



Sheffield University Bankers Hockey Club

Constitution Updated May 2019





1.0 The Name, Location, Objects and Type of Club

- 1.1 The name of the club shall be "Sheffield University Bankers Hockey Club ("The Club") and it is affiliated to all of the relevant associations.
- 1.2 The Club shall be situated in the City of Sheffield in the County of South Yorkshire.

2.0 Vision and Values of the club

2.1 The club's vision statement is:

Sheffield University Bankers Hockey Club exists to be a Club:

- Focussed on social and competitive hockey that caters for players of all abilities and ages.
- That is a friendly and social organisation where people know each other and enjoy their membership.
- That supports the aspiration for all members to participate to the best of their ability and at the top level for the best Senior and Junior players - whether through playing, coaching or umpiring.
- That welcomes and supports new members into the club and encourages them in their hockey

2.2 Club Values:

Sheffield University Bankers Hockey Club is a club that values:

Stewardship – Fulfilling our obligation to build a better, stronger and more durable club for future generations

Respect for the Individual – Valuing diversity and unique contributions

Integrity – Being ethically unyielding and honest and inspiring trust

Best for our members – Attracting, developing and retaining members who contribute to our club

3.0 Membership and Subscription



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- 3.1 Membership is open to all individuals subject to approval by the club's governing body and the rules of the Yorkshire Hockey Association, North Hockey Association and England Hockey.
- 3.2 Membership to individuals aged under 18 is subject to the completion of a junior membership form. Members under the age of 18 cannot participate in senior hockey matches or training prior to the completion of a parental consent form.
- 3.3 Membership is subject to the payment of the appropriate fees and the completion of a membership form.
- 3.4 A member ceases to be a member if:-
- They writes a letter of resignation
 - They committee some act or is guilty of behaviour in violation of the club's Disciplinary Policy and the conclusion of disciplinary proceedings the Disciplinary Committee renders that their membership of the club is no longer tenable.
 - They fail to pay their membership fee within a timescale agreed by the Executive Committee.
- 3.5 Membership fees will be charged as agreed at the Clubs Annual General Meeting.

4.0 Governance of the Club

4.1 Annual General Meetings ("AGM"):

- 4.1.1 The club shall appoint to the Executive Committee at minimum a Chair, Vice-Chair, Treasurer, President, Secretary, Fixtures Secretary, Mens Club Captain and Ladies Club Captain. In addition the Executive Committee may appoint officers to other roles as they see fit for the effective management of the club.
- 4.1.2 The Executive Committee of the Club above shall be elected annually by a simple majority of the members at the Annual General Meeting. ("the AGM")



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- 4.1.3 All roles are available for election at the AGM, regardless of whether the current incumbent is re-standing. Any vacant roles following an AGM may be filled by a volunteer with approval by the Executive Committee until the next AGM. All officers approved by the AGM will be entitled to a vote on the Executive Committee where a vote is required.
- 4.1.4 The AGM shall take place annually normally in May and no later than 30th June. The date, time and venue of the AGM will be communicated to members at least 14 days prior to the AGM. The primary form of communication for this and other official notices will be through the club website, however the Executive Committee should endeavour to communicate information in as many forms as possible including email and social media.
- 4.1.5 “The AGM” shall have a quorum of 10% of the paid-up membership as verified by the treasurer. If this requirement is not met the AGM will be adjourned to be re-arranged within 4 weeks.
- 4.1.6 Resolutions will be passed by a simple majority of those present at an AGM. This will include any proxy votes received by the Club Secretary as described in item 4.1.7.
- 4.1.7 In the event of equality at an AGM the Chairman will have a second, casting vote which must retain the status Quo.
- 4.1.8 Members will have one vote.
- 4.1.9 The standard business of an AGM will be:
- to receive the Chairman’s report
 - to receive the Mens Club Captain’s report
 - to receive the Ladies Club Captain’s report
 - to consider the accounts of the Club and the Treasurer’s report
 - approve the introduction/withdrawal of any teams from league competition
 - to elect an Executive Committee for the following season
 - receive nominations for extended committee and team captains and any other business that members wish to discuss in line with Rule 4.1.9.
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4.1.9 Additional agenda items must be requested in writing 7 days prior to the AGM. These should be sent to the Club Secretary.

4.1 **Emergency General Meeting (EGM)**

4.2.1 An EGM may be convened by a majority of the Executive Committee, or in writing by at least 15% of the membership.

4.2.2 "The EGM" shall have a quorum of 25% of the paid-up membership as verified by the treasurer. If this requirement is not met the EGM will be adjourned to be re-arranged within 4 weeks.

4.2.3 Motions shall be submitted by the Executive Committee or petition of 15% of the members at least 7 days in advance of the EGM.

4.2.4 The date, time and venue of the EGM will be communicated to members at least 14 days prior to the EGM. Primary forms of communication will be through the club website and club notice board.

4.2 **Election of Club Officers**

4.3.1 All members shall be eligible to stand as candidates and vote in all elections.

4.3.2 Nominations for office will be given in writing to the Club Secretary at least 7 days in advance of the AGM.

4.3.3 All nominees must be proposed and seconded by a fully paid club member.

4.3.4 All election regulations will be agreed by Executive Committee.

4.4 **The Executive Committee:**

4.4.1 The Executive Committee shall consist of:

4.4.2 The Executive Committee will act in the best interests of all members. The affairs of the Club shall be managed by the Executive Committee.

4.4.3 The Executive Committee will abide by the Club code of conduct.



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- 4.4.4 The Executive Committee will appoint all other non-elected officers as they deem appropriate for the efficient and effective running of the club.
- 4.4.5 In the event of a mid-season vacancy the Executive Committee will be entitled to appoint a replacement, unless the vacancy occurs in the office of President, Chairman or Vice-Chair. In this case an EGM will be convened within four weeks to appoint a replacement.
- 4.4.6 Committee meetings should be held at least once every month during the hockey season and continue regularly in the close season. Any person failing to attend three consecutive meetings without good cause shall cease to be a member of the Executive Committee.
- 4.4.7 The quorum of the Executive Committee is four.
- 4.4.8 Decisions are made by simple majority. In the event of equality the Chairman has a second and casting vote which will be exercised in favour of the status quo.

4.5 Non-elected Officers:

- 4.5.1 Non-elected officers will be appointed by the Executive Committee.
- 4.5.2 Non-elected officers will abide by the Club code of conduct.
- 4.5.3 Any officer may resign by giving one month's notice in writing.

5.0 Club Policies and Procedures

5.1 The Executive Committee will ensure that the club has the following written policies and procedures. These will be regularly revised to ensure they are up to date with all changes approved by the Executive Committee.

- Safeguarding Policy
- Disciplinary Policy
- Code of Conduct
- Health and Safety Policy

6.0 Accounts, Income and Property



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- 6.1 The financial year shall end on May 31st. As soon as practicably possible a statement of assets and liabilities, and of income and expenditure will be drawn up and approved by the Executive Committee for presentation at the AGM.
 - 6.2 No action involving expenditure in the name on behalf of the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority or a resolution of the Executive Committee.
 - 6.3 The Executive Committee may appoint paid part-time staff for specific coaching projects. Such projects are at the complete discretion of the Executive Committee; however they must be Club projects. The provision of any such payments must be reviewed at Executive Committee Meetings.

8.0 Liability

- 7.1 No officer or member of the club shall be liable for any loss, damage or misfortune which may be incurred by the Club as a result of the proper execution of their duties.
- 7.2 This document will be maintained by the Chairman and made available on the Club's website.

8.0 Changes to the Constitution of the Club

- 8.1 These rules may be altered, added to or revoked, in accordance with clubs and association law, by majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club.

8.0 Dissolution of the Club

- 9.1 If the Club shall pass a resolution of an intention to dissolve the Club at an EGM the Executive Committee shall take immediate steps to convert all of the assets of the Club into money.
- 9.2 The proceeds of the conversion shall be used by the Executive Committee firstly to discharge all of the debts and liabilities of the Club. Any balance shall be passed to the Yorkshire Hockey Association.

