



# Club Constitution

Adopted by the Members on 18<sup>th</sup> October 2014

*ALL PREVIOUS RULES RESCINDED*

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Throughout this document, where relevant, terms indicating masculine gender shall include feminine and terms indicating singular shall include plural.

#### 1. NAME

The Club shall be called Banbury Bulldogs Skater Hockey Club.

#### 2. PURPOSE

A) The aims and objectives of the Club shall be:

- a) To advance amateur sport by promoting involvement in street hockey and skater hockey.
- b) To provide opportunities for involvement in street hockey and skater hockey.
- c) To advance physical education by providing coaching in street hockey and skater hockey.
- d) To promote healthy, safe participation in sport, particularly street hockey and skater hockey.
- e) To provide opportunities to develop individual capabilities, competences and skills through involvement in playing or coaching street hockey and skater hockey.

- B) The Club shall provide opportunities for public benefit:
- a) Membership shall be open to anyone, regardless of gender, age, skill level or capability (save only that players and coaches must be physically equipped to partake of the opportunities provided).
  - b) All members shall be treated in a fair and equitable manner.
  - c) Although the Club is based in the town of Banbury, Oxfordshire, membership shall not be limited to any geographic area (save only that members must be able to attend training and playing opportunities provided).

### **3. POWERS**

- A) The Committee shall have powers to act in any reasonable and lawful manner to enable it to carry out the Club's aims and objectives; including, but not limited to:
- a) Fund raising, including:
    - organising and/or participating in fund-raising events and activities
    - seeking and/or receiving of donations or sponsorship
    - seeking and/or receiving of grants and other discretionary funds.
  - b) Organising and/or participating in publicity and promotional activities, to promote:
    - the Club
    - organisations to which it is affiliated (eg league, national or international competition organisers)
    - the sports of street hockey and skater hockey
    - amateur sport in general, particularly to children.
- B) Co-operating with and supporting organisations with similar or complementary purpose.
- C) Affiliating to local, regional, national and international sporting organisations and binding the Club and its members to adhere to the regulations thereof, in order to further opportunities for members to participate in street hockey and skater hockey and develop skills.
- D) Applying Club funds:
- to acquire necessary facilities and equipment to support the Club's aims and objectives and to ensure safe participation therein

- to acquire professional services where necessary to protect the Club's interests
  - to contribute all or part of any fee for individual(s) participation in training courses to enhance the quantity and/or quality of coaching resource available or to provide match officials to meet Club needs
  - at the absolute discretion of the Committee, and in confidence, to assist individuals to participate if this might be precluded by financial hardship
  - to offer occasional social events to encourage cordial relationships within the Club and to promote club and team cohesion.
- E) Opening and operating accounts with banks or similar institutions to hold Club funds.

#### **4. MEMBERS**

- A) Members of the Club shall be players, coaching staff and Committee Members.
- B) Each member, and all persons claiming through him/her or on his/her behalf, shall be bound by the Constitution and by any Rules and Policies established by the Committee.
- C) Application for player membership will be required within four weeks of first attending a session, in order to ensure that players benefit from cover of relevant insurance.
- D) In order to ensure accreditation to participate in training and competition and to benefit from cover of relevant insurance, players, coaches and managers will be required to:
- provide necessary personal information and any necessary proof of veracity
  - complete any relevant declarations and forms required by the Club and by any league and national/international sporting bodies.
- E) Members shall be required to accept, and sign to indicate acceptance, any policies, rules or codes of conduct from time-to-time introduced, as required by the Committee.
- F) Members shall be required to reimburse the Club the sum of all fees and fines relating to that member payable to other organisations (eg league registration fees etc).

*Members should note that, through appropriate process, the Club shall raise objection to any individual's registration with another Club whilst outstanding fee or fine reimbursements persist.*

- G) All required documentation shall be signed by a parent or guardian for members not yet having attained the age of majority and parents/guardians shall be liable for fees and fines due in respect of minor members.
- H) The Club recognises the valuable, necessary support of parents/guardians and the wider families of members, both to enable member participation and in fund-raising and promoting the Club and its aims. The Committee shall be receptive to issues or suggestions raised by this wider constituency, assuring confidentiality if appropriate.

## **5. MEMBERS' VOTING RIGHTS**

Each Member shall have one vote, ranking equally with those of all other members.

- a) As many players will be minors, voting rights shall be exercised by a parent or guardian on behalf of members under the age of 16 years.
- b) No member shall exercise more than one vote on his/her own behalf, regardless of the number of capacities in which he/she may qualify for membership.

## **6. DURATION AND CESSATION OF MEMBERSHIP**

- A) Annual renewal of membership shall be required.
- B) Membership may be suspended or terminated by the Committee in accordance with Club policies and/or rules governing conduct, behaviour and disciplinary action.
- C) There shall be no limit on membership duration, except in accordance with A) and B) above.

## **7. DIRECTION AND MANAGEMENT**

- A) The Club shall be managed by a Committee appointed by members. The Committee shall ensure the direction and management of all affairs and business of the Club by a sufficient number of individuals fit and proper to be elected, with prudence and integrity, in the best interests of the Club, in accordance with this Constitution, Club policies and rules and any other regulations to which the Club may from time to time be subject.
- B) The Committee may exercise all those powers of the Club that are not required, by this constitution, to be exercised by the Club in general meeting.
- C) The Committee shall be responsible for disciplinary action against members, in accordance with applicable policies, rules and procedures from time to time established. Policies, rules and procedures in force at all times shall include Disciplinary / Grievance policy(ies)/procedures.

- D) Committee members shall declare any perceived conflict of interest, such declaration shall be recorded and, if appropriate, the individual shall abstain from any decision making process that might be influenced by their interest.

### **Composition**

- E) The Committee shall consist of a minimum of six individuals, all of whom shall have attained the age of majority.
- F) Committee members shall include both elected and ex-officio members:

#### **Ex-officio**

- i) Coaches
- ii) Team Managers

#### **Elected**

Elected committee positions shall include four specific elected offices:

- i) Chairman – shall preside at all meetings of the Committee and General Meetings of the Club at which he/she is present.
  - ii) Vice-chairman - may deputise for the Chairman when necessary. In the absence of the Chairman, the Vice-chairman shall preside at meetings. Should the office of Chairman be vacated, the Vice-chairman shall ensure that a replacement is appointed by the Committee in a timely manner and, until this process is completed, shall fulfil any necessary duties of the Chairman's role that shall arise.
  - iii) Treasurer – shall keep true and accurate records of the Club's finances and regularly report its financial position to the Committee. The Treasurer shall report on the Club's financial position at the Annual General Meeting.
  - iv) Secretary – shall ensure true and accurate records are retained of all meetings. The Secretary shall ensure that the Club's administrative requirements are addressed.
- G) Individual Committee members may assume specific roles, as deemed necessary and as allocated by the Committee.
- H) Individual Committee members may address more than one area of responsibility.
- I) Specific roles may be shared by two Committee members.
- J) If a vacancy arises in any office of the Committee during the year, for any reason, Committee members may appoint an individual to fulfil the role until the next Annual General Meeting. The individual so appointed may be selected from existing Committee members or from the wider Club community.

- K) During the year, Committee members may re-distribute offices and other roles to address needs consequent on changes arising from (J) above.

#### **Committee Service**

- L) Committee Members shall stand for election annually at the Annual General Meeting nearest in date to the anniversary of appointment.
- M) Continuous service shall not exceed a term of three years in any one office. For the absence of doubt, a term of three years shall terminate at the Annual General Meeting nearest in date to the third anniversary of appointment.
- N) Individuals may serve more than one term of three years in any one office, provided that the terms do not run consecutively.
- O) Notwithstanding completion of a term of office, an individual may continue to serve on the Committee (if so elected) in any other capacity.

#### **Sub-committees**

- P) As it sees fit, the Committee may establish standing or ad-hoc Sub-committees to address particular business. The Committee shall determine the Terms of Reference of Sub-committees.
- Q) Sub-committees shall report their business to Committee Meetings.
- R) Membership of Sub-committees shall be determined by the Committee and may include non-committee members and/or advisers.
- S) The Chairman of a Sub-committee shall be a Committee member.
- T) The Secretary of a Sub-committee may be the Club Secretary or a member of the Sub-committee and shall ensure that accurate records of its business are retained.

### **8. COMMITTEE MEETINGS**

- A) The Committee shall meet as often as it shall deem necessary for the proper management of the Club and its affairs, but shall hold at least eight meetings per year.
- B) Three Committee members present, which must include at least one of the four specific Officers detailed in 7F) below, shall form a quorum.
- C) Questions arising at a meeting shall be resolved by a majority of votes. Committee member shall each have one vote, except the Chairman who shall vote only in the event of an equality of votes.

- D) Meetings shall be arranged by the Secretary at a time and place convenient to the Committee as a whole.
- E) Notice of meetings shall be given to all eligible to attend, but a meeting shall not be deemed invalid if any member fails to receive a validly sent Notice in a timely manner.
- F) Notice of meetings may be given in writing or by electronic means.
- G) Only Committee or Sub-committee members shall have the right to attend meetings of that body, however other Club members, non-members or advisers may attend part or whole meetings by invitation.
- H) By agreement of all Committee or Sub-committee members, meetings may be held by telephone/video conferencing facility or any other communications equipment which allows all Individuals participating in the meeting to hear, or both see and hear, each other. An Individual so participating shall be deemed to be present in person at the meeting and shall be entitled to vote or be counted in a quorum accordingly. Such a meeting shall be deemed to take place where the largest group is assembled or, if there is no such group, where the Chairman of the meeting is present.
- I) A resolution in writing signed by all the members of the Committee or Sub-committee shall be as valid and effectual as if it had been passed at a meeting of that body duly convened, constituted and held and may consist of several documents (which may be transmitted electronically) in a like form each signed by one or more members of that body.
- J) Decisions on matters discussed by Committee may be agreed outside a meeting by electronic means; the Secretary shall retain evidence of the decision so made and it shall be reported and recorded in the Minutes of the next duly convened meeting.
- K) All acts done by any committee shall be valid even though it might afterwards be discovered that there was some defect in the constitution of the meeting, or of the committee, or in the election or appointment of any member of the committee or individual acting as such. Likewise, such acts shall not be invalidated by reason of the fact that any Individual acting was not entitled to vote.



## **9. GENERAL MEETINGS**

- A) As necessary, to address business requiring the consideration and authority of the members, General Meetings may be called by the Committee at any time in the year.
- B) The Committee shall arrange an Annual General Meeting in each calendar year, to be denoted clearly as the A.G.M. and to be held within four months of the end of the annual financial reporting period.
- C) All members, and in the case of minors their parent or guardian, shall be eligible to attend General Meetings.

### **Notice**

- D) At least fourteen clear days' Notice shall be given of General Meetings.
- E) Notice of meetings may be given in writing or by electronic means.
- F) Notice of meetings shall be given to all eligible to attend, but a meeting shall not be deemed invalid if any member fails to receive a validly sent Notice in a timely manner.

### **Voting**

- G) Every question submitted to a General Meeting shall be decided by a simple majority and such votes shall be taken in the first instance by a show of hands.
- H) A poll may (before or on the declaration of the result of the show of hands) be demanded by the Chairman or by the Meeting. Such poll may be held at the Meeting or following an adjournment thereof.
- I) Unless a poll be so demanded, a declaration by the Chairman that a resolution on a show of hands has been carried, or lost, and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded.
- J) If on a show of hands or a poll, any votes are counted that ought not to have been counted, or any votes are not counted that ought to have been counted, the error shall not vitiate the decision arrived at unless in the opinion of the Chairman it has been of sufficient magnitude so to do.
- K) Voting members (including the parent/guardian of a minor) unable to attend the A.G.M. or other General Meeting may appoint a proxy to vote on their behalf. Appointment of the proxy should be notified to the Secretary in advance of the

meeting by the nominating member and no vote by proxy shall be deemed valid unless such notification has been received. Proxies may be authorised to vote at their discretion or as directed by the nominating member and the terms of the appointment shall be indicated to the Secretary in the appointment notification.

### **Adjournment**

- L) Every adjourned meeting shall be deemed a continuation of the original meeting but any resolution passed at an adjourned meeting shall for all purposes be treated as having been passed on the date on which it was in fact passed and shall not be deemed to have been passed on any earlier date. No business shall be transacted at any adjourned meeting other than the business left unfinished or not reached at the meeting from which the adjournment took place.
- M) An adjourned meeting shall be re-convened within thirty days.

### **Annual General Meeting (A.G.M.)**

- N) Business at the Annual General Meeting shall include:
- A report to Members on the Club's financial position and its income and expenditure during the year. This shall include presentation of the Financial Statement.
  - Reports from the Chairman and other Committee members on the Club's business.
  - Determination of Membership Fees.
  - Elections of Officers and other elected Committee members.
  - Any business requiring the consideration and authority of the members.
- O) Nominations of candidates for election to the Committee must be made to the Secretary in advance of the A.G.M..
- P) All acts done by the Club shall be valid even though it might afterwards be discovered that there was some defect in the constitution of the meeting, or of the Committee, or in the election or appointment of any member of the Committee or individual acting as such. Likewise, such acts shall not be invalidated by reason of the fact that any member acting was not entitled to vote.

## **10. MINUTES**

The Committee shall cause minutes to be taken of all proceedings at all meetings of the Club, of the Committee and of any Sub-committee. Any such minutes of any meeting if signed by the chairman of that meeting or by the chairman of the next succeeding meeting shall be conclusive evidence without any further proof of the facts

stated in those minutes.

## **11. CLUB FINANCES**

- A) Committee shall ensure that the Club's financial affairs are reported annually to members at the Annual General Meeting:
  - a) The Club's financial reporting period shall end on 30<sup>th</sup> June each year.
  - b) A Financial Statement for each financial year shall be produced by the Treasurer within three months of the period end, for presentation to Members at the A.G.M..
- B) Committee shall ensure that a Treasurer is appointed and shall ensure that he/she maintains true and accurate records of the Club's finances.
- C) Committee shall ensure that accounts with banks or similar institutions that are opened to hold Club funds shall be held in the name of the Club and operated by Committee members only, under the day-to-day control of the Treasurer.
- D) Committee shall ensure that up-to-date information of authorised signatories are provided to relevant financial institutions and that they be mandated to allow transactions only on approval by at least two signatories acting together.
- E) From time to time, Committee may impose other financial controls or limitations on bank mandate authorities as they deem necessary.
- F) Club funds shall be applied only to support its purposes and in accordance with its powers.
- G) Committee members shall not be remunerated, save that they shall be entitled to recompense for reasonable expenses approved by Committee.
- H) Expenses so paid shall be detailed in writing and such records retained by the Treasurer.
- I) Membership fees shall be agreed by the Members in general meeting.

## **12. ALTERATION OF THE CONSTITUTION**

Alteration of the Club's Constitution shall require a majority vote of the members in general meeting.

### **13. DISSOLUTION / WINDING-UP**

- A) A resolution to dissolve the Club shall require a majority vote of the members in general meeting.
- B) In the event of a dissolution or winding-up, any sums paid by members to the Club in respect of fees etc due to other parties shall be returned to individual members, if the sums have not yet been paid over or are recoverable.
- C) Assets of the Club shall first be applied to meet its outstanding liabilities.
- D) Remaining assets of the Club shall be distributed, or sold and funds so raised be distributed, to new or existing organisations with similar or complementary purpose, ie a skater hockey club, an organisation providing opportunities for skater hockey at regional or national level, or a community organisation serving the area in and around Banbury promoting other sport to children and adults.