The Constitution of Thornbury Hockey Club

**1. Name of Club**

1.1. The club will be called Thornbury Hockey Club (Hereinafter will be referred to as The Club), and may also be known as THC.

1.2. All sections of the Club fall under this collective name and are governed by this constitution.

1.3. Sections include, but are not limited to, Senior, Junior Section, Back to Hockey and Supporters.

1.4. New sections can be created under the overarching name of the Club and may be formed after representation and agreement of a full Club meeting and will be governed by the shared values of this constitution.

**2. Aims and Objectives**

2.1. The aims and objectives of the club will be to offer sporting and social opportunities in and around Thornbury, South Gloucestershire.

2.2. To promote and encourage progression and enjoyment of Hockey for all ages.

2.3. To further mutual understanding, respect and solidarity for all people in a positive way through sport and social activities.

2.4. To promote and share our values with other clubs and communities.

2.5. To ensure a duty of care to all members of the club.

**3. Values**

3.1. The Club is anti-oppressive and promotes the participation and voice of all club members and supporters who are in agreement with this constitution.

3.2. The Club respects the rights, dignity and worth of every person and will treat everyone equally within the Club Values and the context of their involvement of the Club regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

3.3. The Club is committed to everyone having the right to enjoy club sport and social activities free from threat of intimidation, harassment and abuse.

3.4. The Club will deal with any incidence of behaviour that goes against the club values, according to Club procedures.

**4. Membership**

4.1. Membership of the club is open to anyone actively involved in promoting, volunteering or participating in the activities of the Club. The Club shall consist of playing Members, Non-playing Members and life Members.

4.2. All Club Members accept the aims, objectives and values of the Club and shall commit to this constitution as part of that membership.

4.3. All Members are eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team.

4.4. Each Member has a responsibility to understand the clubs aims, values and members’ responsibilities contained in this constitution. The Club has a responsibility to ensure members are aware of where they can find the constitution and other information (such as the welcome leaflet and website) that explain the aims, values and policies of The Club.

4.5. THC reserves the right to refuse, terminate or limit involvement to those whose behaviour or actions whether conducted inside or outside of Club activity, are deemed to be contrary to the aims, objectives and values of the Club and/or bring it into disrepute. This will be done using the THC Complaints Procedure.

4.6. All Members should pay annual membership and match fees as part of an agreement with the Club and their sign up and ongoing membership to the Club.

**5. Committee**

5.1. The affairs of The Club shall be conducted by a Committee, which shall consist of the Officers: Chair or Co-Chairs, Treasurer and Secretary, who shall be

Elected at the Annual General Meeting (AGM). The committee will also consist of one representative of each section of the club.

5.2. All Committee members must be members of The Club, including non-playing members.

5.3. Officers will be elected for one year and members shall be eligible for re-election until either they resign or someone else is voted in instead of them.

5.3. Each section of the club must provide a representative to the Committee appointed by their own process

5.4. If the post of any officer should fall vacant after such an election, the Steering Committee shall have the power to fill the vacancy until the succeeding full club meeting.

5.5. If the post of any other member falls vacant the section of The Club must replace them.

5.6. The Committee meetings will be convened by the Secretary of the Club and be held no fewer than 2 times per year, an Annual General Meeting (AGM) and a Biannual General Meeting (BGM) in order to prepare for these meetings.

5.7. The Committee shall have responsibility for the overseeing the day to day running of the club, including looking after the finances of the club and communication to members about all club affairs. The whole club, via club meetings, may instruct the Committee to act on behalf the club.

5.8. The Committee will be responsible for proposing to the membership new policy, codes of practice and rules that affect the organisation of the club. These will be adopted (or not) following a majority vote of members present at a quorate Full Club AGM, BGM, or EGM (see below).

5.9. The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

5.10. On the event of a formal complaint being received by the Committee, the Committee will initiate and follow the THC recognised Complaints Procedure.

5.11. The club is committed to ensuring that its responsibilities within Safeguarding, Privacy and managing information are upheld, up to date and reviewed regularly in accordance with England Hockey guidance.

**6. Full Club Annual and Biannual and Extraordinary General Meetings**

6.1. Full Club Meetings are the opportunity for members of The Club to exercise their democratic rights in conducting The Club’s affairs.

6.2. The Club shall hold the Annual General Meeting (AGM) in the month of MAY

to: 6.2.1. Approve the minutes of the previous year’s AGM. 6.2.2. Receive reports from the Chair and Secretary. 6.2.3. Receive a report from the Treasurer/s and approve the Annual Accounts. 6.2.4. Elect the officers on the Committee. 6.2.5. Consider any proposed changes to the Constitution. 6.2.6. Deal with any other relevant business.

6.3. Notice of the AGM and BGM will be given by the Committee with at least 21 days’ notice to be given to all members.

6.4. Nominations for officers of the Committee will be sent to the Committee (a minimum of 14 days) prior to the AGM, who shall circulate them at least 7 days before an AGM.

6.5. Proposed changes to the constitution shall be sent to the Committee (a minimum of 14 days) prior to the AGM, who shall circulate them at least 7 days before an AGM.

6.6. Proposed agenda items for an AGM or BGM shall be sent to the Committee (a minimum of 14 days) prior to the AGM, who shall circulate them at least 7 days before an AGM. The Committee will decide the position on the agenda for each item. (No items shall be excluded by the committee).

6.7. All members have the right to vote at the Annual General Meeting (AGM), Biannual General Meeting (BGM) or Extraordinary General Meeting (EGM).

The club is organised on the principle of one member-one vote. No one has a greater say because of his or her length of time or investment in the club.

6.8. Votes by proxy will be accepted should a member be unable to attend either an Annual General Meeting (AGM), Biannual General Meeting (BGM) or Extraordinary General Meeting (EGM). Members will be entitled to appoint a proxy to attend and vote on their behalf.

6.9. A proxy will be validly appointed when the secretary is presented with an executed proxy instrument before the commencement of the AGM, BGM & EGM.

6.10. An executed proxy instrument shall be a form or letter to the Secretary written under the hand of the member authorising the proxy to attend and vote at a particular meeting. The proxy instrument must be signed by both the member and the proxy.

6.11. The minimum quorum required for business to be agreed at Full Club AGM, BGM or EGM meetings will be the Officers of the club plus a minimum of TWO

members of each section of the Club: Juniors and Seniors: A minimum of 15 people need to present.

6.12. The Committee can appoint a chair for the purpose of the meeting if the elected chairperson is not available.

6.13. Should any agenda item which is to be voted on is deemed sensitive, the Committee can instigate an anonymous vote.

6.14. During a full club meeting if an agenda item becomes sensitive, the Chair can decide an anonymous vote.

6.15. The Chair of the Club shall hold a casting vote at general and committee meetings.

6.16. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Committee supported by at least 10 members of the Club or as a result of a member lodging an appeal following a complaints investigation. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.

**7. THC Complaints Procedure**

7.1. Any club member or section of the club who has a complaint against another club member or section of the club should, where possible resolve the complaint or issue in an informal manner through discussion with that member or section of club; issues should not be discussed in public e.g. social media groups/forums or email list.

7.2. In the event of any complaint received by the committee the THC complaints procedure will be followed.

7.3. Where complaints cannot be resolved without the involvement of the wider club the following process will apply. The person who wishes to lodge the complaint should:

7.4. Have an informal discussion about their complaint with any member of the Committee

7.5. Following this informal discussion, the member must decide whether to raise a formal complaint, which is done by notifying the Secretary in writing that the member is raising a formal complaint

7.6. The complainant should explain the details and impact of any event(s) and how these are contrary to the aims and values of THC.

7.7. Once a formal complaint is lodged the Management Committee will nominate two Committee members to investigate the complaint.

7.8. The investigation will commence within 7 days of the complaint being received and aim to be concluded within 21 days of the complaint being received.

7.9. At the conclusion of their investigation the two Committee members will recommend the Committee uphold ALL or PART or NONE of the complaint. In the event that a decision cannot be made, the Committee can refer the decision to a full club meeting through an EGM.

7.10. Where the Committee upholds ALL or PART of the complaint it has the authority to impose sanctions on the member against whom the complaint was made.

7.11. These sanctions may include fines, suspensions, limiting activity, bans, and expulsion from the Club. Where deemed fit and acceptable to the complainant (person raising the complaint) a process of restorative justice may be agreed. Restorative justice may be in place of or additional to other sanctions.

7.12. Where the Committee upholds NONE of the complaint it has the authority to impose sanctions on the member who lodged the complaint. These sanctions may include fines, suspensions, limiting activity, bans, expulsion from the Club.

7.13. All communications regarding the complaint shall be confirmed in writing to all directly affected members.

7.14. Any Club member can appeal against the decisions or sanctions imposed by the steering committee.

 7.15. This appeal is lodged in writing and by calling an EGM, which is supported by nine other members.

7.16. The EGM will be conducted in the manner outlined in the THC Constitution.

**8.0. Finances**

8.1. The Club Treasurer/s will be responsible for the finances of The Club.

8.2. The financial year of the club will run from 1st May and 30th April of the current year.

8.3. All Club monies will be banked in an account held in the name of The Club.

8.4. A statement of annual accounts will be presented by the Treasurer/s at the Annual General Meeting.

8.5. An annual membership of an amount determined by the Club Committee for each year shall be payable by any person wishing to be a member.

8.6. The Annual membership shall be paid in full by November 1st of any given year unless alternate method agreed by the Committee.

8.7. The committee shall have the power to grant a concession with respect to annual membership in appropriate cases, the club member liable for the membership fee must make an application to the Committee.

8.8. All membership matters in dispute shall be referred for consideration to the Committee whose decision shall be final.

8.9. A match fee shall be payable to THC at every hockey matched played, at a fee to be determined by the Committee. Payments via PayPal and the Club bank account will be accepted and should be paid within 24 hours of the match time.

8.10. Any cheques drawn against club funds should hold the signatures of the Treasurer/s plus up to two other officers.

8.11. All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

**9. Amendments to the Constitution**

9.1. The Constitution will only be changed through agreement by majority vote at a quorate AGM or EGM.

**10. Dissolution**

10.1. A resolution to dissolve the club can only be passed at a quorate Full Club AGM or EGM through a majority vote of the membership present.

10.2. In the event of dissolution, all debts should be cleared with any club’s funds. Any assets of the club that remain following this will become the property of ANOTHER CLUB WITH SIMILAR OBJECTIV ES or donated to a local charity agreed by the Committee.

**11. Declaration**

11.1. Thornbury Hockey Club

Club

hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

 Name:

Position: Chair

Sign:

Date:

Name

Position: Secretary

Sign:

Date:

Name

Position: Treasurer

Sign:

Date:

Name

Position: Junior Committee Member

Sign:

Date:

Name

Position:

Sign:

Date:

**Glossary of terms:**

 AGM = Annual General Meeting

BGM = Biannual General Meeting

EGM = Extraordinary General Meeting

Chair

Treasurer

Secretary