

The Constitution

NAME AND OBJECTS

- 1(1) The Club shall be called THE SURBITON HOCKEY CLUB and its purpose is to promote the amateur sport of hockey and community participation in the same. The Club's mission statement is:
- "Our goal is to provide a safe, social and family environment for all to learn and play hockey from grass roots to international level."*
- 1(2) The Club is a non-profit making organisation. It has the status of a Community Amateur Sports Club, "CASC". All profit and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed. The property and funds of the club cannot be used for the direct or indirect benefit of its members other than as reasonably allowed by this Rule.
- 1(3) If, upon the winding up or dissolution of the Club, which must be proposed by Resolution and approved in a properly convened General Meeting by not less than 75% of those fully paid up members with voting rights and who are present and voting, there remains, after the satisfaction of all debts and liabilities, any property of the Club, the same shall not be distributed to Members of the Club, but shall be given or transferred to one or more of the following:
- (i) another club with similar sports purposes, which is a charity and/or
 - (ii) another club with similar sports purposes, which is a CASC and/or
 - (iii) the Club's National Governing Body for use by them for related community sports
- Such institutions shall be determined by the Members of the Club in General Meeting at or before the time of dissolution.
- 1(4) The Club may provide sporting and related social facilities, club sporting equipment, coaching courses, insurance cover, medical treatment, reasonable away-match expenses, post match refreshments and other ordinary benefits of CASCs as provided in the Finance Act 2002.
- The Club, in connection with the sporting purposes of the Club, may also:
- (i) Sell and supply food, drink and related sports clothing and equipment.
 - (ii) Employ members (though not for playing) and remunerate them for providing goods and services, including coaching, on fair terms set by the Executive Board without the person concerned being present.
 - (iii) Pay for reasonable hospitality for visiting teams and guests.

COLOURS

- 2(1) The Club Colours shall be dark green, magenta and white. Shirts, socks and neck ties shall be of these colours and shorts, skirts and skorts shall be dark blue save as determined by the Executive Board from time to time.
- 2(2) Members of the Club shall wear official Club kit when representing the Club including numbered shirts for league matches or when required.

TRUSTEES

- 3(1) There shall be four trustees who shall be appointed and/or replaced by the Executive Board as detailed in Rule 4(4).
- 3(2) The powers of the Trustees shall be such as may be delegated to them by the Executive Board or contained in any trust Instrument for the time being in force.
- 3(3) Any property, other than cash at the bank, belonging to the Club shall be held in trust for the members of the Club.
- 3(4) The Trustees shall be entitled to an indemnity out of and limited to the assets of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties and not be personally liable for any loss or damage howsoever caused by them whilst undertaking Club business unless such loss or damage was caused by their own fraud or bad faith. In so far as is practicable the Club will cause to be effected any relevant indemnity insurance in this regard.

EXECUTIVE BOARD

Management

- 4(1) The affairs of the club shall be managed by an Executive Board consisting of the Club Captain, the Club Secretary, the Treasurer and a 4th Board Member and the Chair of Juniors, if they so choose, as permanent members and such other member(s) as the Executive Board may co-opt as it deems fit from time to time. The Club Captain or 4th Board member shall exercise the role of hockey lead for the Club. For the avoidance of doubt the Executive Board shall comprise 4 or 5 members dependent upon whether the Chair of Juniors wishes to be appointed to the Executive Board.
- 4(2) The Executive Board members shall be responsible to the members of the Club and shall be appointed at the Annual General Meeting, "AGM" or any Extraordinary General Meeting, "EGM". Such member(s) shall retire at the subsequent AGM but they shall be eligible for re-election.
- 4(3) All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club which shall be used for Club purposes as directed by the Executive Board. Further, the Executive Board may authorise the issue of Club credit cards in their discretion and subject to use as authorised by the Executive Board.

Powers

- 4(4) The Executive Board shall have power to appoint and replace all or any of the four trustees as they deem fit from time to time.
- 4(5) The Executive Board shall have power, whether directly or by appropriate delegation, to appoint such persons as are necessary to fulfil such roles required to achieve its stated purpose and operate the Club in accordance with the Club Reporting Structure as the Executive Board may decide from time to time. This power is subject to Rule 6(1) and 6(2).
- 4(6) The Executive Board shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club and in particular to engage the services of persons to act as Director of Hockey and General Manager and other paid roles as the Executive Board considers as being necessary and who shall all report to the Executive Board as required from time to time.
- 4(7) The Executive Board shall have the power to appoint such Committees as it may deem necessary both from its own number and/or from members co-opted for the purpose.

- Any such Committee shall report to the Executive Board on a regular basis and be accountable to the Executive Board.
- 4(8) The Executive Board may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion for the general upkeep of the Club or with the sanction of a General Meeting for any other expenditure, additions or improvements.
 - 4(9) When so borrowing, the Executive Board, with the agreement of the majority of Trustees, shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of it in such manner or on such terms and conditions as they think fit, and in particular by mortgage or charge upon or by the issue of debentures charged upon all or any part of the property of the Club. Only in the event of a split decision between the Trustees, the Club Captain will have a casting vote.
 - 4(10) The Executive Board shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.
 - 4(11) The members of the Executive Board and members of the Club acting properly in the course of running the Club shall be entitled to an indemnity against any liability so incurred out of but only to the extent of the Club's assets and not be personally liable for any loss or damage howsoever caused by them whilst undertaking Club business unless such loss or damage was caused by their own fraud or bad faith. In so far as is practicable the Club will cause to be effected any relevant indemnity insurance in this regard.
 - 4(12) The Executive Board shall have the power, in the event of vacancies in the Executive Board or any office of the Club or any appointment arising whether through non-election, absence or nomination or in any manner whatsoever at or after any AGM or EGM, to fill all or any such vacancies.
 - 4(13) The Executive Board shall appoint a Safeguarding Officer who shall be deemed to be a voting Club Member and who shall be exempt from paying subscriptions.

Meetings

- 4(14) The Executive Board shall meet on such occasions as the Club Secretary shall appoint after at least seven clear days notice has been given to each member of the Executive Board. Meetings shall be not less frequently than alternate months whether in or out of season. A "meeting" may be held in person, by telephone or other electronic means.
- 4(15) In addition to Rule 4(14), at the request in writing of the President, or any individual member of the Executive Board, the Club Secretary shall call a meeting of the Executive Board as soon as convenient.
- 4(16) A quorum of the Executive Board shall be three Executive Board members of whom at least two must be permanent members referred to in Rule 4(1). The President of the Club shall have the right to attend all Executive Board meetings but shall not have the right to vote.
- 4(17) At any Executive Board Meeting the Club Captain (if present) shall take the Chair. In their absence the Meeting shall choose one of their number to take the Chair.
- 4(18) Each member of the Executive Board, whether a permanent or co-opted member, shall have one vote and any decision must be approved by at least three members.
- 4(19) The Club Captain or their nominated delegate shall be informed of, and reserves the right to attend, any meetings concerning the management of any section of the Club.
- 4(20) The Club Captain may request the Club Vice Captain to attend at any Executive Board Meeting but the Club Vice Captain shall not have the right to vote when the Club Captain attends.

- 4(21) The Club Captain may request the Club Vice Captain to attend and vote at any Executive Board Meeting as their deputy in their absence. but as directed by the Club Captain.

ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 5(1) An AGM of the Club must be held once every year and fifteen months must not elapse without such a meeting. The AGM shall be held during the last month of the season or as soon as possible after the end of the season. Resolutions to be brought forward at the AGM together with the names of the proposers and seconders shall be sent in writing to the Club Secretary fourteen clear days before the date of the AGM.
- 5(2) Written notice of the AGM shall be sent by post or electronic mail to each member seven days before the date of the AGM with any particulars of any nominations received, together with a list of proposers and seconders and copies of any Resolutions to be moved, and enclosing a copy of the past year's Accounts and any Reports to be presented to the AGM. Such notice will be also be deemed to have been sent to each member by being posted on the Club noticeboard, the Club website, as well as the Club's Twitter, Facebook, Linkedin and/or any other such accounts.
- 5(3) An EGM of the Club shall be convened by the Club Secretary within four weeks of being instructed to do so by the Executive Board and/or within four weeks of the receipt by them of a requisition signed by twenty or more members of the Club. Such instructions or requisition shall state the objects of the EGM and shall be accompanied by copies of any resolutions to be moved thereat.
- 5(4) Seven clear days notice in writing of any EGM shall be given, stating the time, place and objects of the same and the notice shall be accompanied by copies of any resolutions to be moved thereat.
- 5(5) At any AGM or EGM twenty members with the right to vote shall form a quorum.
- 5(6) At any AGM or EGM, the President of the Club (if present) shall take the Chair, and in the absence of the President, the Club Captain (if present) shall take the Chair. In the absence of both the President and the Club Captain, the Meeting shall choose one of their number to take the Chair.
- 5(7) At any AGM or EGM, each member shall have one vote and Resolutions, elections or re-elections shall be passed by a simple majority unless otherwise provided for in these Rules. In the event of equality of votes, the Chair shall have a casting or additional vote.
- 5(8) Voting shall take place either on a show of hands or, if a poll be demanded, by ballot with tellers to be appointed by the Chair. No nominated candidate shall be entitled to be elected unopposed without a vote being taken. If a remote AGM or EGM is held as set out in 5(10) below, those members can physically show hands on screen or use a remote facility.
- 5(9) The Club Secretary shall take minutes at any AGM or EGM. In the absence of the Club Secretary, the Executive Board shall choose a member to take the minutes. The minutes shall be available for inspection by members upon request of the Club Secretary.
- 5(10) An AGM or EGM may be "held" or "convened" as per 5(1) and 5(3) above either in person or remotely by electronic means or a combination of the two as decided by the Executive Board in their discretion and notified to the members within 7 days thereof.
- 5(11) A member may vote at any AGM or EGM through a proxy on any resolution by email or letter notified to the Club Secretary in advance of the AGM or EGM or by giving a written mandate to another member to vote on their behalf who will be present in person or remotely as appropriate.

ELECTIONS AND NOMINATIONS

- 6(1) The following persons shall be elected by the Club in the AGM:
- The President, existing Vice-Presidents, any new Vice Presidents, the Club Captain, the Club Secretary, the Treasurer, the 4th member of the Board, the Club Vice Captain, the Chair of Juniors, the Club Solicitor and the Club Auditor.
- 6(2) The following persons may be elected for life or until resignation, by the Club in the AGM upon the recommendation of the Executive Board:
- a Patron. This power shall be used sparingly to recognise outstanding service to the Club comparable to that given by L.R. Bell who was an officer of the Club for over forty years from the 1920s and who was responsible for the acquisition of the Sugden Road site and tenancies or Wendy Beaney who has been instrumental to the Club's development and growth for over 50 years.
 - Life Presidents from Vice Presidents who have been Officials of the Club and/or Club Umpires for many years and who shall be exempt from paying subscriptions.
 - Honorary Overseas Life Members from amongst players who have given outstanding service to the Club and left the UK.
- 6(3) Candidates for election must be nominated by a member of the Club and every such nomination must be seconded by a member and sent in writing together with an assurance that the candidate is willing to serve, so as to reach the Club Secretary fourteen clear days before the date of the AGM.
- 6(4) The Club Secretary shall give the members one month's preliminary notice of the date of the AGM including the latest date for nomination of candidates for election at the AGM.
- 6(5) The names of the President, Past Presidents, Life Vice-Presidents, Vice-Presidents, the Members of the Executive Board and the Trustees shall be shown on the Club's website.

MEMBERSHIP

- 7(1) Membership of the Club shall be open on application to anyone interested in hockey regardless of sex, age (save in the Juniors Section), disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership may be limited on a non-discriminatory basis according to available facilities. Appeal against refusal of membership may be made to the Executive Board in writing.
- 7(2) The Membership of the Club shall consist of different classes of membership and subscriptions on a non-discriminatory and fair basis. The Club will keep subscriptions at levels which will not pose a significant obstacle to people participating. The different classes of membership and those which shall carry the right to vote at an AGM or EGM shall be set and voted upon at each AGM. However, purely social members shall not have the right to vote in accordance with clause 1(3) above to wind up the Club.
- 7(3) Any application for new membership from any prospective new adult, student/junior member or non-playing member may be declined by the Executive Board in its absolute discretion but in so deciding will abide by the Club's policies.
- 7(4) Each Member shall be bound by these Rules. A copy of the Rules and also the then current classes of membership and voting rights shall be displayed in the Club house and on the Club website.

SUBSCRIPTIONS

- 8(1) All subscriptions are due on the 1st September in each year. Players will not be selected to play unless they have either paid their subscriptions in full or made arrangements as agreed with the Treasurer.
- 8(2) The Annual Subscriptions shall be such sums as the AGM shall decide each year. The Executive Board may exercise their discretion on behalf of the Club as to enforcing payment of the whole or any part of a subscription including, but not limited to, annual subscriptions and match fees.
- 8(3) New members are required to pay the relevant Subscription in full on applying for membership of the Club. In the event of the new member not being elected, the Treasurer will refund the subscription in full.
- 8(4) Members in class 3 as provided for in Rule 7(2), shall be eligible to play hockey during vacation periods only whilst remaining in tertiary education or other unpaid training. The subscription for class 3 membership shall be included within and is conditional upon payment of the relevant membership subscription for the year prior to commencing such tertiary education or gap year.

DISCIPLINE AND APPEALS

- 9(1) All complaints regarding the behaviour of members should be submitted in writing to the Disciplinary Officer. The Disciplinary Committee shall comprise of three members appointed by the Executive Board on an *ad hoc* basis.
- 9(2) The Disciplinary Committee will meet to hear complaints as soon as reasonably practicable after a complaint being lodged and after 7 days' written notice is given to the member concerned inviting them to attend and address the meeting together with written details of the complaint made against them.
- 9(3) The Disciplinary Committee shall in General Meeting by two thirds majority of those present, in either case have the power to take appropriate disciplinary action or expel any member whose conduct or character or continued membership shall, in their opinion, be prejudicial or detrimental to the best interests of the Club, or likely to bring the Club or hockey into disrepute. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made, within 7 days of the hearing.
- 9(4) There will be the right of appeal in writing to the Executive Board following disciplinary action being announced. The Executive Board should consider the appeal within 14 days of the Disciplinary Officer receiving the written appeal. The appeal shall be way of review and not a re-hearing. The Disciplinary Officer shall notify the complainant and the relevant member of the appeal decision within 7 days.
- 9(5) Rule 9(1)-(4) sets out an overview only of the disciplinary process. The Executive Board shall have the power to formulate Codes of Conduct for the Club and a more detailed Disciplinary Policy to give effect to these Rules along lines as recommended by England Hockey.

ALTERATION OF RULES

- 10 These Rules shall not be altered, abrogated or added to, except by Resolution at an AGM or at an EGM, by vote of at least two-thirds of the members present and voting in either case.



Surbiton Hockey Club

CLUB PREMISES

- 11 The Club Premises shall be open to members at all times when games are in progress or Club social functions are being held and at all other times when authorised by the Executive Board.

INTOXICATING LIQUOR

- 12 Intoxicating liquor may be sold or served within the hours permitted by licence during such times as the Executive Board determines and publishes. The supply of intoxicating liquor is prohibited to any persons under the age of 18 years.

PRIORITY

- 13 Rule 1 will take priority over any other Rule. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs as first provided by the Finance Act 2002.