

# Carmarthen Athletic Hockey Club

## Constitution Updated August 2023

### 1) NAME

The name of 'the Club' shall be the Carmarthen Athletic Hockey Club, hereafter called 'the Club'. The Club will be affiliated to Hockey Wales.

### 2) AIMS AND OBJECTIVES

a) To organise, promote, encourage and foster the growth and development of hockey at all levels through coaching via club and schools in leagues, tournaments, and friendly matches.

b) To seek member support, finance and sponsorship promotion to further the aims and objectives of the Club and to offer equal sporting opportunities to all.

### 3) MEMBERSHIP OF THE CLUB

a) Membership shall be open to any person irrespective of nationality, religion, race, gender, sexual orientation or age who has completed a registration form and paid due monies by the appropriate time. The list of members will be recorded by the Secretary and available to the Executive Committee and Carmarthen Wanderers Cricket Club

b) All members shall be subject to the rules of the Club.

c) Membership can be refused or revoked and members suspended for misconduct by an internal disciplinary hearing run by the Chairman. **The Club's Child Welfare Officer may temporarily suspend a member in accordance with the Club's Child Protection Policy.** Suspended members may not act in any way on behalf of the Club but can make a written appeal to be decided upon by the Executive Committee within 28 days. There will be no refund of subscription fees.

d) Honorary life membership is available to nominated and approved individuals who have provided a significant and long-standing contribution to the Club. No annual subscription is payable by honorary life members.

### 4) STRUCTURE OF THE EXECUTIVE COMMITTEE

a) The Executive Committee shall consist of:  
Club Chairperson, Vice Club Chairperson, Club Secretary, Treasurer, Marketing Officer who is chairperson of Comms, fund-raising and social committee, Youth Development Officer, Volunteer Coordinator, Safeguarding Lead Chairperson of Playing committee Committee(s) and a Young Ambassador

b) A quorum of four members must attend each Executive Committee meeting.

- c) The Executive Committee shall have the power to co-opt members onto the Executive Committee as and when required to achieve the aims of the Club. Co-opted Executive Committee members shall have full voting rights.
- d) All Executive Committee members will serve until the AGM after their election or co-option.
- e) Each Executive Committee member shall have a single vote on a show of hands. All decisions of the Executive Committee, put to a vote, shall be decided by a simple majority. In the event of a tie the Chairperson shall have a further casting vote.
- f) If an Executive Committee member fails to attend at four (4) consecutive meetings, without giving satisfactory reason in advance to the Secretary or submitting their reasons in writing, the Executive Committee shall have the power to remove the said member from office and appoint or co-opt a substitute.

## **5) STRUCTURE OF THE SUB-COMMITTEES**

### **i) YOUTH COMMITTEE**

- a) There shall be a Youth Committee. Its Chairperson shall be the Development Officer, members include **Welfare Officers** and Young Ambassadors.
- b) The Youth Committee shall make decisions regarding youth hockey and young people within the Club.
- c) The Youth Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Youth Committee.
- d) The Youth Committee shall have the power to co-opt members onto the Youth Committee as and when required to achieve the aims of the Club. Co-opted Youth Committee members shall have full voting rights.

### **ii) MARKETING, SOCIAL & FUNDRAISING COMMITTEE**

- a) Its Chairperson shall be elected by the sub-committee members who will include a designated coach, captains and fixture secretaries Chairperson shall be the Marketing Officer, members include all officers with a responsibility for Communications, Media, Marketing, Social and Fundraising
- b) The Sub-committee shall make decisions regarding Communications, Media, Marketing, Social and Fundraising within the Club.
- c) The Sub-Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Committee.
- d) The Sub-committee shall have the power to co-opt members as and when required to achieve the aims of the Club.

### **iii) PLAYING COMMITTEE (Selection committee?)**

- a) Its Chairperson shall be elected by the sub-committee members who will include a designated coach, captains and fixture secretaries
- b) The sub-committee shall make decisions regards hockey performance and participation within the club
- c) The Sub-Committee shall report to the Executive Committee, which may for sufficient reasons alter any decision of the Committee.
- d) The Sub-committee shall have the power to co-opt members as and when required to achieve the aims of the Club

### **iv) DISPLINARY COMMITTEE**

- a) Chairperson will be the Disciplinary Officer, the sub-committee will include the club secretary and a member of the club committee
- b) The Sub-committee will report directly to the Club Chair
- c) The sub -committee will be convened upon a breach of the Disciplinary Policy by a club member

### **6) ELECTION OF OFFICIALS / GENERAL MEETINGS / EXECUTIVE COMMITTEE MEETINGS**

- a) Notification of every General Meeting shall be given a minimum of 14 days in advance in writing or by E-mail to all members and shall be published on the Club website.
- b) The posts to be elected at the Annual General Meeting (AGM) shall be those listed in Clause 4(a) and 5(b) above.
- c) Items for the agenda must be submitted in writing, to be received by the Secretary no less than 7 days prior to the AGM, or on the day by agreement of the meeting.
- d) All nominations for Executive Committee members must be received by the Secretary 7 days prior to the AGM, or on the day by agreement of the meeting.
- e) Executive Committee members may be parents or guardians of players from any team that are 16 years or under at the date of the AGM.
- f) An Extraordinary General Meeting (EGM) may be requested by the Executive Committee, or by five playing members in writing to the Chairman.
- g) Executive Committee meetings shall be open to all current playing members from any team, and to parents or guardians of players under the age of 16 years of age. However they will have no voting rights.

## **7) EXECUTIVE COMMITTEE MEMBERS' ROLES RESPONSIBILITIES**

- a) Executive Committee members must act in the best interests of the Club.
- b) It will be the Secretary's responsibility to take and distribute minutes at all meetings, and to attend to all other administration work as required.
- c) All correspondence, press releases or communications should be inline with Communication policy

## **8) FINANCE AND ACCOUNTS**

- a) The financial year shall run from August to July.
- b) The Club accounts will be independently verified at the end of each season.
- c) The Treasurer will be responsible for the preparation of the annual Statement of Accounts, which will be presented by the Executive Committee at the AGM.
- d) The accounts shall be subject to examination by any member giving 7 days' notice in writing.
- e) The income of the Club, howsoever obtained, shall be used solely towards the aims and objectives of the Club. No portion shall be paid, transferred (either directly or indirectly) by way of dividend, or otherwise by way of profit, to members.
- f) However, there may be payment in good faith, of reasonable and proper remuneration to any member of the Club in return for services rendered. All such payments must be agreed at an Executive Committee meeting. The member concerned may not be present when the matter is discussed and, if a member of the Executive Committee, shall withdraw from the meeting until after the vote has been taken.
- g) No member or Executive Committee member shall cause the Club to enter into any financial or other commitment without consultation with, and the agreement of, the Executive Committee subject to (j) below.
- h) All monies belonging to the Club shall be kept in a bank/building society account named **Carmarthen Athletic Hockey Club**.
- i) All withdrawal forms completed for withdrawals from that account must be signed by two of three signatories. The Executive Committee will appoint those signatories.
- j) Decisions regarding purchases for the Club which are over £100 must be made at an Executive Committee meeting, or with written agreement of three or more Executive Committee members. Purchases under £100 can be made at the discretion of the Treasurer. No member of the Executive Committee may give or join in giving approval under this provision to any expenditure in which he has a personal interest.

## **9) CODE OF CONDUCT AND RULES**

The Club may adopt or vary a Code of Conduct and Club Rules, at an Executive Committee Meeting, an AGM or an EGM.

## **10) DISSOLUTION**

In the event of the dissolution of the Club, any monies remaining after all outstanding debts have been paid will be shared between any worthy charitable organisations. Any equipment / assets owned by the Club will be sold and the monies dealt with as above, or the Executive Committee may donate the equipment / assets for charitable cause.

## **11) HEALTH AND SAFETY**

It is the responsibility of all players, supporters and coaches and all third parties to maintain their own health and safety when having interaction with the Club.

## **12) AMENDMENT AND INTERPRETATION OF THE CONSTITUTION**

a) Any alterations to the Constitution may only be agreed at the AGM or an EGM convened for that purpose, and shall require the approval of two-thirds of those present and voting.

b) The Executive Committee shall have the power to legislate upon any point not provided for in the Constitution, the Club Rules or the Code of Conduct.