**EDINBURGH HOCKEY CLUB**

**CONSTITUTION**

**1. Club Name, objectives and affiliation**

1.1. The club shall be named Edinburgh Hockey Club (“the Club”), or such other name deemed appropriate by the Management Committee, taking into account, if appropriate, the wishes of a sponsor or any Organisation to which the Club is affiliated.

1.2. The objectives of the Club are to provide facilities for and to promote participation in the amateur game of hockey and participate in the recreation, sportsmanship and social aspects around the game of hockey. The Club will provide opportunities for all members of the community, including young people and their parents and volunteers to become involved in all the aspects surrounding the game. The Club will promote the health and welfare of adults, children and vulnerable adults by providing opportunities for them to take part in the game of hockey safely. We expect that all those involved at the Club to have respect for other members of the Club, other teams and officials of the game.

1.3. The Club shall play under the rules of the Scottish Hockey Union Limited (“SHU”) and shall be affiliated to the East District of the SHU or their respective successors.

1.4 In accordance with clause 4.4 below, membership of the Club shall be open to anyone interested in the sport of hockey on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

As set out in clause 4 below, 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 a significant obstacle to people participating.

The Club 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.

**2. Child and Vulnerable Adult Protection Policy**

2.1 The Club takes seriously its legal obligation to safeguard and protect its youth members. In so doing, the Club requires its members to comply and abide by the Child and Vulnerable Adult Protection Policy and Code of Conduct, adopted at the AGM on 6th May 2004 and as amended from time to time, at all times. Any member found to be in breach of this policy will have their membership immediately withdrawn.

**3. Colours**

2.1 Shirts - navy or white. Men’s Shorts - navy Women’s Skirts/skorts – navy. Socks – navy or white.

2.2 The Management Committee may approve any change of strips including styles and colours

**4. Membership**

4.1 Categories: -

(i) Adult playing member (18 years of age and over as at 1st January of playing season immediately following the Club Annual General Meeting (“AGM”));

(ii) Student/Unemployed;

(iii) Casual playing member (5 games) and Players aged 60 years or older;

(iv) Training only member - registered with SHU;

(v) Associate - non-playing member (to the Club only, not registered with SHU);

(vi) Non-playing member – registered with SHU; and

(vii) Youth Member – “Youth Section” (Under 18 as at 1st January of playing season immediately following the Club AGM). Youth members will join in the following categories – Under 18, Under 16, Under 15, Under 14, Under 12, Under 10.

4.2 Honorary Life Member (“Honorary Members”) – the Club may, on the recommendation of the Management Committee, elect at general meeting Honorary Life members being persons who have made a substantial contribution to the Club or to the game of Hockey. An Honorary Life Member shall not be entitled to vote in general meeting, unless the Honorary Life Member is otherwise eligible. The Honorary Life Member shall not, by virtue of that title, be entitled to participate in the management of the Club’s affairs.

4.3 Honorary President and Honorary Vice-President (“Honorary Members”) - the Club may, on the recommendation of the Management Committee, elect at a general meeting one person as Honorary President and any number of Honorary Vice-Presidents for a period of five years in appreciation of their contribution to the Club or the game of hockey. An Honorary President or Honorary Vice-President shall not be entitled to vote in general meeting unless they are otherwise eligible. The Honorary President or Honorary Vice-President shall not, by virtue of that title, be entitled to participate in the management of the Club’s affairs.

4.4 Membership is open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion, ethnicity or nationality.

4.5 Any adult playing member wishing to resign shall notify the secretary in writing by the 31st August preceding the following hockey season in default of which, he/she shall be liable for the subscription for the year concerned.

4.6 The Management Committee shall have power to refuse to admit any applicant, or to suspend or expel any member on such conditions (if any) as they think fit or if they are satisfied:-

(i) that his/her application is not made in good faith;

(ii) that his/her conduct brings disrepute to the Club or to the game of hockey; or

(iii) that he/she has failed or unreasonably delayed in paying any subscription or levy after one month’s warning in writing, or has failed to complete payment (as approved by the Management Committee) from a previous season.

In the case of proposed expulsion or suspension the member shall be invited to explain his/her conduct before a decision is taken. The person concerned shall be notified of any decision to refuse his/her application or to expel or suspend him/her. Anyone refused membership or expelled shall have the right to appeal that decision to the membership through a quorate General Meeting

4.7 Annual subscriptions, match or training levies shall be fixed for all membership categories at the AGM for the ensuing year and including indoor hockey. The Management Committee is deemed to be able to amend such levies as it sees appropriate during the season or make if necessary one off levies payable forthwith. Non-playing members shall not be entitled to vote in respect of playing members’ subscriptions at general meeting.

4.8 Annual subscriptions shall be due and payable or a commitment to a method of payment, made by 30th September, or one month after becoming a member, whichever is later. Members who do not pay by the due date may be liable to late payment penalties or other disciplinary sanctions, including suspension or expulsion, as determined by the Management Committee.

4.9 The Management Committee shall maintain a register of members’ names, addresses and contact numbers.

**5. Management and Committee**

5.1 Management Committee shall consist of the following members who will, as far as possible, be nominated, seconded and elected by the membership in general meeting:-

(i) President

(ii) Vice-President – Senior

(iii)Vice-President - Youth

(iv) Secretary

(v) Treasurer

(vi) Senior men’s representative

(vii) Senior women’s representative

5.1.1 On any equality of votes in the Management Committee, a second or casting vote may be exercised on any question by the President, whom failing the Vice-President.

5.1.2 The Management Committee shall meet normally on a monthly basis or as deemed necessary to co-ordinate club business.

5.1.3 In the event of any of the Management Committee members being unable to attend a Management Committee meeting, a delegate may attend in their place with their voting authority. The Secretary should be advised of this in advance of the meeting taking place.

5.1.4 The Management Committee meetings must consist of a quorum of three members of the Management Committee and it is the business of the Management Committee to decide and bring forward to the General Club

Committee matters which affect the running of the club.

5.1.5 The Management Committee can fill vacant positions on the Management Committee without calling a General Meeting, co-opting members for this purpose temporarily until the next AGM if necessary, where the vacant position will be filled by adoption by the members.

5.1.6 The Management Committee shall have the power to co-opt other members of the Club to assist as and when necessary, but without any entitlement to vote at the Management Committee meetings.

5.2 In addition to the Management Committee, meetings will take place at least every three months of the General Club Committee. The General Club Committee shall be made up of the Management Committee and each Team Captain (or representative). In addition General Club Officers will be sought and voted in, if necessary at a general meeting of the Club or appointed by the Management Committee. Posts filled by these officials are extremely important to the Club include:-

(i) Website Convenor;

(ii) Equipment Convenor;

(iii) Umpire Director;

(iv) Child Protection Officer;

(v) Team Coach and/or Manager;

(vi) Youth Head Coach

(vii) Marketing & Press Officer;

(viii) Fixtures Secretary;

(ix) Fundraising Convenor;

(x) Social Convenor; and/or

(xi) Veteran’s Convenor

(xii) Auditor / Independent

5.2.1 General Club Officers may attend Management Committee meetings as and when they see fit or when the Management Committee specifically requests them.

5.2.2 General Club Officers will have no voting powers on Management Committee matters, unless they have been elected to the Management Committee.

5.2.3 General Club Officers are elected posts and may only be removed or replaced at a quorate General Meeting.

5.3 The President shall not normally hold the office of President for more than two consecutive years at any one time subject to annual election at the AGM.

5.4 Nothing herein shall preclude the re-election as President of any former President of the Club after his/her absence from office as President for at least one year.

5.5 The President, Vice President, Secretary and Treasurer of the Club for the time being are ex-officio the Trustees for the Club.

5.6 Any documents requiring formal execution on behalf of the Club and its members shall be held to be validly executed if subscribed by any two of the President, Vice President, Secretary or Treasurer.

5.7 The Management Committee shall have power to make By-Laws regulating the conduct of the Clubs affairs.

5.8 The Club in general meeting may, by special resolution, remove any officer or member of the Management Committee.

5.9 A member may hold more than one office, but shall not be thereby entitled to exercise more than one vote in Committee. Proxy voting shall not be admitted.

5.10 Where it is necessary for the Management Committee to determine any of the following matters the Secretary shall at the request of any Management Committee member, convene a meeting of the full General Club Committee on not less than seven days written notice, specifying the nature of the business to be considered. In such circumstances a quorum of seven shall be required. Minutes shall be recorded:-

(i) to refuse an application for membership, or to expel or suspend a member (excluding Youth Members, dealt with by the Youth sub-committee);

(ii) to authorise any long-term investment, disposal or application of Club funds other than the purchase of playing equipment, ordinary administrative outlays or routine expenditure;

(iii) to make bye-laws; and

(iv) to decide on any other matter which the Management Committee or the Club in general meeting resolves is sufficiently important to require such formalities.

5.11 Minutes of the Management Committee, when required, shall be prepared and approved as soon as practicable, and shall be authenticated by the senior officer present. Minutes thus authenticated shall be conclusive evidence of the proceedings recorded.

5.12 The Management Committee shall have the power to delegate to any one or more persons all its powers save those referred to in Clause 5.10.

5.13 Any team, subject to the approval of the Management Committee, may appoint a Team Coach. The coach shall liaise with the Team Captain on coaching matters.

5.14 Any team, subject to the approval of the Management Committee, may appoint a Team Manager. The Manager shall be responsible for the observance of the regulations governing any specific competition.

5.15 The Team Manager, or in the absence of such appointment, the Team Captain, shall report any disciplinary matter to the Secretary of the Club as soon as possible after any such occurrence so that the matter may be referred to the Management Committee. No decision should be taken on any such matter without prior reference to the Management Committee.

5.16 The Vice President Youth and/or the President and another representative of the Management Committee, or their delegated replacements, shall attend all Youth sub-committee meetings whenever possible.

5.17 Sponsorship of a team, section, or Club is the final responsibility of the Management Committee who alone have authority to confirm any deal or otherwise.

5.18 CLUB TRUSTEES REGISTERED WITH THE SCOTTISH HOCKEY UNION

The club will register Trustees with the Scottish Hockey Union (SHU) if required by the SHU.

Trustees will have the authority that such appointment confers upon them to correspond, express views or cast votes, including abstentions, on behalf of the Club subject, wherever possible, to prior reference and approval of the Club's Management Committee

Trustees will be elected or confirmed annually from the current membership of the Management Committee at the beginning of each playing season with any changes being advised to the SHU immediately. In this respect Para 5.5 of the Club constitution refers and the Trustees nominated to SHU should be elected for this specific purpose from the club officials designated therein if at all possible.

Trustees will report expeditiously to the Management Committee and General Club Committee all communications, meetings or elections.

**6. Youth sub-committee**

6.1 Accountable to the Management Committee with primary responsibility of the management and supervision of the Youth Section of the Club.

6.2 The Youth sub-committee will comprise of those officials listed below who are appointed by the Club at the AGM or if necessary by the Management Committee (“Youth appointed posts”):-

(i) Vice President Youth;

(ii) The Club President or alternative Management Committee representative;

(iii) Child Protection Officer;

(iv) Youth Head Coach;

(v) Team Coaches and /or Managers;

6.3 The appointed Youth sub committee may agree to appoint such other volunteers deemed necessary to assist with the running of the Youth section, this includes an independent Parent Representative. Details of these members must be given to the Management Committee immediately post their appointment.

6.4 A quorum will be four members of the Youth sub-committee of which one member must be from the Management Committee of the Club, and a copy of all Agendas and Minutes of the meetings must be forwarded to the Club Secretary for lodging with the club records.

6.5 Each member of the Youth sub-committee will have one vote and the Vice President Youth will have the casting vote in the event of a tie.

6.6 The Youth sub-committee shall meet regularly throughout the season to organise the on and off field activities of the Youth Section. Notice of date, time and venue of such meetings of at least 7 days must be given to the Youth sub-committee members.

6.7 All Youth appointed posts will normally have a two-year period of office by rotation. Nominators for Youth appointed posts must be submitted in writing seven days prior to the AGM. The person nominated and the two persons who are nominating and seconding the post must sign such nominations.

6.8 Any motions which members wish to be listed on a Youth sub-committee meeting agenda, should be submitted in writing seven days prior to the Youth sub-committee meeting, or in the case of the Club AGM agenda, seven days prior to the AGM, to the Youth sub-committee or Secretary of the Club.

6.9 The Management Committee and the Youth sub-committee will be responsible for the stewardship of this section through good people and financial management including fundraising events, sponsorship and social events

6.10 Membership to the Youth Section will be unlimited in number of members.

6.11 The Vice President Youth will co-ordinate matters raised by the Parent Representative if appointed, if not appointed, the Vice President Youth will act as the representative for Parents of Youth section members, and will be responsible for dealing with all matters raised by Parents by bringing these direct to the Youth sub committee and when considered appropriate the Management Committee and / or General Club Committee.

6.12 The Youth Section has a policy that in the best interest of the development of the players and so that there is no conflict of interest, no youth player can play for an adult club outwith the Club and expect to play a part in any of the U18 squads indoor and out.

6.13 Should the Management Committee deem it necessary, the Treasurer will operate a separate bank account to receive and expense funds related to the Youth Section to cover all their activities. The Youth sub committee may raise enquiries at any time with the Treasurer and the Vice President Youth in matters relating to income and expenditure related to the Youth section and the wider Club finances.

6.13.1 The Management Committee must ensure all income and expenditure in relation to the Youth section must be managed and controlled by the Treasurer and either the Vice President Youth or at least one other member of the Management Committee.

6.13.2 The Youth sub committee must arrange with the Treasurer to ensure all monies collected from the Youth section are appropriately banked and kept in safe keeping.

6.13.3 Subscriptions and other related fees for members of the Youth section will be agreed at the Club AGM and if necessary the Management Committee in consultation with the Youth sub committee.

6.14 A meeting of the Youth Section will be called at the beginning of April each year, prior to the Clubs’ AGM, giving each member seven days written notice of said meeting. Discussions will take place regarding proposals to be put to the Clubs’ AGM with regards to the relevant officials within this section. The Management Committee will also attend this meeting,

6.15 In the event of dissolution of either the Youth Section or the Club, all general monies will be deemed to be part of the assets of the Club and dispersed in accordance with Clause 7.7. Any sponsorship or other funds donated for specific unfulfilled purposes will be offered back to the donors.

6.16 Disciplinary procedures:

(i) Complaints

In the event of a complaint relating to a Child Protection Policy issue the Child Protection Officer should be informed and the appropriate procedures laid out in the Policy will be followed.

All other complaints must be made in writing and duly signed by the complainant within seven days to the Child Protection Officer. These

complaints will be discussed at the first youth sub-committee meeting thereafter where upon the sub-committee will advise the parties involved of the outcome of their discussions.

(ii) Verbal complaints will not be actioned by the Youth sub-committee

Complaints are taken seriously and complainants should consider fully the potential consequences both on the person(s) whom they are making the complaint against and the possibility that the outcome may have repercussions on themselves.

(iii) Field Discipline

As a club we will follow the procedures set up by the governing bodies in respect of warnings and cards given.

Any other complaints should follow the procedures set out above.

(iv) Actions that can be taken include the following:

Verbal warning

Written warning

Suspension

Debarred from playing squads

Asked to leave.

In all cases the Youth sub-committee decision, in consultation with the Management Committee will be final.

6.17 The Youth section will accept no responsibility whatsoever for injury to Youth members before, during or after any match or training session. The Youth Section will accept no responsibility for loss or damage to personal belongings.

**7. Finance & Accounts**

7.1 Without prejudice to any other power it may have, the Management Committee shall have power to:-

(i) apply Club funds in furtherance of its objectives;

(ii) invest any surplus income or profits in the Club. It is noted that all surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties;

(iii) lend or donate on any terms they think fit, Club funds to any person or body to improve or maintain the facilities enjoyed by members or in pursuance of the Club’s objectives;

(iv) borrow on behalf of the Club, such sum of money as the Management Committee may determine up to £500 or such higher sum as may be authorised by special resolution and for all sums to be borrowed, the members will be liable; and

(v) seek sponsorship in furtherance of the Club’s objectives.

7.2 The Club’s bank account and other funds shall be administered by the Treasurer, and cheques or other documents drawn thereon or relative thereto shall be signed by two of the Treasurer, Secretary, President or Vice President(s). However, the treasurer shall be allowed to make electronic payments which have the prior agreement of at least one of the management committee.

7.3 Any funds or property of the Club shall be vested in the President, Vice-President(s), Secretary and Treasurer for the time being as Trustees ex officio for behalf of the Club and such Trustees shall incur no personal liability by virtue of holding such funds or property on its behalf.

7.4 The Treasurer shall submit forecast annual accounts for the season for approval by the Club at its Annual General Meeting.

7.5 The Club’s accounts shall be audited no later than 31st August following the end of the season by an Auditor appointed by the Club at the Annual General Meeting.

7.6 The Management Committee may accept payment of part-subscriptions or waive payment altogether from any member who joins during a season, or in any other case they consider appropriate.

7.7 In the event of dissolution of the Club as agreed by the members in General Meeting, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or hockey’s governing body in Scotland, the SHU, for use by them in related community sports. Any sponsorship or other funds donated for specific unfulfilled purposes will be offered back to the donors.

7.8 The financial year for the Club shall run from 16th May until 15tht May (12 month period), but may vary each year by a two week period.

7.9 Financial liabilities in name of the Club will only be accepted if they are properly incurred with the Management Committee’s or Treasurer’s prior knowledge and approval.

**8. Expenses & Indemnities**

8.1 Any person carrying out work for the Club shall be entitled to be reimbursed his/her reasonable expenses.

8.2 Any person incurring liability on behalf of the Club, if properly authorised, shall be indemnified by the members.

8.3 No Committee Member, Trustee or member shall incur liability to any person arising out of any act or omission in the affairs of the Club.

**9. General Meetings**

9.1 The Club shall hold an Annual General Meeting on or as near as practicable to the last Monday of April in each year.

9.2 Extraordinary General Meetings may be requisitioned by the Management Committee or by any six members (excluding Honorary Members unless they are otherwise eligible). A requisition by members who must be entitled to vote shall be signed by the proposers and put in writing to the Secretary setting forth the business for which the meeting is to be held.

9.3 Not less than fourteen days notice in writing or electronic mail, shall be given to all members in respect of every General Meeting, but accidental failure to comply with this requirement shall not invalidate any proceedings.

9.4 Every notice shall indicate the business to be considered at the meetings.

9.5 All members (save as otherwise provided) have one vote each at any general meeting, provided that the following shall not be entitled to vote, unless otherwise eligible:-

(i) Associate member;

(ii) Honorary Life Member and Honorary President or Honorary Vice President;

(iii)members under suspension;

(iv) members more than one month in arrears in paying any annual subscription; and

(v) members under 14 years of age as at 31st December immediately following the Annual General Meeting.

Proxy voting shall not be permitted, but, the Management Committee may seek, prior to any such meeting, a postal ballot of all members eligible to vote where, at the Management Committee’s discretion, matters arising make it prudent.

9.6 Members of the Youth sub-committee, not otherwise eligible, are entitled to one vote each.

9.7 The President shall act as Chair, in his/her absence the Vice-President, and in case of an equality of votes shall have a second or casting vote.

9.8 A quorum for all General Meetings shall be twelve members entitled to vote.

9.9 Minutes shall be kept of all General Meetings, and shall be submitted for approval by the Club in General Meeting as soon as practicable. Minutes authenticated by a Management Committee member present, when they are approved shall be conclusive evidence of proceedings.

9.10 Special Resolutions may be proposed, dated and signed by any six members entitled to vote at General Meeting provided such resolutions are received by the Club Secretary as least four weeks before such meeting.

9.11 In this Constitution “Special Resolution” shall mean a resolution of which due notice has been given, and which has been passed by not less than two-thirds of those members present and voting in General Meetings.

9.12 Save as otherwise provided, all business in General Meeting shall be determined by simple majority votes with the President, whom failing the Chairperson, having a second and casting vote..

9.13 The Club may by Special Resolution give directions to the Committee and officers.

**10. Conduct & Discipline**

10.1 Complaints regarding the conduct of the Club, or behaviour of any members thereof, may be lodged with the Secretary and shall be dealt with at the next meeting of the Management Committee.

10.2 The Management Committee shall have power to request the resignation of any member whose conduct is considered unsatisfactory, without liability for repayment of subscriptions in full or part.

10.3 The Club will accept no responsibility whatsoever for injury to any members before, during or after any match or training session. The Club will accept no responsibility. for loss or damage to personal belongings.

**11. Constitution**

11.1 Amendments of the Club Constitution shall be by Special Resolution.

11.2 Once enacted the new Constitution revokes all earlier Constitutions.

11.3 Copies of this Constitution and of all resolutions and By-laws in force shall be available on application to the Secretary, subject to costs of producing same, and copies thereof to be made available at all General Meetings and committee meetings.

11.4 Any differences which may arise over the proper construction or interpretation of any part of the Constitution shall be referred to and decided upon by the Management Committee whose decision shall be final.

**12. Dissolution**

12.1 Dissolution of the Club shall be affected only on the vote of two thirds of the eligible members so existing at the date of the meeting. This meeting may be convened for consideration of any special resolution for the Club's dissolution. A ballot will be necessary and members intimating they are unable to attend such meeting shall be provided with ballot papers at least two weeks before the meeting. Prior to the meeting such ballot papers must be returned properly executed otherwise they will be rendered void. If dissolved the assets of the club will be dispersed as contained in Clause 7.7. No individual member shall benefit financially from the dissolution.

**----------------------------------------------**

Amended: 8th May 2006

Venue: EHC AGM Kings Manor Hotel

Proposed: Iain Weddell (EHC President)

Seconded: Sandy Weir (Vice President)

Amended 28th April 2008

Venue Meggetland Sports Centre

Proposed Sandy Weir (President)

Seconded Gemma Davie (Vice President)

AMENDED

Amended: 31st May 2009 CLUB AGM

Venue: Meggetland Sports Centre

Proposed: Caroline Cuthbertson – Treasurer / Secretary

Seconded: Kenny Miller – President

AMENDED

Amended: 21st June 2015 CLUB EGM

Venue: Meggetland Sports Centre

Proposed: Lil McNab – Vice President (youth)

Seconded: Stevie Grubb – Senior mens representative

AMENDED

Amended: 24th January 2019 CLUB EGM

Venue: Canalside Sports Centre

Proposed: Lynne Whittaker - Treasurer

Seconded: Colin Fraser - President