



# **Whitchurch(Shropshire) HC Constitution**



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## **WHITCHURCH HOCKEY CLUB ----- SECTION RULES -----**

### **Membership**

No person shall be eligible for Membership of Whitchurch Hockey Club unless he or she is a Member of the Whitchurch Rugby and Hockey Club Ltd and has designated in writing (e.g. on the Membership Application Form) that he or she wishes to belong to the hockey section. Only members of 18 years or more and who have paid the full subscription are entitled to vote – henceforth identified as “Full Members” as opposed to all other categories referred to as “members”.

### **Committee Constitution**

Whitchurch Hockey Club shall be administered by a Committee, whose powers and terms of reference are determined by the Club Management Committee. The Committee shall comprise the Executive Officers of the Hockey Club elected at its Annual General Meeting and such other non-executive Officers as the Club may determine by General meeting resolution.

The Executive Offices shall include the Chair, Vice Chair, the Honorary Secretary, Treasurer, Ladies Club Captain, Men’s Club Captain, Academy Representative, Child Welfare Officer, Management Representative (Mens) and Management Representative (Ladies)

The Committee shall meet as directed by the Chair of the Committee.

### **Committee Elections**

All Full Members shall have the right to make nominations, with the consent of the candidate, for election to any one or more of the Executive Offices named. Such nominations must be received in writing by the Honorary Secretary by April 30th.

Each Executive Officer, on election, shall hold office for one year until the next Annual General Meeting and shall be eligible for re-election. If any office falls vacant between one Annual General Meeting and the next, the position may be filled by the Committee co-opting a full member for the period of the vacancy.

### **Voting**

The election of the Executive Officers to the Committee shall be decided by a majority of votes recorded. In the event of an equal number of votes being cast for two or more candidates for a seat on the Committee, a further election for that office shall immediately be held between those candidates for whom the votes recorded are equal in number. If there shall still be equality of votes, the Members of the retiring Committee present at the time shall decide who shall, from those candidates receiving an equal number of votes, be the holder of the seat on the Committee for the ensuing year.

### **Committee Powers**

The Committee shall exercise only those powers that are expressly delegated to it by the Club Management Committee. In all other cases, the section shall submit proposals to the Club Management Committee for approval.

The Hockey Club Rules shall not contradict or place in question any Whitchurch Rugby and Hockey Club Ltd Rules and must be ratified by the Management Committee.

The Honorary Secretary of the Committee shall submit to the Honorary Secretary of the Club Management Committee copies of the minutes of all Committee Meetings as soon as those minutes have been approved. The Honorary Secretary of the Management Committee shall likewise issue copies of the minutes of all Management Committee Meetings to the Honorary Secretary of the Committee as soon as those minutes have been approved.

### **Annual General Meetings**

The Hockey Club shall hold an Annual General Meeting before the Shropshire County Hockey Annual General Meeting and no later than 31<sup>st</sup> May in every year, convened on fourteen day's notice to Members of Whitchurch Hockey Club entitled to vote (full members), and shall transact such business as is determined by the Committee. The quorum at an Annual General Meeting should be greater than or equal to one-third of the full members of the section. All members may attend the Annual General Meeting.

### **Executive Meetings**

Executive Meetings are to be held once a month unless a General meeting is scheduled and all elected Officers are expected to attend. The Chair shall be taken by the appointed Chair of the Hockey Club, or, if unavailable, by a member of the Committee present at the meeting, who shall be appointed to take the Chair for that meeting, or by a nominated appointee. Non-executive officers and other members may attend at the invitation/discretion of the Chair. The quorum shall be 5 of the elected Officers. Only the Executive Officers shall be entitled to vote at these meetings.

### **General Meetings**

General Meetings are to be held at least 3 times a year. The Chair shall be taken by the appointed Chair of the Hockey Club, or, if unavailable, by a member of the Committee present at the meeting, who shall be appointed to take the Chair for that meeting, or by a nominated appointee. At General Meetings, only Full Members of Whitchurch Hockey Club shall be entitled to vote. The quorum at any meeting shall be greater than or equal to one-third of the appointed officers of the section. Meetings are open to all members of the section to attend.

### **Special General Meetings**

A Special General Meeting may be convened on fourteen day's notice to Member's entitled to vote (full members), if so directed by the Management Committee or the Committee or on receipt, by the Honorary Secretary of the Committee, of a requisition, to that effect and signed by not less than a quarter of those Members entitled to vote (full members) at the Meeting so convened.

### **Sub Committees and Sub Sections**

The Committee shall be empowered to create sub-committees and sub-sections with the authorisation of the Club Management Committee. Such sub-committees and sub-sections shall be accountable to the Management Committee only through the Committee.

### **Team Colours**

Team Colours are red and navy quartered shirts, navy shorts or skirts and red and navy hooped socks.

### **Subscription and Match Fees**

Subscriptions must be paid as prescribed by the Club Management Committee and any extra fees must be ratified by the Committee. The Treasurer is responsible for the collection of all Subscriptions, match fees and membership issues. All subscriptions should be paid before the start of the season.

The Committee shall set the level of match fees to take account of the costs of using the all weather pitch.

### **Disciplinary Committee**

A Disciplinary Committee shall consist of the Chair, Vice Chair, Secretary, appropriate team captain and any other Member it is deemed suitable to attend. The offending member (18 and over) or, if under 18, the parent/guardian of that member, will be notified of a Disciplinary Meeting in writing and will be informed of the complaint against them. No other person may attend these meetings.

### **Selection Committee**

The Selection Committee shall consist of the Team Captains, Club Captain and Coach of the relevant section. These officers shall select teams as appropriate to each section.

### **Training**

Where possible all playing members should attend the regular training sessions.

### **Child Welfare**

The club has a Child Welfare Policy which is reviewed at the Annual General Meeting.

### **Equity Policy**

The club has an Equity Policy which is reviewed at the Annual General Meeting.