



KINROSS HOCKEY CLUB CONSTITUTION

Name

The Club will be known as Kinross Hockey Club, herein referred to as the “Club”, and will be affiliated to the Scottish Hockey Union (SHU).

Address

Address of the Club will be:

Kinross Hockey Club, The Club House, King George V Playing Fields, The Muirs Kinross, Kinross-shire KY13 8BS.

Aims & Objectives

The aim of the Club will be to encourage and develop interest in the game of hockey as administered by the Scottish Hockey Union.

This will be achieved through the Club’s objectives:

- Offering coaching and competitive opportunities to persons of any gender within hockey.
- Promoting the Club within the local community of Kinross.
- Providing social activities for all members of the Club.
- Ensuring a duty of care to all members of the Club.
- Encouraging participation at any level in hockey.
- Ensuring that all present and future members receive fair and equal treatment.

Membership

All members are subject to the Constitution of the Club and to the regulations of the Scottish Hockey Union. Membership is open to all individuals provided they comply with this Constitution, and the byelaws and codes of conduct as adopted by the Club. No person will be refused membership on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.

Members will be enrolled in one of the categories below as defined by the Management Committee from time to time and agreed at an Annual General Meeting (AGM).

- Honorary Members
- Full Members
- Student Members (in full time education)
- Junior Members (under the age of 18 and still at school)
- Social Members



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Subscriptions & Fees

The annual subscriptions and fees will be fixed at the AGM by agreement of the members present following review of the Treasurer's accounts.

Uniform

The Club home colours will be:

Shirt - purple and white

Socks – purple or white

Ladies - purple skirt

Men – black shorts

Men – away colours shirt – predominately green with purple

In addition, any other colours in order to comply with SHU rules and regulations as set from time to time.

Finance

The Club will have the power to raise monies as required in order to meet the current and future financial and operational needs of the Club. Correct accounts and books will be kept by the Treasurer and examined annually by an independent qualified person and produced at the AGM. A Bank Account will be kept in the name of the Club with all payments requiring the approval of two committee members. The financial year will end on the last day of February.

General Management

The Club will be managed by a Committee of members, known as the Management Committee, consisting of the following office bearers:

- President
- Vice President
- Secretary
- Treasurer
- Men's Club Captain
- Ladies Club Captain
- Social Convener
- Junior Convener
- Child Protection Officer
- Pitch Convenor

All Management Committee members will hold office for one year and be eligible for re-election, except the office of President which may not be held for more than two consecutive years by the same individual.



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The office of President will rotate between the Mens and Ladies section on the two-year cycle unless no willing person is prepared to accept the nomination in which case:

- a) the same person may continue for another year or
- b) another individual of the same sex may stand for two years

Office bearers will be elected at an AGM; to ensure fair representation of the male and female Club Members there will be no less than 4 male or female representatives on the Management Committee. The Management Committee will meet as often as is deemed necessary by the Management Committee. The Management Committee will have the power to co-opt any Management Committee post not filled at the AGM and to form any sub-committee as necessary.

A person may hold not more than two positions on the Management Committee and any person holding two Management Committee posts will only have one vote (not two).

The President, Secretary and Treasurer will be ex-officio Trustees for the Club, with eligibility to vote on our member's behalf at Scottish Hockey Union AGMs. The quorum will be 51% of Management Committee members.

All dates and times of Management Committee meetings will be communicated to the members giving at least 14 days notice; members will have the right to attend and address the Management Committee but not vote.

The Management Committee will be responsible for all matters to ensure the smooth running of the Club except the granting of security over the assets of the Club, or securing borrowings which must be sanctioned at a properly convened AGM or Extraordinary General Meeting (EGM) and agreed upon by the members so present.



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Annual General Meeting

The AGM will be held each calendar year as soon as practicable after the end of the financial year, but no more than 14 months after the date of the previous AGM.

The following business will be conducted at the AGM:

- Receive and confirm the minutes of the previous AGM.
- Presentation of the Club's financial accounts for the year.
- Presentation of reports from the officer bearers as appropriate.
- Election of Club President and Vice President.
- Election of Honorary Life Members.
- Election of Office Bearers.
- Election of Team Captains and Vice Captains.
- Appointment of independent accounts examiner.
- Setting the membership categories for the following year.
- Fix the subscriptions for the ensuing year.
- Any other business brought before the meeting.

Rules for General Meetings

The Secretary will notify everyone at least 21 days before the date of the meeting. The President will chair the meeting. Nominations for office bearers must have a proposer and a seconder, and the approval of the nominee.

Voting Policy:

- When two or more names have been nominated a vote may be necessary.
- The nominees must not be in attendance whilst the matter is being discussed and voted on.
- Only Full Members who are fully paid up-to-date members will have the right to vote.
- Nominees will not have a vote.
- Tellers will be appointed from the floor prior to the vote being taken.
- All voting for contested positions must be conducted as a secret vote.
- In the event of a tie the President will have the casting vote.
- In the event that the vote is for the President's post the out-going Club President, or their appointed representative at the meeting will have the casting vote.
- Full members may vote by proxy. All proxy votes must be sent to the Secretary in writing prior to the meeting. For this purpose a printed email instruction is valid.



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Extraordinary General Meeting

An EGM will be governed by the rules for general meetings.

An EGM may be called by the Management Committee as required.

A duly convened EGM must be held if requested in writing by 11 Full Members with voting rights at such an EGM. The EGM must be held with 28 days of receiving the written request.

Equity

The Club is committed to equal opportunities for all, and to ensuring that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

Policies and Procedures

Acceptance of membership of the Club is a sign of agreement to abide by the constitution, policies and byelaws of the Club at all times. Any breach of this agreement could result in discipline imposed according to the Club's discipline policy.

The Club will maintain the following policies and procedures:

- Code of Conduct
- Child Protection
- Disciplinary and Appeals Procedure
- Equity Policy
- Any other policy which may be required in order to comply with SHU regulations
- One third of existing Club policies will be reviewed and readopted annually
- No policy will operate without review for longer than three years

Interpretation of the Constitution

Any differences of opinion which may arise as to the proper construction or meaning of any part of the Constitution will be referred to and decided upon by the Management Committee whose decision will be final.

Amendment to Constitution

The rules can only be amended by the members at the AGM or at an Extraordinary General Meeting called for the purpose when at least three quarters of Full Members attending and eligible to vote so agree. Such members may vote by Proxy.



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Dissolution of the Club

A resolution to dissolve the Club can only be passed at an AGM or EGM called for the purpose when at least three quarters of those attending and eligible to vote so agree. The Club is a non-profit making organisation. In the event of dissolution of the Club, after all Club and trustee liabilities have been cleared all available assets shall be distributed amongst Clubs or Charities in such a manner and subject to the conditions as may be decided by the Full Members at the AGM or EGM called for the purpose of dissolving the club. Full members may vote by Proxy.

Declaration

Kinross Hockey Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of the members.

Signed  Date 07 December 2020

Name Lindsey Knight **Club President**

Signed  Date 07 December 2020

Name Grace Reid **Club Secretary**