

Club Constitution

SOLENT & GOSPORT ICE HOCKEY CLUB CONSTITUTION

Agreed unanimously at the AGM on 26th May, 2002
Updated at the 1st June 2008 AGM



1. NAME

The name of the Club shall be – Solent & Gosport Ice Hockey Club (hereinafter known as the Club).

2. BASE

The Club shall be based at Gosport Ice Rink, Forest Way, Fareham Road, Gosport, PO13 0ZX, Hampshire.

3. OBJECTIVES

The objectives of the Club shall be:-

- (i) To organise, develop and promote both junior and senior ice hockey consistent with the aims and objectives of the English Ice Hockey Association.
- (ii) To develop ice hockey players for the benefit of the ice hockey club.
- (iii) To raise and provide financial support directly or indirectly for the benefit of both junior and senior ice hockey and the club in particular.

4. PLAYING MEMBERSHIP

- a. Membership shall be open, irrespective of sex, nationality, religion, race or colour to:-
 - (i) Persons who qualify by age to participate in both junior and senior ice hockey organised by the English Ice Hockey Association and/or the appropriate National Body of the sport.
 - (ii) Persons who are duly registered following the payment of the subscription fee currently in force.
- b. The membership of the club shall be organised along the age grouping currently in operation in English Ice Hockey Association rules.
- c. The club shall operate a maximum limit on the number of members, with each section having it's own limit; the limit of the membership roll being determined by the Executive Committee of the Club after consultation with all appropriate parties.
- d. Once accepted into membership a member has the right to membership until disqualification by age or by another clause of this constitution.

5. VOTING MEMBERSHIP

The voting of this club shall be:-

- (i) Players who have reached the age of 16 by the day of the vote.
- (ii) The parent/guardian of playing members under sixteen years of age on the basis of one vote per playing member.
- (iii) Officers of the club
- (iv) Registered minor officials of the club
- (v) All members of the executive committee that do not qualify under (i), (ii) or (iii)

NOTE:

- a. Members attending trial classes i.e. beginners periods only, shall not be deemed full members and their parents/guardians will not be entitled to vote.
- b. No individual can have more than one vote.

6. TERMINATION of MEMBERSHIP

- a. Membership of the Club shall be deemed to have been terminated if the full annual fees and/or relevant subscription have not been paid within the time allocated.
- b. The Executive Committee shall have the right, for good and sufficient reason, to

terminate the membership of any member, provided that the individual member, along with their parent or guardian if applicable, has had the right to be heard by the Executive Committee before the final decision is made.

7. SUBSCRIPTIONS/FEES

- a. All members shall pay such annual subscriptions/fees at the level determined by the Executive Committee from time to time.
- b. Notice of the annual subscription/fees and other dues shall be given to current members eligible for renewal not less than 21 days before they become due.
- c. Membership of the Club shall run from 1st August to 31st July each year.
- d. Annual subscriptions must be paid in the Month of May. Other fees e.g. registration will be due for payment as and when relevant, as authorised by the Executive Committee.
- e. The Executive Committee may at their discretion allow subscriptions/fees to be paid by agreed installments to assist players or parents/guardians of junior members. Should such an allowance be made, it must be in writing in any letter/notice relevant to the event etc. Payments under any agreed installment plan must however be made by monthly Standing Order into the Club account.
- f. Once a member is accepted into the club, irrespective of any allowance (under 7e) he/she or his/her parent/guardian is liable for the full annual fee.
- g. The Executive Committee reserves the right to levy a supplementary subscription/fee if it should deem it necessary without reference to the membership, such a subscription being limited to a quarter of the annual subscription/registration fee.
- h. The Executive Committee may allow beginners to participate in new starters classes for trial purposes by payment of a fee collected at the time of the event. Should these beginners cease to participate no further payment of dues will be required.

8. EXECUTIVE COMMITTEE

- a. The policy and general management of the affairs of the Club shall be vested in an Executive Committee that shall meet normally not less than every two months. The Chairman of the Executive Committee shall have the authority to adjust meeting dates to suit any situation that may arise as he may deem correct.
- b. The Executive Committee shall consist of duly elected officers of the Club together with co-opted members and will be responsible for the day to day management of the Club.
- c. The quorum for the Executive Committee shall be three.

9. OFFICERS

The officers of the Club shall be elected or appointed at the Annual General Meeting. However, if any of the posts listed in 9a and 9b below are not filled at the Annual General Meeting, or become vacant during any Club year, the executive committee shall have powers to appoint members at any time during the Club Year to fill vacant posts. Such members will have the same powers as if they had been elected or appointed at the AGM.

- a. The elected officers of the Club shall be:-

- (i) The Chairman
- (ii) Vice Chairperson
- (iii) The Secretary
- (iv) The Treasurer
- (v) Internal Co-ordinator
- (vi) Sponsorship Organiser
- (vii) Public Relations Officer

- b. The co-opted officers of the Club shall be :

- (i) Development Coaching Directors (2)
- (ii) All Team managers;
- (iii) New Starters manager.

- c. The Executive Committee shall be responsible for the appointment of team managers for the season. Team managers will then be directly responsible to the Executive committee for team affairs. Team managers shall be co-opted on to the Executive Committee for general management meetings of the Club. They shall have full voting rights for issues of team affairs (other than for finance and Club policy which will remain the responsibility of the elected members), and be allowed to send a deputy to a meeting should they not be able to attend.

10. ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be held at a venue suitable for the end of year presentation and awards plus AGM May of each year, deemed acceptable by the elected members of the Executive Committee. At this meeting the audited accounts will be presented, and officers of the club will be elected or appointed.
- b. Voting members shall be given at least 21 days notice of the AGM by letter or by notice fixed in an appropriate area of the Club/Rink.
- c. The Executive Committee may change the time and date of the AGM to suit the attendance of the elected members but by no more than 21 days from the date previously published. Under such circumstances, due notice will be given to the membership either by letter or by a notice fixed in an appropriate area of the Club/Rink.
- d. The quorum of the AGM shall be 10% of the voting members. 60% of members attending the AGM must be in agreement for any changes to the Club Constitution.
- e. The purpose of the AGM shall be:-
 - (i) to Receive the Annual Report of the Executive Committee
 - (ii) to Receive the annual audited statement of the accounts
 - (iii) for the Election and appointment of Officers
 - (iv) to Resolve notice of motions

11. EXTRAORDINARY GENERAL MEETINGS

Extra-Ordinary General Meetings of the voting membership may be convened:-

- (i) By the Chairman or Secretary, or
- (ii) Within 21 days of a request in writing to the Club secretary for an EGM, signed (with each name printed) by 10% of the voting membership of the club, giving reasons for such a meeting.

12. COMMITTEE MEETING PROCEDURES

a. Voting

All issues raised at any committee meeting shall be resolved by a simple majority of those present and entitled to vote. No person shall have more than one vote other than the Chairman who if necessary can exercise a second or casting vote.

b. Minutes

Minute books shall be held by the Club of proceedings of Executive Committees, Annual General Meetings and other meetings of any appointed sub committees or working parties.

c. Attendance

All meetings of the Club, except Executive Committee meetings and those of any sub-committees, shall be open to all members upon prior notice to the Club Secretary of the intention to attend.

d. Nominations / Notices

- (i) Nominations for Officer posts and notices of motion for the AGM should be made to the Club Secretary in writing at least 14 days before the commencement of the meeting.
- (ii) All nominations and motions shall have a proposer and seconder. The proposed member must give notice in writing that he/she is prepared to stand for election.

NOTE: Any notice of proposed changes/amendments to this Constitution must be given in writing to the Club Secretary at least 7 clear days prior to the meeting.

13. FINANCE

- a. All moneys raised by or on behalf of the Club shall be applied to further the objectives of the club and for no other purpose.
- b. The Treasurer shall keep proper accounts of the finances of the Club.
- c. The Treasurer shall open accounts he/she deems necessary at a recognised Bank Building Society or other financial Institution approved by the Executive Committee in the name of the ice hockey club.
- d. All accounts held on behalf of the Club are to audited at least once a year by an Auditor appointed by the Executive Committee.
- e. The Treasurer shall make all details of all accounts held on behalf of the club available to the Executive Committee on request at any time.
- f. An audited Financial Statement shall be presented by the Executive Committee to the AGM.
- g. All financial transactions on the Club's accounts must be signed by the Treasurer plus the Club Secretary or another elected member of the Executive Committee so designated, and approved and minuted by the Executive Committee at an appropriate meeting.
- h. A Finance sub-committee, comprising the elected members of the executive committee, shall be empowered to pay authorised out of pocket expenses to any members of the Executive Committee, Coaching staff or other duly authorised persons by way of actual payment or by an agreed allowance. Any allowances agreed must however be authorised and approved by the Executive Committee.

14. AFFILIATION

The club shall have the power to affiliate to any appropriate National body and to any other external organisation with similar objectives in full or part.

15. STANDING ORDERS

- a. The Executive committee shall be empowered to form sub committees / working groups to assist in achieving the aims of the club as denoted in this Constitution. All such sub-committees/working groups are responsible to the Executive Committee.
- b. The Executive Committee shall be empowered to add, change or modify the rules of the club. Such rules shall come into operation immediately, provided that they are not contrary to the aims and objectives of the Club whether written or implied.

16. CLUB YEAR

- a. The Club will generally remain in operation for the twelve months of the year, i.e. the full playing season and for the summer training period, when all playing members must endeavour to participate fully in team training and preparation for the coming season to accord with the objectives of this Constitution. However, a short "shut down" period of up to four weeks during the summer training period may from time to time be arranged, as subscriptions are for full year this shutdown still incurs fees.
- b. The Executive Committee may at their discretion give due consideration to a written request from any player for leave of absence for any period of the Club Year.