

Wychwood Ladies Hockey Club Constitution

1. Name

- 1.1 The name of the Club shall be Wychwood Ladies Hockey Club, hereafter referred to as the Club

2. Membership

- 2.1 Membership of the Club shall be open to Ladies aged 13+, according to available facilities on a non-discriminatory basis
- 2.2 All members are required to pay a membership fee for the year, which can be paid in installments
- 2.3 The membership fee will be agreed at the Annual General Meeting
- 2.4 The Club reserves the right to withdraw the privileges of membership to those where fees remain unpaid following reasonable reminders

3. Aim

- 3.1 The aim of the Club shall be the promotion of the game of hockey played according to the rules of the Oxfordshire Hockey Association and England Hockey

4. Committee and officers

- 4.1 The Honorary Officers of the club shall consist of the President and Vice Presidents.
- 4.2 The Club shall have a committee consisting of at least the following Executive Officers:
- a. Chairperson
 - a. Secretary – Coordinator, responsible for correspondence and note taking
 - a. Treasurer – responsible for financial control
- The following positions are also available

d) Fixture secretary
e) Umpire secretary
f) Welfare officer
g) Covid Officer
h) Development Officer

- 4.3 The committee shall consist of the Executive Officers and a minimum of four other members, of which at least one shall be under 18.
- 4.4 The role of the committee is to manage all aspects of the Club's administration. The committee shall not work autonomously. Planning activities, buying equipment and administering other Club matters must satisfy all members.
- 4.5 The committee may invite persons to attend any of its meetings as a participant without the power to vote.
- 4.6 Any vacancy within the committee shall be filled from the ordinary membership and agreed by committee.
- 4.7 No member of the committee, sub committee or any of the ordinary membership shall receive remuneration from the committee in money or

monies worth with the exception of out of pocket expenses or a discounted rate of membership fees.

- 4.10 The committee will meet at least quarterly.
- 4.11 The chair shall have the power to call special meetings open to all members and can be held for the purposes of altering the constitution and for considering any matter that should be referred to the members in general. The chair should call a special meeting at the request of not less than *two* committee members or not less than four ordinary members.

5. Annual General meetings (AGM)

- 5.1 The committee shall convene AGMs not more that *15* months after the previous AGM
- 5.2 The committee shall be given not less than 21 days notice in writing of the AGM
- 5.3 The AGM date shall be published at least *seven* days in advance
- 5.4 At the AGM the ordinary members shall elect a Committee including the Executive Officers and any other officers as the committee will decide
- 5.5 The chair, Executive officers and other officers of the committee shall hold office until the conclusion of the AGM

6. Rules of Procedure

- 6.1 QUORUM: a minimum of *four* committee members shall form a quorum at committee meetings and a minimum of all committee members and *five* ordinary members shall form a quorum at AGM
- 6.2 VOTING: every matter, except where this constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the chair of the meeting shall have the casting vote.
- 6.3 MINUTES: a minute of all meetings shall be kept and formally adopted.

7. Finance

- 7.1 The financial year shall run from 1st May to 30th April in the following year
- 7.2 The treasurer shall keep proper accounts of the finances of the committee. All incoming funds shall be lodged without deduction to the committee's bank/building society account. All monies raised by or on behalf of the committee shall be applied to further the object of the committee and for no other purpose. All deeds cheques, bills of exchange, etc, relating to the committees bank/building society account shall be signed by any *two* of the following committee members: chair, secretary, treasurer
- 7.3 The accounts shall be presented to members at the AGM

8. Alterations to the constitution

- 8.1 Any alterations to this constitution shall receive the assent of no less than two-thirds of the members present and voting at an AGM or special meeting. Provided that the secretary has received such notice of any alteration in writing no less than 21 clear days before the meeting at which the alteration is proposed.

9. Dissolution

- 9.1 The committee may be dissolved by a resolution passed by a majority of members present and voting at a special meeting convened for the purpose.
- 9.2 Any assets remaining after the settling of any debts and liabilities shall be applied towards charitable bodies within Oxfordshire, which have similar aims to those of the committee. Such charitable bodies to be decided and approved by the aforesaid majority.

We certify that this is a current copy of the constitution of Wychwood Ladies Hockey Club Committee, which was adopted at a Committee Meeting following agreement by members.

Signed: Chairperson

Signed: Secretary