



# CONSTITUTION

## LONDON WAYFARERS HOCKEY CLUB

### 1. Name

1.1. The name of the Club shall be "LONDON WAYFARERS HOCKEY CLUB" hereinafter referred to as the 'Club'.

### 2. Objectives

- 2.1. To participate in the sport of hockey hereinafter referred to as the 'sport'.
- 2.2. Organisation, management and development of the sport for all members of the Club.
- 2.3. Membership of appropriate leagues for the purpose of establishing regular competitive play for the Club's representative teams.
- 2.4. To provide training and playing facilities for its members.
- 2.5. To provide a welcoming social environment for its members and stakeholders.
- 2.6. To provide equal opportunities for successful participation by all sections of the community.
- 2.7. To promote the sport.

### 3. Affiliation

3.1. The Club shall be affiliated to England Hockey as the National Governing Body.

### 4. Membership

- 4.1. All members are subject to the Constitution of the Club and the regulations of the National Governing Body.
- 4.2. Membership of the Club is open to all individuals provided they comply with this Constitution and the Membership Code which sets out rights and obligations of the membership.
- 4.3. No person shall be refused membership on the grounds of race, colour, creed, religion, sex, sexual preference, impairment or disability.
- 4.4. All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- 4.5. Non playing membership acceptance is at the discretion of the Executive Committee and members need to register to be able to enrol into this category.
- 4.6. Each fully paid up member shall be entitled to attend and vote at General Meetings.

- 4.7. Fully paid up adult members may be elected and serve on the Club Committee.
- 4.8. Members under the age of eighteen at the time of a General Meeting or election may be represented by a parent or appointed carer who is eligible to vote or stand for office providing the junior membership fees are fully paid.
- 4.9. A copy of the Constitution is available on the Club's website.
- 4.10. Members shall be enrolled in one of the following categories:
- 4.10.1. Playing member
  - 4.10.2. Occasional member (fewer than five games per season)
  - 4.10.3. Non playing member (non-competing, i.e. registered volunteers, officials)
  - 4.10.4. Life member
- 4.11. Any person under Club contract to provide services to the Club is not eligible to vote or stand for Committee roles. This includes but is not limited to coaches, administrators or any such paid roles. The only exception to this Rule is when the person in question qualifies under Rule 4.10.
- 4.12. Membership of the Club shall be renewed annually and shall run from August 1 to July 31.

## **5. Discipline and appeals**

- 5.1. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- 5.2 All complaints regarding the behaviour of members will be recorded and responded to swiftly and appropriately in accordance with the Club's Disciplinary Code. This should be presented and submitted in writing to the Club Welfare Officer.
- 5.3. Disciplinary and appeal procedures are set out in the Disciplinary Code and form an integral part of the Club Constitution.

## **6. Suspension, Refusal or Termination of Membership**

- 6.1. The Executive Committee shall be entitled to:
- 6.1.1. Refuse any application for membership on the grounds that such membership would be prejudicial to the Objectives of the Club as set out in Rule 2 of this Constitution.
  - 6.1.2. For good and sufficient reason to refuse renewal of any existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the Executive Committee before a final decision is made.
- 6.2. The member may apply for reinstatement at the next General Meeting.
- 6.3. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the Club Committee and at General Meetings, and shall be suspended from taking part in any event under the control of the Club until such fees are paid.
- 6.4. Any member who repeatedly fails to pay their fees by the date required will forfeit their opportunity to pay such fees in instalments in subsequent years. The suspension shall only be lifted if and when outstanding fees of the year in question plus the following year are paid in full by the first payment date.
- 6.5. Any member in breach of the Club's Code of Conduct, Membership Code or Constitution will be subject to a disciplinary hearing which could result in the membership being suspended or terminated.

6.6. Any member under suspension shall be barred from taking part in any activity under the control of the Club including matches, training, events and volunteering.

6.7. In the event any team plays a suspended member that team will be subject to a disciplinary hearing. The Executive Committee shall have the power to cancel future league fixtures for that team or award any other penalty as it deems appropriate as a result of playing a suspended member.

6.8. The Executive Committee shall inform the member in writing of any decision to terminate their membership.

## **7. General Meetings**

7.1. An Annual General Meeting (AGM) shall be held each year at such time and place as determined by the Executive Committee, at approximately twelve monthly intervals, but no more than fifteen months after the date of the previous AGM. The following business shall be conducted:

7.1.1. Agreement of the minutes of the previous AGM

7.1.2. Presentation of the Club's financial accounts for the year

7.1.3. Presentation of Club's financial forecast for the forthcoming year, and the setting of all fees

7.1.4. Presentation of Club Chairpersons report

7.1.5. Election of officers to the Club Committee

7.1.6. Any other business brought before the meeting which has been submitted in writing to the Club Secretary not less than seven days prior to the AGM, and any other business deemed relevant by the Club Chairperson

7.2. An Extraordinary General Meeting (EGM) may be called upon the written demand of:

7.2.1. 33% of the membership

7.2.2. The Club Chairperson

7.2.3. Two thirds majority of the Club Committee

## **8. Rules for General Meetings**

8.1. A minimum of twenty one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.

8.2. The Club Chairperson, or in his/her absence another member of the Executive Committee selected by the meeting, will take the Chair.

8.3. All members present shall register with the Club Secretary prior to the start of the meeting.

8.4. Persons eligible to vote at General Meetings:

8.4.1. Adult playing members shall each have one vote

8.4.2. Appointed Officers shall each have one vote unless they already qualify under clause 8.4.1

8.4.3. Junior playing members (under 18s) can be represented by a parent or carer who can vote on their behalf

8.4.4. The Club Chairperson shall have a casting vote in the event of a tied vote

8.5. All votes shall be determined by a simple majority.

8.6. The quorum shall be fifteen percent of those members eligible to vote which can be reached through presence at a General Meeting, voting in absence or other means (including online polling).

8.7. The Club Secretary shall keep the minutes of the meetings and record all proceedings and

resolutions.

## **9. Election of Officers to the Club Committee**

9.1. The members of the Club Committee shall be drawn from the membership, as defined in clause 4 of this Constitution.

9.2. Candidates shall be elected by ballot at the AGM, and shall be members of the Club Committee from the conclusion of that AGM until the conclusion of the following AGM.

9.3. All nominations of candidates for election shall:

9.3.1. have the consent of the nominee

9.3.2. be in writing

9.3.3. be seconded

9.3.4. be received by the Club Secretary not less than fourteen days before the AGM

9.4. Vacant posts may be filled by nomination(s) and election at the AGM.

9.5. The Club Secretary shall send all members a list of all nominations not less than seven days prior to the AGM.

## **10. Members of the Club Committee**

10.1. The Club Committee is made up out of the Executive Committee members and Officers in various roles and committees.

10.2. The following Officers are appointed to the Executive Committee:

10.2.1. Club Chairperson

10.2.2. Club Treasurer

10.2.3. Club Secretary

10.2.4. Events Officer

10.2.5. Men's Section Captain

10.2.6. Ladies Section Captain

10.2.7. Junior Section Captain

10.2.8. Club Welfare Officer

10.3. The following Officers are appointed to the Club Committee:

10.3.1. Fixtures Secretary

10.3.2. Senior Communications Officer

10.3.3. Junior Communications Officer

10.3.4. Men's Section Vice Captain

10.3.5. Ladies Section Vice Captain

10.3.6. Junior Section Boys Captain

10.3.7. Junior Section Girls Captain

10.3.8. Senior Social Secretary

10.3.9. Junior Social Secretary

10.3.10. Junior Volunteering Coordinator

10.3.11. Umpiring Officer

10.3.12. Kit Officer

10.3.13. Junior Treasurer

#### 10.3.14. Junior Welfare Officer

10.4. The Club Committee appoints the Executive Committee to deal with the day to day matters of the club, until the conclusion of the following AGM.

10.5. A minimum of two Club Committee meetings shall be held each year at which the Executive Committee reports their on-going business.

10.6. All of the above officers shall be entitled to one vote each at Club Committee meetings. In normal circumstances the Club Chairperson would not vote except in the case of a hung vote or if reduced numbers meant a quorum would not be reached.

10.7. All committee members may co-opt any member to represent them in their absence at a Club Committee meeting.

10.8. All Executive Committee members may co-opt any committee member to represent them in their absence at an Executive Committee meeting.

10.9. The Club Committee may co-opt or appoint any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-opted positions shall not exceed one third of the total number of persons serving on the committee at that time.

10.10. Sub committees may be set up by the Club Committee. The proceedings of all such committees shall be reported to the Club Committee by a representative elected by that subcommittee.

### **11. Rules for the Club and Executive Committees**

11.1. The Club Chairperson shall chair the meeting, or in his/her absence, one of either the Club Treasurer or Club Secretary.

11.2. Fourteen days' notice of any meeting of the Club Committee or Executive Committee shall be given by the Club Secretary, except when:

11.2.1. The date of the meeting had been agreed at the previous meeting, in which case seven days' notice shall be given.

11.2.2. In an emergency the Club Chairperson may call a meeting at four days' notice.

11.3. The quorum for Executive Committee meetings shall be five of those Officers entitled to vote, as listed at Rule 10.2.

11.4. The quorum for Club Committee meetings shall be nine of those Officers entitled to vote, as listed at Rule 10.2 and 10.3.

11.4.1. This must include two of the following:

11.4.1.1. Club Chairperson

11.4.1.2. Club Treasurer

11.4.1.3. Club Secretary

11.5. All votes shall be determined by a simple majority. In the event of a tied vote, the Club Chairperson may exercise a casting vote.

11.6. The Executive Committee shall have the power to formulate by-laws as it deems necessary for the proper conduct and management of the Club and the achievement of its Objectives. The Executive Committee shall adopt such means as it deems sufficient to bring to the notice of the members of the Club all such by-laws, which will be binding on all members of the Club.

11.7. The elected Officers in the Club Committee meetings shall have the power to alter, add to or repeal the by-laws.

11.8. The members in the General Meeting shall have the power to alter, add to or repeal the by-laws.

11.9. Meetings shall be open to all members of the Club.

## **12. Finance**

12.1. The income and property of the Club, however derived, shall be applied solely towards the Objectives of the Club as set out in Rule 2, of this Constitution.

12.2. The Club shall have the power to raise money by means of yearly affiliation fees and membership fees as determined by the Club Committee at the Annual General Meeting.

12.3. All monies shall be lodged in a bank account in the name of the Club.

12.4. The Club Chairperson and Club Treasurer shall be authorised signatories to sign cheques on behalf of the Club.

12.5. The financial year of the Club shall run from 01 August to 31 July.

## **13. Amendments to the Constitution**

13.1. Members shall have at least 21 days' notice of any proposed alteration or addition.

13.2. The quorum shall be fifteen percent of such those members eligible to vote which can be reached through presence at a General Meeting, voting in absence or other means including online polling.

13.3. This Constitution may only be amended by a proposal meeting the quorum and passed by a simple majority.

## **14. Dissolution of the Club**

14.1. Any resolution to dissolve the Club may be passed at any General Meeting provided that:

14.1.1. The terms of the proposed resolution are received by the Club Secretary at least forty two days before the meeting at which the resolution is to be brought forward, and that;

14.1.2. At least twenty eight days of the proposed resolution shall be given in writing by the Club Secretary to all members, and that;

14.1.3. Such a resolution shall receive the assent of two thirds of those present and entitled to vote.

14.1.4. Upon dissolution of the Club, after all Club and Trustee liabilities have been cleared, all remaining financial and material assets shall be given or transferred as determined by the meeting.

## **15. Declaration**

15.1. It is hereby certified that this document represents a true and most up to date version of the Constitution of London Wayfarers Hockey Club.

APPROVED AND SIGNED ON JULY 4<sup>th</sup> 2017

Club Chairperson: Marcel van Eldik

Club Secretary: Zoe Smithson