convened for that purpose upon request of at least 15 members of The Club. At least 28 days notice of the meeting shall have been sent to all members.
3. In the event of the passing of the resolution to wind up The Club, the members of The Club shall appoint a representative committee which shall be empowered to realise the assets, including cash and investments in hand.

15. Review of the Constitution

1. This constitution can be reviewed on an annual basis and then only on the request of at least 15 members.
2. Amendments to the constitution shall only be agreed at AGM's.
3. Additions to, or alterations of the constitution shall be submitted to the Secretary not less than 21 days before the AGM, or with a request for a special meeting of The Club members. No resolution involving an amendment to the constitution may be proposed or amended from the floor of the meeting.
4. In the event of a proposal for amending the constitution being submitted, the Secretary shall inform the membership of the proposed motion not less than 14 days before the AGM.
5. Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the Secretary not later than 7 days before the said meeting.
6. Any alteration to the constitution shall require a two third majority of members present and/or voting.
7. In the event of any question or matter arising which is not provided in the constitution, such question or matter shall be dealt with by the committee, whose decision shall be final.