



DCHC Est.2010

Dunfermline City Hockey Club Constitution

1 Name & Address

1.1 The Club shall be known as Dunfermline City Hockey Club. (Here in and after referred to as the Club), The Club shall affiliate to the Scottish Hockey Union and by its affiliation recognises the Constitution of the aforementioned Union, agrees to be bound by it.

1.2 Correspondence can be addressed to Secretary, Dunfermline City Hockey Club.

2 Aims & Objectives

The Club's aim shall be to encourage public participation in the sport of hockey as administered by the Scottish Hockey Union, by:

- Offering coaching and competitive opportunities to men and boys within hockey.
- Promoting the Club within the local community of Dunfermline.
- 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

3. Membership

All members are subject to the Constitution of the Club and the regulations of the Scottish Hockey Union. Membership shall be open to application by any person if it appears reasonable to do so and after enquiry by the General Committee and providing they comply with this Constitution, the byelaws and codes of conduct as adopted by the Club.

The Club shall consist of:

- a) President
- b) Full Members
- c) Student Members – in full time education
- d) Junior Members – under the age of 18 and still at school
- e) Associate Members

4. Subscriptions & Fees

a) The annual subscriptions and fees shall be determined at the Club's Annual General Meeting by agreement of the member's present and following review of the Treasurer's audited accounts.

b) The Committee reserves the right to modify subscription charges in specific individual cases.

c) All annual subscriptions shall be payable no later than 24 hours before the first Saturday of the designated league season. If a member has not paid their subscription by the third Saturday of the league season, will be expelled from the Club, although his/her membership will be retained for the season thus restricting application to any other club associated within the jurisdiction of the Scottish Hockey Union. In the event that any member (including Associate member) shall not have paid their subscription by 30th April in the year after it became due, such member shall be deemed to have resigned from the Club.

5. General Management

5.1 The officer bearers of the Club shall be elected annually at an Annual General Meeting and consist of:

1. President
2. Vice- President
3. Secretary
4. Treasurer

5.2 The President shall not be entitled to hold office for more than three consecutive years, in addition, an Honorary Vice-President, or Honorary Vice-Presidents, having previously given distinguished service to the Club, may be elected.

5.3 The Club shall be managed by a General Committee; all elected at the Annual General Meeting and shall consist of the office bearers and the Club Captain(s).

5.4 The Committee shall meet at least 3 times during the season, or as often as is deemed necessary.

5.5 The Committee shall have the power to co-opt any member to form any sub-committee as necessary to ensure the smooth running of the club. Likewise, to co-opt any person to fill a vacancy on the General Committee or Sub-Committees until the succeeding Annual General Meeting and to invite any person to attend any meeting of the General Committee, or of any Sub-Committee, in an advisory capacity, without power to vote, to assist the General Committee or Sub-Committees.

5.6 The President, Secretary and Treasurer will be ex -officio Trustees for the Club, with eligibility to vote on the member's behalf at the Annual General Meeting of the Scottish Hockey Union.

5.7 A quorum of the General Committee shall be 3 members and a quorum of Sub-Committees shall be two members.

5.8 The Chairperson of the General Committee shall be the President, whom failing, the Vice President, whom failing, the members present and forming a quorum shall appoint a Chairperson for the purposes of that meeting. The Chairperson of Sub-Committees shall be the Convener, whom failing, the members present and forming a quorum shall appoint a Chairperson for the purposes of that meeting.

5.9 In the event that the General Committee shall be equally divided on any matter, the Chairperson shall have a second or casting vote, or may at his/her discretion refer the matter to a General Meeting of the Club. In the event that a Sub-Committee shall be equally divided on any matter, it shall be referred to the next meeting of the General Committee for a decision, which will thereafter be implemented by the relevant Sub-Committee.

5.10 Without prejudice to their general power to administer the whole affairs of the Club, the General Committee and its Sub-Committees are empowered to:

- (a) To interpret the Constitution of the Club;
- (b) To collect, manage and apply the finances for any purposes consistent with the Club's aims.
- (c) To organise, administer and control all matters relating to the Club's affairs in conjunction to this Constitution.
- (d) To select teams to participate in matches arranged in pursuance of the foregoing power and to delegate to others the power of selection of such teams.

(e) Any act done by the General Committee or its Sub-Committees shall be done in good faith, the General Committee or Sub-Committees and any member thereof shall be entitled to be indemnified by the Club in respect of any personal liability which any member of the General Committee or Sub-Committee may incur by the doing of any such act.

(f) To resolve disputes by members of the Club, to consider complaints against any member by other clubs or by any other body or person where circumstances are alleged which could, in the opinion of the Committee, constitute conduct detrimental to the game of hockey, or to the objects of the Club.

To investigate and consider allegations by any member or any other person of a breach, or breaches, of any rule, or rules, at any time in force for the Club; to adjudicate in such manner as it shall consider appropriate in the circumstances (but always subject to the principles of natural justice) upon any such complaint or allegation; and in the event that it shall find any such complaint or allegation to be well founded, to take such action against the offending member as it shall consider appropriate in the circumstances, including any or all of the following:

(i) Warning or reprimand;

(ii) Suspension for such period as the General Committee shall deem appropriate.

Furthermore, where any member has been found to have committed persistent breaches of the rules for the administration of the Club, the General Committee, shall be entitled to call a General Meeting and to propose at the General Meeting, the offending member shall be expelled from the Club if the proposal so to expel is carried by a simple majority of the members of the Club present, entitled to vote and voting at the said meeting. The offending member shall not be entitled to vote upon a motion proposing expulsion.

Any penalty imposed by the General Committee upon an offending member, or any decision of the Club to expel a persistently offending member, subject to the right of that member or of any person aggrieved, to appeal against such a decision as laid down within the Club's Disciplinary Procedure.

(g) Where any member is involved in disputes, or make complaints against other members, then the Committees can only act where the matter has been brought to their attention within two weeks of the date of the alleged incident. Similarly, a member may only appeal against a decision made by a Committee within two weeks of receiving notification of the initial decision.

(h) To do all and any acts necessary for the carrying out of all or any of the foregoing powers, including the entering into on behalf of the Club such contracts binding upon the Club, as the Committees shall consider necessary for the proper conduct of the affairs of the Club.

6. Uniform

The club colours shall be black and/or white tops, black shorts and white or black socks.

7. Finance

7.1 The Finances of the Club shall be managed by the Treasurer, the financial year of the Club being from 1st May until 30th April.

7.2 Prepared accounts and books for each financial year shall be kept by the Treasurer for production at the Annual General Meeting.

7.3 The accounts should be subject to external scrutiny in line with the relevant requirements of legislation.

7.4 Bank Account(s) shall be kept in the name of the Club with 2 approved signatories, one being the Treasurer.

8. Annual General Meeting

8.1 The General Committee shall fix the date of the Club's Annual General Meeting, which shall be no later than 30th June each year, but no more than 14 months from the date of the preceding Annual General Meeting.

8.2 The following business shall be conducted at the AGM:

- (a) Receive and confirm the minutes of the previous AGM.
- (b) Presentation of the Club's financial accounts for the year.
- (c) Presentation of the President's Report.
- (d) Presentation of the Secretary's Report.
- (e) Election of Office Bearers.
- (f) Any other business brought before the meeting.

9. Extraordinary General Meeting

An EGM may be called by the members as required, and will be governed by the rules for general meetings.

10. 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.

11. 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
- Discipline
- Appeals

12. Rules for General Meetings

12.1 The Secretary shall notify everyone at least 28 days before the date of the meeting.

12.2 The President of the Club, whom failing the Vice-President, whom failing a member of the General Committee elected or appointed by the members present at the meeting, shall be the Chairperson of any General Meeting and shall have, in the event of an equality of voting on any motion put to the meeting, a casting vote.

12.3 The quorum for an annual general meeting will be 20% of all members eligible to vote at an AGM including 2 officers of the club management.

12.4 Nominations for office bearers and any Motions shall be forwarded to the Secretary in writing, no later than two weeks from the designated, agreed and circulated date of the Annual General Meeting.

12.5 All Motions must have a proposer and a seconder, other than those proposed by the General Committee

12.6 The Chairperson may allow at such meeting any member present (even though no prior notice of the same may have been given) to propose an alteration to any motion or amendment proposed if in the Chairperson's sole opinion, is a minor technical or textual nature and would not radically or fundamentally alter the motion or amendment proposed.

13. Voting Policy

13.1 When two or more names have been nominated voting shall be conducted, either by a secret ballot or by each member intimating a vote verbally at the meeting. Associate members shall be entitled to vote only on matters relating solely to associate membership.

13.2 Only fully paid up members shall have the right to vote.

13.3 Nominees shall not have a vote

13.4 Tellers shall be appointed from the floor prior to the vote being taken.

13.5 The positions of Team(s) Captain and Vice Captain shall be voted on separately.

14. Child Protection

a) The club will operate a "Child & Vulnerable Adult Protection Policy" within the guidelines as operated by the SHU.

b) The club will require all members to adopt and abide by this Child & Vulnerable Adult Protection Policy and the associated procedures.

c) A "Child Protection Officer" will hold office to ensure compliance with the "Child & Vulnerable Adult Protection Policy".

15. Amendment to Constitution

15.1 Any motion put to any General Meeting to amend this Constitution shall be carried only in the event that two-thirds of those members present entitled to vote and voting, vote for such motion.

16. Location of the Club

The club shall be located in Dunfermline area.

17. Assets


None of the club's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes

18. Dissolution of the Club

18.1 The Club may be dissolved in the event that two-thirds of the ordinary members so resolve at a Special General Meeting convened for the purpose of considering such dissolution. In that event the assets of the Club after the discharge of its whole liabilities will be paid over by the last Treasurer (who shall remain empowered by the members to settle the Club's liabilities) to the Scottish Hockey Union to be applied for the promotion of the game of hockey to be used only for charitable purposes. The expression 'charitable purpose' shall mean a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

19. Declaration

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

Signed  Date 06-06-2013

Name ALAN GREEN Club President

Signed  Date 6/6/13

Name KAREN EDWARDS Club Secretary