CONSTITUTION

**[INSERT CLUB NAME]**

1. **Name of Club**

The Club will be called [INSERT CLUB NAME] (hereinafter referred to as The Club) and may also be known as [INSERT CLUB ABBREVIATION]. The [INSERT CLUB] will be affiliated to the English Ice Hockey Association (hereinafter referred to as EIHA (English Ice Hockey Association))*.* The [INSERT CLUB] comprises of [NUMBER OF TEAMS] teams, [INSERT ALL TEAM NAMES].

1. **Aims and Objectives**

The aims and objectives of the Club will be:

* [INSERT CLUB AIMS AND OBJECTIVES]

**Membership**

Membership of the club is open to anyone interested in promoting, coaching, volunteering, or participating in ice hockey*,* regardless of age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs.

The membership shall consist of the following categories:

* [INSERT CLUB MEMBERSHIPS]

Members in each category will pay membership fees, as determined at the Annual General Meeting.

1. **Ethos**

3.1 This Club is committed to ensuring that equity is incorporated. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible and enjoyable to everyone in society.”*

3.2 The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status.

3.3 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse.

3.4 All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

3.5 The Club will deal with incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

1. **Committee**

4.1 The affairs of the Club shall be conducted by a committee (hereinafter: “the committee”), which shall consist of the Clubs require a minimum of 4 officials to be elected to run a Club on a formal basis. These should include; Chairperson, Treasurer, Secretary, and Safeguarding Lead, and may include a Club Head Coach. Succession planning to include, but not limited to, Vice-Chairperson, Assistant Treasurer, Assistant Secretary, Assistant Safeguarding Lead, Assistant Head Coach.

4.2 The term of office shall be for one year, and members shall be eligible for re- election.

4.3 If the post of any officer or ordinary committee member should fall vacant after such an election, the committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

4.4 The committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.

4.5 The committee will have powers to appoint advisers to the committee as necessary to fulfil its business.

4.6 Regarding coaching staff, the committee will have powers to appoint only the Club Head Coach.

4.7 The Head Coach will have powers to appoint the Clubs' coaches subject to committee.

4.8 The committee will be responsible for disciplinary hearings of members who infringe the Club rules/regulations/constitution. The committee will be responsible for taking any action of suspension or discipline following such hearings.

4.9 Only the posts listed above will have the right to vote at committee meetings.

1. **Conflicts of Interest**

5.1 Each Officer shall declare the nature and extent of any direct or indirect interest in a transaction or arrangement with the Club or a third party which conflicts or may possibly conflict with his or her duties to the Club.

5.2 If the non-conflicted Officers deem there to be a material conflict, the conflicted Officer should withdraw from that part of the meeting and shall not vote.

5.3 If there is deemed not to be a material conflict by the non-conflicted Officers, the Officer that declared the conflict shall be allowed to re-join the meeting, take part and vote as applicable.

1. **Admission to Membership**

6.1 Any person who wishes to be a member must apply in such form as is determined by the Committee from time to time and deliver it to the Chair or the Secretary.

6.2 Membership of the Club is open to all without discrimination and may only be refused where admission to membership would be contrary to the best interests of sport or the good conduct and interests of the Club. No person shall be denied membership of the Club on the grounds of race (including ethnicity and nationality), age, disability, gender, gender reassignment, sex, occupation, sexual orientation, religious beliefs, political or other beliefs, pregnancy (save that the

6.3 Club reserves the right to consider the health and safety of the pregnant woman in deciding whether to admit her as a member) or maternity.

6.4 The membership shall consist of the following categories:

* [INSERT CLUB MEMBERSHIPS]

6.5 Members in each category will pay membership fees, as determined at the Annual General Meeting.

1. **Cessation of Membership**

7.1 Membership of the Club shall terminate if:

* the Member dies;
* the Member, being an individual, is convicted of a criminal offence which involves dishonesty or any other offence, relating to safeguarding, drugs and any crime involving violence (including any convictions relating to children) at the committees' discretion
* the Member resigns by notice in writing to the Club by giving at least seven days' notice in writing to the Club provided that upon such resignation the number of Members is not less than one.
* the Member is in arrears to the Club and his or her subscriptions or any other payments are at least three months overdue;
* the Member is removed from membership by a resolution of the Committee as a result of application of the Club’s (or the English Ice Hockey Association) disciplinary policy.
* The Committee may exclude the Member from the Club's premises until the meeting has considered this matter (save that he or she shall be entitled to attend the meeting in question for the purpose of making representations to the meeting). A person may appeal against a decision to remove him or her from membership.
* Any person ceasing to be a Member forfeits all rights in relation to and claims upon the Club, its property and its funds and has no right to the return of any part of his subscription fee. Without prejudice to the foregoing, the Committee may refund an appropriate part of a resigning Member's subscription fee if it considers it appropriate in all the circumstances.
* In the event of a Member’s resignation or expulsion, his or her name shall be removed from the Club’s register of members.
1. **Club Finances and Property**

8.1 A bank account shall be opened and maintained in the name of the Club (Club Account).

8.2 Designated account signatories shall be the Chair, the Secretary (if any) and the Treasurer.

8.3 No sum shall be expended from the Club Account except by cheque signed by two of the designated signatories or by electronic transfer approved by at least one of the designated signatories subject to a maximum amount fixed by the Committee.

8.4 All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account as soon as is reasonably practicable.

8.5 The Club Account shall be managed in accordance with any finance policy drawn up by the Committee and/or in accordance with the reasonable instructions of the Committee (acting collectively) from time to time.

8.6 The Club's financial year shall end on [INSERT DATE] each year or such other date as the Committee may determine from time to time provided that no financial year shall be shortened to less than nine months or extended to more than fifteen months.

1. **Annual General Meetings and Extraordinary General Meetings**

9.1 General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club’s affairs.

9.2 The Club shall hold the Annual General Meeting (AGM) in the month of [INSERT MONTH] to discuss:

* The receipt of a report of the Club’s finances over the previous year;
* The election and retirement of Officers; and
* Any other business.

Notice of the AGM will be given by the Club secretary with at least [INSERT NUMBER OF DAYS] days’ notice to be given to all members.

The committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

An AGM or EGM shall be called on at least twenty-one clear days before the meeting.

The notice shall specify the date, time and place of the meeting and the general nature of the business to be transacted.

The Secretary shall send to each Member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

The accidental omission to give notice of a General Meeting to or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting

No business shall be transacted at any General Meeting unless a quorum is present. The quorum for an AGM or EGM shall be the greater of [two] members or [25] % of the total number of members.

If a quorum is not present within half an hour from the time appointed for the meeting or if during a meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place as the Committee may determine.

If the number of Members present at the adjourned meeting in insufficient to constitute a quorum in accordance with rule 14.1 above, the, members present shall constitute a quorum.

The Chair, or in his or her absence any other Officer, shall preside as the chair of the meeting. Each member present shall have one vote but in the event of an equality of votes the chair of the meeting shall have a casting vote.

The Secretary, or in their absence any other officer, shall record the minutes of the meeting.

The Committee may make whatever arrangements they consider appropriate to enable Members attending a General Meeting to exercise their rights to speak or vote whether attending directly or by telephone communication or by video conference, an internet video facility or similar electronic method allowing visual and/or audio participation.

1. **Calling a Committee Meeting**

The Committee shall hold not less than [three/six] meetings each year.

A meeting of the Committee shall be called on not less than [seven] days’ notice to all Officers unless the Chair determines that urgent circumstances necessitate shorter notice.

Notice of a Committee meeting shall be given to each Officer save that it shall not be necessary to give notice of a meeting to an Officer who is absent from the United Kingdom

1. **Proceedings of a Committee Meeting**

Subject to the provisions of these Rules, the Committee may regulate its proceedings as it thinks fit.

Meetings of the Committee shall be chaired by the Chair or in their absence the Treasurer. The chair of the meeting shall have a casting vote in the event of a tie.

The quorum for the transaction of business of the Committee shall be the greater of [three] Officers or [two-thirds] of all of the Officers (rounded up).

Decisions of the Committee shall be made by a simple majority of those Officers attending the Committee meeting.

Decisions of the Committee of meetings shall be entered into the Club's minute book.

A resolution in Writing signed by all the Officers (or members of a sub-committee) entitled to vote on the matter shall be as valid and effective as if it had been passed at a meeting of Officers or (as the case may be) a sub-committee duly convened and held. Such a resolution may consist of several documents in the same form each signed by one or more of the Officers (or members of the sub-committee)

1. **Amendments to the constitution**

The constitution (apart from Appendices) will only be changed through agreement by majority vote at an AGM. Appendices will be changed by majority vote at a committee meeting.

1. **Discipline and Appeals**

All complaints regarding the behavior of members should be presented and submitted in writing to the Chairperson.

The Committee will meet to hear complaints within [INSERT NUMBER OF DAYS] days of a complaint being made. The committee has the power to take appropriate disciplinary action including the termination of membership.

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 [INSERT NUMBER OF DAYS] days of the hearing.

There will be the right of appeal to the Committee following disciplinary action being announced. The committee should consider the appeal within [INSERT NUMBER OF DAYS] days of the Chairperson receiving the appeal.

1. **Affiliation**

Subject to these Rules and the general law, the Club shall (as the case may be) become a member of or affiliate to England Ice Hockey. The Club shall comply with and uphold the rules and regulations of England Ice Hockey and of any such constituent body for the time being in force.

1. **Dissolution**

A resolution to dissolve the Club can only be passed at an AGM through a majority vote of the membership.

In the event of dissolution, all debts should be cleared with any Club funds. Any assets of the Club that remain following this will become the property of the EIHA.

1. **Declaration**

[INSERT CLUB NAME] hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

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| **Name** |  |
| **Position** |  |
| **Date** |  |
| **Sign** |  |