

# **GLOUCESTERSHIRE HOCKEY ASSOCIATION**

## **CONSTITUTION**

### **1 Title**

The Association shall be called the Gloucestershire Hockey Association (“The Association”). Subject to the rules of the National Governing Body (NGB) and the West Hockey Association (“The West”) to which it is affiliated it shall be the governing body for all hockey played within its boundaries as defined below played to the Rules of the Game authorised by the Hockey Rules Board and the International Hockey Federation or such other rules as are approved from time to time by the NGB.

### **2 Aims and Objectives**

These shall be to:

- 2.1 promote, develop and encourage hockey (outdoor, indoor and mixed) for adults, young people and children in clubs and schools;
- 2.2 arrange such competitions as may be approved by the Committee of the Association;
- 2.3 select and train squads of players to represent the Association;
- 2.4 organise coaching and maintain and improve standards of coaching and playing;
- 2.5 arrange representative and other matches;
- 2.6 support clubs and schools seeking to improve playing facilities;
- 2.7 maintain and improve the standard of umpiring;
- 2.8 raise funds by any means approved by the Committee;
- 2.9 foster friendship between all those interested in the game of hockey;

### **3 Boundaries**

The Boundaries of the Association shall be:-

- 3.1 for men’s clubs and for the men’s section of clubs comprising men and women and for mixed clubs the boundaries of the Administrative County of Gloucestershire as at 31 May 1997 and in addition the area between the southern boundary of the said county and the northern bank of the river Avon in Bristol.
- 3.2 for women’s clubs, girls and boys only the boundaries of the Administrative County of Gloucestershire as at 31 May 1997.

## **4 Membership**

- 4.1 Full membership shall be by affiliation and shall be open to all clubs and schools playing hockey under the Rules referred to in clause 1 above, within the boundaries defined by clause 3 above and any other club at the sole discretion of the committee.
- 4.2 Hockey Umpiring Associations
- 4.3 Honorary Life Membership may be conferred on past officers of the Association or of the Gloucestershire Women's Hockey Association or of the Gloucestershire County Hockey Association and others who have rendered special services to the said Associations by a resolution passed by a simple majority at a general meeting of the Association. Life members shall have the right to vote at general meetings and shall not be required to pay a subscription;
- 4.4 Individual Associate Membership shall be open to past players and office and others interested in hockey in Gloucestershire. Such membership shall be authorised by the Committee on application. Such members shall pay a subscription but shall have no voting rights.

## **5 General Meetings**

- 5.1 Annual General Meeting
- 5.1.1 The Annual General Meeting shall be held in each year before the end of May on a date prior to the West AGM and at a venue to be decided by the Committee;
- 5.1.2 Notice of the Annual General Meeting together with:
- (a) a copy of the agenda;
  - (b) a list of nominations for Officers and Committee;
  - (c) a copy of the Annual Accounts;
- shall be sent to members of the Committee, Secretaries of each member club and school, Life Members and Associate Members and HUA's at least 21 days before the date of such meeting;
- 5.1.3 Business to be transacted:-
- (a) presentation of reports and accounts by the officers and members of the committee
  - (b) approval of accounts
  - (c) election of Officers and members of the Committee

- (d) determination of affiliation fees and subscriptions for the following season;
  - (e) any other business at the discretion of the chair of the meeting.
- 5.1.4 No clause of the Constitution shall be amended nor shall the Association be dissolved, nor shall any resolution passed at a previous General Meeting be rescinded save by a resolution, notice of which shall be given on the Agenda carried by the affirmative vote of at least two-thirds of those present entitled to vote and voting.
- 5.1.5 Written notice of any proposed alterations to the Constitution shall be received by the Secretary no later than 1st March prior to the Annual General Meeting and shall be accompanied by the name of the proposer and seconder.
- 5.1.6 Subject to the provisions of Clause 5.1.4 and 5.1.8 all business at the Annual General Meeting shall be transacted by a simple majority of those present entitled to vote and voting and all motions and nominations shall be proposed and seconded by persons entitled to vote at the meeting.
- 5.1.7 The President of the Association shall be the chair. In his or her absence the meeting shall appoint the Vice President, or in his or her absence a member of the Committee to chair the meeting.
- 5.1.8 The following, if present at the meeting, shall be entitled to vote:
- (a) the officers of the Association and members of the Committee;
  - (b) Life Members;
  - (c) up to two representatives being one woman and one man from each affiliated club with both men's and women's teams;
  - (d) one representative from each affiliated club with only women or men players or only a mixed team or teams;
  - (e) one representative from each affiliated school;
  - (f) one representative from each affiliated Hockey Umpiring Association
- No person voting shall cast more than one vote other than the chair of the meeting who may in addition have a casting vote.
- 5.1.9 Any other member of an affiliated club or an affiliated school or an

affiliated Hockey Umpiring Association or an associate member may attend an Annual General Meeting but shall not be entitled to vote.

5.1.10 Eighteen persons present and entitled to vote shall form a quorum.

## 5.2 **Special General Meeting**

5.2.1 The Secretary shall convene a Special General Meeting at any time:-

- (a) at the request of the Committee;
- (b) upon receiving a requisition signed by an officer of at least five affiliated clubs or representatives of at least ten affiliated schools.

Every requisition shall state clearly the reason for such request.

5.2.2 A meeting called under 5.2.1 shall be held within six weeks of the receipt of the request or requisition.

5.2.3 Fourteen days notice of a Special General Meeting and of all resolutions to be proposed thereat shall be given as prescribed by clause 5.1.2. No other business shall be transacted.

5.2.4 The provisions of clause 5.1.4 and clauses 5.1.6 to 5.1.10 shall apply to a Special General Meeting.

## 6 **Officers**

6.1 The Officers of the Association shall be:-

- a) the President
- b) the Vice President
- c) the Secretary
- d) the Treasurer
- e) the Director of Coaching

6.2 The officers shall be elected at an Annual General Meeting and shall hold office until the conclusion of the next following Annual General Meeting. Except as precluded below they shall be eligible for re-election.

6.3 If an officer does not complete his or her year of office a replacement shall be appointed by the Committee for the remainder of the year.

## 7 **The Committee**

7.1 Subject to the overriding powers of a General Meeting the general business of the Association shall be administered by a committee which shall be

responsible particularly for:-

- a) the interface between the Association and the NGB and the West.
- b) the representation of the Association in dealings with other outside people, bodies or organisations.
- c) preparing an annual budget for the Association.
- d) The appointment of working groups/subcommittees and their duties.

7.2 The membership of the Committee shall be the officers of the association **and;**

County Umpiring Secretary

County Disciplinary Administrator;

County Indoor Secretary;

County Youth Co-ordinators (2);

County Welfare Officer;

Men's Clubs League Representative;

County Masters Managers (Men & Women);

HUA representative;

Club representatives (2)

\*\* Men's Senior Manager / Coach – invitation post to attend meetings;

\*\* County Web Master – as required.

7.3 The President of the Association shall be the chair. In his or her absence the meeting shall appoint the Vice President, or in his or her absence a member of the Committee to chair the meeting.

7.4 Each member shall have one vote irrespective of the number of capacities in which attending other than the chair of the meeting (as laid out in 5.1.7) who shall also have a casting vote. Decisions shall be by simple majority and motions and nominations must be proposed and seconded by those present and entitled to vote.

7.5 Six voting members shall form a quorum.

7.6 The Committee may invite any person to attend for all or part of a meeting. Such person shall not be entitled to vote.

7.7 The Committee shall meet at least four times a year on dates to be notified in advance.

## **8 Working Groups, (previously Section Committees and Sub-Committees)**

8.1 Working Groups shall be set up to perform specific tasks as required by the committee

8.2 The attendees remit, and timescales of these working groups shall be controlled by the Committee.

## **9 Playing Qualifications**

9.1 To be eligible for selection for representative games all players must comply with the qualification standards laid down by the NGB.

## **10 Finance**

10.1 The funds required for the day to day operation of the Association shall be held in a current account.

10.2 The signatures required to authorise expenditure shall be any two from the Treasurer, the Secretary and one other as agreed by the Committee.

10.3 The remainder of the funds of the Association may be held in savings accounts or other investments as agreed by the Committee.

10.4 The income of the Association shall be derived from affiliation fees and subscriptions of members and subject to the approval of the Committee from any other appropriate source.

10.5 Such income shall be used for the furtherance of the aims and objectives of the Association as defined in this Constitution and for such other purposes as a General Meeting or the Committee may determine.

10.6 Affiliation fees shall be determined by the Annual General Meeting and shall be due on 14th September in each year.

10.7 The accounts shall be prepared annually representing the Association's financial activities between 1<sup>st</sup> April and 31<sup>st</sup> March and shall be presented for approval at the Annual General Meeting.

10.8 The finances of the Association shall be audited or checked as directed by the committee.

## **11 Conduct.**

The code governing the conduct of all players, coaches, managers, umpires and officials and regulations governing Contracts shall be as prescribed in the Constitution of the NGB.

## **12 Disciplinary Measures**

12.1 The Disciplinary Code of the NGB shall apply.

12.2 The Disciplinary Administrator shall be responsible for administering the Code and if required under the terms of the Code or at the request of the Committee convene a Disciplinary Committee which shall be made up of four committee members of the association selected by the secretary.

### **13 Indemnity**

The Association shall indemnify each of its officers and officials against any claim which may arise from any action taken with the authority of the Association. For the purpose of this clause an “official” shall be deemed to be any person serving on a committee or working group of the Association or appointed to a position on behalf of the Association.

### **14 Dissolution**

If at any General Meeting a resolution for the dissolution of the association shall be passed by a majority of the members present and such resolution shall at a Special General Meeting held not less than one month thereafter at which not less than 1/2 of the members shall be present be confirmed by a resolution passed by a majority of 2/3 of the members voting thereon the Committee shall thereupon or a such future date as shall be specified in such resolution proceed to release the property of the GHA and after discharge of all Liabilities shall go to the local community or to another “not-for-profit” organisation with similarly charitable objectives and upon completion of such division the GHA shall be dissolved.

### **15 Matters not covered by the Constitution**

The Committee shall have power to act on any matter on which the constitution is silent but action shall be taken at the next General Meeting to ratify the action which has been taken.

Approved Version as at SGM held on 17.09.18