

Bishop's Stortford Hockey Club

Clubhouse: Herts & Essex Sports Centre
Beldams Lane, CM23 5LX
www.stortfordhockey.co.uk

CLUB CONSTITUTION & RULES – JUNE 2021

I. NAME:

The Club shall be called 'Bishop's Stortford Hockey Club'.

The Club will consist of three sections, namely a Men's Section, Ladies Section and Junior Section. Each section will administer its own affairs. These Committees will at all times be responsible to the Management Committee as defined in paragraph V for all their actions.

II. AFFILIATION:

The Club shall be affiliated to England Hockey and the Hertfordshire [and Essex](#) Hockey Associations.

III. OBJECTS:

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Hockey in Bishop's Stortford and the surrounding area.

IV. MEMBERSHIP:

Every candidate for Membership shall apply to the Club Captain of the relevant section communicating in writing, online, or by email their full name (including parents name if under 18), address, email address and telephone number (if any). The application shall be considered and (if accepted) approved by the ~~head of the playing committee~~ [Club Captain](#) of the relevant section.

V. CLASSES OF MEMBERSHIP:

The classes and categories of membership shall be determined by the Management Committee and be as set out in the fixture card or on the website for each season.

VI. MANAGEMENT:

The Management of the Club is delegated to the 'Management Committee' consisting of the following officers of the Club: Chairman, Club Captain (both sections), [Director of Junior](#) ~~Manager~~ [Hockey](#), Secretary, Treasurer, Communications ~~Lead~~ [Officer](#), Social Secretary, Safeguarding Officer, [Sponsorship Lead](#) and ~~2-~~ [three](#) general members (one from each of the Men's, ~~&~~ Ladies' [and Junior](#) sections). The President shall have a standing invitation to all Management Committee Meetings.

If ~~either any~~ Section is unable to nominate an officer for a position on the Committee then that position may be filled by a nomination from the other Section (provided that the person so nominated is elected by the membership at the Annual General Meeting).

The Management Committee will have the power to fill casual vacancies and to invite additional members to attend a meeting for a specific purpose.

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VII. DELEGATION OF POWERS:

- 1) The Management Committee may delegate any of its powers to any committee. Any such delegation may be made subject to any conditions the Management Committee may impose. Subject to any conditions placed upon the operation of such sub-committee, the proceedings of such sub-committee shall be governed by the Rules regulating the Management Committee so far as they are capable of applying. The Management Committee shall set the quorum and structure of each sub-committee.
- 2) Any sub-committee of the Management Committee may sub-delegate all of any of its powers and rights to any other committee.

VIII. ANNUAL GENERAL MEETINGS:

1) Business to be conducted at the Annual General Meeting

The Annual General Meeting shall be held before the end of ~~June~~ August each year and in any event 15 months shall not elapse without a General Meeting.

2) At the General Meeting the following business shall be adopted:

- a) the presentation and (if accepted) the adoption of the Chairman's Report;
- b) the presentation and (if accepted) the adoption of the Club Captains' reports;
- c) The presentation and (if accepted) the adoption of the Treasurer's report and the accounts for the previous financial period ~~which shall first have been audited~~ reviewed by the Club's auditor(s) a peer reviewer;
- d) the election of the Honorary Club Officers, namely President, Vice-Presidents and if applicable, Life Members;
- e) the election of the Management Committee officers as stated in paragraph VI.

Nominations for these officers shall be lodged with the Secretary at least 7 days before the date of the meeting. Only in the absence of a nomination will the Chairman of the meeting accept a nomination during the meeting;

- f) ~~appointment of auditors (if any); and~~
- g) such other business that shall have been communicated to the Secretary and included in the notice of the meeting sent to the members.

IX. QUORUM:

The Quorum at the Annual General Meeting shall be 25 members.

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X. NOTICE OF MEETING:

The Secretary shall at least 21 days before any general meeting notify by email or send to every member at their address as recorded in the Club's list of members a notice of the meeting stating the time and place it will be held and the business to be conducted.

XI. VOTES:

At all general meetings of the Club each member present shall have one vote for any motion. One parent of each junior member shall also be entitled to a single vote for any motion. No member shall be entitled to vote by proxy.:-

XII. PRESIDENT:

The President, or in his/her absence, the Chairman of the Club shall preside at all general meetings and shall have a casting vote.

XIII. CHAIRMAN:

The Chairman, or in his / her absence a member of the Management Committee appointed in his / her stead, shall preside at all meetings of the Management Committee and shall have a casting vote.

XIV. HONORARY LIFE MEMBERS AND VICE PRESIDENTS

The members in general meeting shall have the power to elect any member previously nominated by the Management Committee as an honorary life member or as a Vice President.

XV. GENERAL MEETINGS

All general meetings of the Club, other than the Annual General Meeting, shall be extraordinary general meetings. An extraordinary general meeting may be convened by the Committee at any time and shall be convened within twenty-one days of the requisition of one-fifth of the members of the Club for the time being or twenty members whichever is the less. Such requisition must state the purpose for which such meeting is required.

XVI. MANAGEMENT MEETING

The quorum at any meeting of the Management Committee or Section Committees shall be 50% of all members appointed thereto.

XVII. SECTION COMMITTEES:

Each Section will elect its own committee in order to achieve the object of administering its individual objects as stated in paragraph III.

The Section Committees are to consist of the following officers of the individual sections, namely: Club

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Captain, Fixture Secretary, Captain's representative(s) and Playing representative(s). The relevant Club Captain, [or in the case of the Junior Section, the Director of Junior Hockey](#), will chair the section committee.

The Section Committees will have the power to fill casual vacancies and to invite additional members to attend a meeting for a specific purpose.

The Section Committees are responsible to the Management Committee for all their actions.

XVIII. ELECTION OF SECTION AND PLAYING COMMITTEES:

a) Section Committees

Each Section shall no later than one month after the AGM hold a special meeting from within its own membership to elect the officers comprising its Section Committee and Playing Committee.

b) Playing Committees

Each Section, [other than the Junior Section](#), will delegate the selection of players to a sub-committee known as the Playing Committee. This Committee shall comprise of the following officers, namely:

Club Captain (to act as Chairman of selectors)

[Section Head Coach](#)

[Team Secretary \(if applicable\)](#)

Team Captains (or their nominees) of Saturday playing teams (and Sunday and/or indoor teams if so desired)

The Playing Committee shall have the power to select players and where appropriate to act within the power delegated by the Management Committee for misdemeanors on the field of play and shall be responsible to the Management Committee via the Section Committees for all their actions.

XIX. SUSPENSION / EXPULSION OF MEMBERS:

The Management Committee shall have power to suspend or expel any member who has offended against the rules of the Club or whose conduct has in the opinion of the Management Committee rendered him / her unsuitable for membership of the Club.

Before any member is suspended or expelled he / she shall be served by the Secretary with seven (7) full days written notice to attend a meeting of the Management Committee held to consider the matter, and such notice shall set out the complaints made against him/her.

No member shall be suspended or expelled without first having been given a reasonable opportunity of appearing before the Management Committee and of answering complaints made against him / her.

No member shall be suspended or expelled unless at least two-thirds of the Management Committee then present votes in favour of his / her expulsion.

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XX. CLUB COLOURS:

The Club colours shall be as follows:

Ladies Section Royal blue shirts with the Club badge affixed on the left breast of the shirt, navy blue skirts and red socks

Mens Section Royal blue shirts with the Club badge affixed on the left breast of the shirt, white shorts and red socks.

In the event of a colour clash then the alternative shirts shall be typically be white or yellow ~~for the Ladies Section.~~

All members taking part in matches shall wear Club colours unless alternative temporary arrangements have specifically been arranged.

The Club Badge shall be a pair of crossed hockey sticks in blue surmounted by a Bishops mitre with tassels in scarlet on a white background, including the initials BSHC in blue, the badge to the shape of a shield in blue.

XXI. SPONSORSHIP:

Any person or organisation wishing to offer any form of sponsorship to the Club shall be referred to the Management Committee for their consideration and approval.

XXII. TRUSTEES:

The Management Committee shall have the power to appoint trustees of the Club who shall be jointly responsible (in equal shares) for any commitments entered into by them in the name of Bishop's Stortford Hockey Club.

XXIII. FINANCE:

Authority to sign orders to a bank in respect of Club funds is vested in the Treasurer. In the absence or incapacity of the Treasurer, the Chairman or Secretary, Mens or Ladies Club Captain or Assistant Treasurer [Match Fees Collector] shall act on his / her behalf. In the event that the Club is unable to meet its financial commitments then the responsibility of honour these shall be borne equally by all members.

XXIV. SUBSCRIPTIONS:

The Annual Subscription shall be determined or amended by a simple majority of members present at a general meeting.

The Subscription shall be due on 1st October of each playing season or at the time of a member's election, whichever is the later. Any member whose subscription is outstanding on 1st January, or two months after the time of their election, whichever is the later, will not be considered for selection for the Club teams.

Any member whose subscription relating to the previous season is unpaid at the commencement of the Annual General Meeting shall forthwith cease to be a member of the Club and shall not be re-elected until the outstanding debt is paid.

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XXV. MATCH FEES:

The match Fee shall be determined or amended by a simple majority of members present at a general meeting.

It is the responsibility of each playing Member to account for his / her match fees to the captain of the team for which he or she has played on the date of the match. This will usually be done by signing up for direct debit on the Club's website. If a Member shall persistently default in accounting for match fees on time the captain concerned or the Treasurer shall report such matter to the Secretary for referral and consideration by the Management Committee, which may in its absolute discretion take such steps as it considers fit for remedying such default (including, without limitation, preventing him or her playing hockey for the Club until such default is remedied).

XXVI. CLUB REGULATIONS AND CODES OF CONDUCT:

The Management Committee may make regulations and codes of conduct binding on Members for the following purposes:

- a) Regulating the procedure for admission to Membership of any Section or Category;
- b) Delegating the performance of any functions of the Management Committee to any other committee or person;
- c) Regulating disciplinary proceedings;
- d) Ensuring compliance with such rules and codes of conduct as shall be imposed by the relevant governing organisation;
- e) Regulating the use of Club facilities;
- f) Adopting such codes of conduct on the field of play as shall be set by relevant governing organisations;
- g) Ensuring compliance with bar licensing and other requirements imposed by the Herts & Essex Sports Centre from time to time;
- h) For giving effect to this Constitution.

XXVII. FIXTURES:

All fixtures shall be confirmed by the Fixture Secretary ([where applicable, the Fixture Secretary for the relevant Section](#)), or by such Officer of the Club to whom he/she may specifically delegate his/her authority. Any other fixtures, not being official Club Fixtures, shall not use Club facilities or equipment, unless approved by the Management Committee of the Club.

XXVIII. TRANSITIONAL PROVISIONS:

The Management Committee shall act in good faith to promote the interests of the Members of the Club and to the extent that these Rules do not provide for any particular circumstances, or fail to deal adequately with the requirements of the Membership, then the Management Committee may make such temporary provisions as they see fit to supplement or clarify the terms of these Rules provided that such

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provisions shall only have effect until the next following General Meeting, when ratification of such provisions must be sought.

XXIX. MEMBERSHIP ELIGIBILITY

Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of [Hockeyhockey](#).

The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose significant obstacle to people participating.

The [club-Management committee-Committee](#) may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

XXX. NON-PROFIT MAKING

All surplus income or profits are to be reinvested in the club and the development of hockey in the local area. No surpluses or assets will be distributed to members or third parties.

XXXI. DISSOLUTION CLAUSE:

The Club may be dissolved only with authorisation by the Management Committee given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Active Members (status determined by Membership Committee). Upon dissolution or other termination of the Club, all remaining assets of the Club, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefor, shall be distributed to such tax-exempt organisations (with purposes similar to those of the Club) as shall be chosen by the then existing Management Committee of the Club.

[AMENDED CONSTITUTION RATIFIED AT THE ANNUAL GENERAL MEETING - [SEPTEMBER-JULY 20202021](#)]

We the undersigned, as elected officers of the Club, confirm the validity and accuracy of this constitution, with no changes;

Name: _____ Name: _____

Signature: _____ Signature: _____

Position: _____ Position: _____

Date: _____ Date: _____