

MUCKROSS HOCKEY CLUB CONSTITUTION

Adopted [] 2014

1. Name & Its Colours

- 1.1 The Club shall be called "Muckross Hockey Club" (hereinafter called the "Club").
- 1.2 The Club shall be affiliated to the local and national governing bodies of hockey and shall conform to the rules and regulations from time to time of those bodies.
- 1.3 The colours of the Club shall be green skirt, white shirt and green socks (home strip) and green skirt, red shirt and white socks (away strip) or a combination thereof ("Club Colours"). The Club uniform shall be worn on the field of play.
- 1.4 None of the name of the Club, the Club Colours or the Club logo shall be changed unless a majority of three quarters of those Members eligible to vote and present at a general meeting so approve the change.

2. Aims & Objectives

- 2.1 The aims and objectives of the Club are:
 - (i) to foster, encourage, develop and promote the game of hockey;
 - (ii) to offer coaching and appropriate competitive opportunities in hockey to the Members at all levels or capability;
 - (iii) to affiliate with the local and national governing bodies of hockey;
 - (iv) to provide all its services in a way that is fair to all Members;
 - (v) to ensure a duty of care to all Members of the Club;
 - (vi) to hire and engage persons whose services may be deemed necessary for the purposes of the Club;
 - (vii) to take part in competitive games as assigned by the local and national governing bodies;

and generally all such things as shall be conducive to attainment of the foregoing objects.

3. Membership

- 3.1 There shall be 7 categories of membership, namely:
 1. Full Playing Members (3.2)
 2. Student Members (3.3)
 3. Junior Members (3.4)
 4. Float Members (3.5)
 5. Honorary Life Members (3.6)
 6. Pavilion Members (3.7)
 7. Veteran Members (3.8)

3.2 Full Playing Members

Full Playing Members shall be over 18 years of age and shall have full rights and privileges of membership of the Club, and shall be playing members of the Club.

3.3 Student Members

Any person who is in full time education, not being a Junior Member under paragraph 3.4 below, who shall be admitted to membership of the Club shall be entitled to Student Membership category. The annual subscription for a Student Member shall be at a discount to the full subscription then applicable. Student Members shall have full rights and privileges of Membership of the Club, save that any Student Member under the age of 18 years at the date of a general meeting shall not be eligible to vote at that meeting and the parent/legal guardian of any such Student Member under the age of 18 years at the date of the relevant meeting may attend and be heard at any general meeting of the Club (but for the avoidance of doubt, shall not be eligible to vote at any such meeting).

3.4 Junior Members

Any person admitted to membership who is in full time secondary level education at the commencement of the Club's playing season shall be a Junior Member for that period. A Junior Member under the age of 18 years at the date of a general meeting shall not have any entitlement to vote at general meetings of the Club, save that the parent/legal guardian of a Junior Member who has not attained the age of 18 years at the date of the relevant meeting may attend and be heard at any general meeting of the Club (but for the avoidance of doubt, shall not be eligible to vote at any such meeting).

3.5 Float Members

Any Member of the Club who shall declare themselves unavailable for full selection on teams during a particular year shall be deemed a Float Member, which Member shall be eligible as a consequence thereof to play not more than 6 competitive games in the relevant year. A Float Member shall pay the subscription applicable to that category of Membership. A Float Member (other than any such Member under 18 years of age) shall be entitled to full rights and privileges of the Club.

3.6 Honorary Life Members

The Club may, on the nomination of the Committee, at an Annual General Meeting (hereinafter called the AGM) elect a person as an Honorary Life Member. Honorary Life Members shall have full rights and privileges of Club membership and shall have no obligation to pay any subscription.

3.7 Pavilion Members

The Club may admit any person as a Pavilion Member, who shall be a non-playing member. Pavilion Members shall have a right to attend and speak at general meetings of the Club but shall not be entitled to vote thereat.

The subscription payable by Pavilion Members shall be the subscription then applicable to that category of Member.

3.8 Veteran Members

Any person who is admitted to membership of the Club who qualifies under the local or national governing bodies' relevant requirements as a veteran player shall be entitled to be a Veteran Member of the Club. Veteran Members shall be entitled to

full rights and privileges of the Club, and shall pay any subscription applicable to that category of membership.

3.9 Rights and Restrictions

3.9.1 All Members, with the exception of those referred to in Rule 3.9.2, shall have the right to receive notice of, attend and vote (but not by proxy) at general meetings of the Club, to propose or second Motions for general meetings, to propose or second or sponsor candidates for membership or for office and to be a signatory to a requisition for an extraordinary general meeting.

3.9.2 Junior Members and Student Members under the age of 18 years shall have none of the rights referred to in Rule 3.9.1 save that any such Members over the age of 16 years may attend general meetings.

3.9.3 All Members having the rights set out in Rule 3.9.1 shall together be referred to as "Full Members".

3.10 Application for Membership

Application for Membership shall be made in writing to the Club Secretary or as otherwise required or allowed by the Club, and the admission to membership of any candidate shall be by decision of the Committee.

3.11 Leave of Absence

The Committee may, at its discretion, grant leave of absence to a Member on such terms and conditions as the Committee deem appropriate, and during such absence, such a Member shall not enjoy any of the rights of Membership.

3.12 Resignation as Member

A Member may resign their membership of the Club during a season by notifying the Honorary Secretary of their intention so to do and upon such resignation being accepted by the Committee, she shall cease to be a Member of the Club.

4. Subscriptions

4.1 Membership subscriptions will be determined by simple majority vote at each AGM for the succeeding year. Subscriptions shall be payable each year in accordance with the terms of the respective Member's Registration Plan. Any Member who has not paid their subscription when due, may render themselves ineligible for selection on a team, which ineligibility shall be at the sole discretion of the Committee. Any Member who has not paid their due subscription as per their Registration Plan, prior to the date of the AGM or any Extraordinary General Meeting (hereinafter called EGM) shall not be entitled to vote at such meeting.

4.2 The Treasurer shall be responsible for collection of subscriptions.

4.3 The Committee shall be entitled to levy a fine (or accumulating fines) for overdue subscriptions.

5. **Officers of the Club**

5.1 **The Honorary Officers of the Club shall be:**

- President
- Senior Vice President (if any)
- Junior Vice President (if any)
- Club Secretary
- Fixtures Secretary
- Registration Secretary
- Treasurer
- Social Secretary
- Senior Club Captain
- Junior Development Officer
- Club Development Officer

The respective roles of Honorary Officers shall be as determined by the Committee from time to time and as published on the Club's website.

5.2 **Other Positions**

- **Child Welfare Officer**
- **Designated Liaison Person**
- **[Publicity Secretary]**
- **Umpire Secretary**
- **Vice Club Captain**

and such other positions as the Committee shall deem appropriate and relevant from time to time. The role of each such position shall be as determined by the Committee from time to time and as published on the Club's website.

5.3 **Election of Honorary Officers**

5.3.1 Officers shall be elected annually (or as otherwise specifically provided in this Rule 5.3) at the AGM in accordance with the provisions of this Rule 5.3.

5.3.2 To be eligible for election as either President or a Vice President, the candidate must have been a full Member for at least five of the preceding ten years (not necessarily consecutive) .

5.3.3.1 The President shall be elected at an Annual General Meeting of the Club for a two year term. Nominations for the position shall be submitted to the Club Secretary in accordance with Rule 5.3.6. A Junior Vice President in office during the season immediately preceding the AGM at which there is to be an election for the office of President, shall be deemed nominated as a candidate for the said election for President. A Junior Vice President who does not wish to be a candidate for President at the relevant AGM shall so notify the Committee in writing not later than 17 March of the year in question and that fact shall be communicated to Members prior to the closing date for nominations for the position as President in the relevant year.

5.3.3.2 On completion of a term as President, the person vacating such office shall be deemed elected as Senior Vice President for the immediately succeeding year.

In the event of an outgoing President not wishing to serve as the Senior Vice President in the following year, she shall so notify the Committee in writing not later than 17 March of her final year as President. The Committee shall

notify Members of that fact prior to the closing date for nominations for elections of Honorary Officers at an AGM, pursuant to Rule 5.3.6.

- 5.3.3.3 At each AGM at which a President is not due to be elected, there shall be an election of a Junior Vice President, which appointment shall be for a one year term.
- 5.3.4 All Honorary Officers of the Club shall be elected from the then current Members.
- 5.3.5 All Honorary Officers shall retire annually but shall be eligible for re-election subject however:
- 5.3.5.1 The President shall be appointed for a term of 2 years;
- 5.3.5.2 A Senior Vice President shall not be eligible for reappointment for such position.
- 5.3.5.3 A Junior Vice President shall not be eligible for reappointment for such position.
- 5.3.6 Nominations of candidates for election at an AGM must be received in writing by the Club Secretary not later than 17 March immediately preceding the relevant AGM. A nomination must be signed by the person proposing the nomination and by the person seconding the nomination, each of which persons must be Full Members entitled to vote at the relevant AGM.
- 5.3.7 A person in the position of Vice Club Captain shall be deemed nominated as a candidate for election as Club Captain at the immediately succeeding AGM.
- 5.3.8 If by 17 March in any year, no nominations have been received for election to Honorary Officers or other positions at the AGM to be held in that year, this situation shall be communicated to Members in the notice of the AGM, and the Committee shall be entitled to nominate candidates for election to such positions at the relevant AGM, or in default, shall be entitled to appoint persons to such positions thereafter.

6. **Management Committee (“Committee”)**

- 6.1 The affairs of the Club shall be managed through the Committee which shall consist of:
- Honorary Officers
 - Such co-opted members not exceeding 3 in number at any one time, as the Committee shall appoint, which members of the Committee shall not have any voting rights
- 6.2 The Committee shall meet monthly unless otherwise decided by the Committee. Five members of the Committee comprising one of the President or a Vice President shall form the quorum.
- 6.3 Committee meetings shall be chaired by the President, or in her absence a Vice President.
- 6.4 Meetings of the Committee shall be convened by the Club Secretary, or as otherwise requisitioned by not less than 3 members of the Committee.
- 6.5 Decisions of the Committee shall be made by a majority of members present at the relevant meeting. In the event of an equality of votes, the Chair of the meeting shall

have a casting vote in addition to their own vote. The Committee shall ensure that proper minutes and records are kept of their meetings and activities generally.

6.6 The Committee shall be responsible for managing the affairs of the Club and without limitation shall:

6.6.1 be responsible for adopting new policies and codes of practice or rules affecting the organisation of the Club, and for proposing any changes to the Constitution of the Club;

6.6.2 be responsible for disciplinary hearings of Members who infringe the Club's Constitution or other rules, and shall be responsible for taking any action determined appropriate by the Committee in the circumstances, including suspension or otherwise, all in accordance with Rule 12; and

6.6.3 have power to establish, disband and otherwise regulate sub-committees as it deems necessary for the effective running of the Club, to deal with matters such as:

- Finance
- Strategy
- Fundraising
- Juniors
- Volunteers
- Public Relations
- Disciplinary actions and appeals in relation thereto

and may appoint advisers to the Committee as necessary to manage the affairs of the Club.

7. **Annual General Meetings (AGM)**

7.1 The AGM shall be held annually on a date to be fixed by the Committee. Each Full Member shall be sent not less than 10 days prior written notice of the AGM which notice shall have attached to it the agenda for the meeting and shall set out the time, date and venue of the AGM.

7.2 Any Full Member may propose a Motion to be considered at an AGM by submitting it in writing to the Club Secretary on or before 17 March in the relevant year. All such Motions validly submitted in accordance with this Rule 7.2 shall be sent to all Members entitled to attend the AGM with the Notice of the AGM ("Motion").

7.3 The nominations for Honorary Officers of the Committee shall be sent to the Club Secretary, in accordance with Rule 5.3.6.

7.4 The following business shall be transacted at the AGM:

- The Minutes of the last AGM and any EGM held since the last AGM shall be read. Matters arising thereon shall be dealt with.
- Reports shall be presented by each of the Treasurer, Fixtures Secretary and Social Secretary and from any other sub-committees or officers appointed by the Committee and required by the Committee to report to the AGM.
- Election of Honorary Officers in accordance with Rule 5.3.
- Election of Other Positions, as referred to in Rule 5.2.
- Election of Honorary Accountant, who need not be a Member of the Club.
- Election of new Honorary Life Member(s), if any.
- Consideration of any Motions validly submitted to the Club Secretary in accordance with Rule 7.2.

- Any other business.

- 7.5 Twenty Members eligible to vote at the AGM, present in person shall form a quorum at the AGM. Proposals at an AGM shall be decided by simple majority of Full Members present and voting, save that any determination of a Motion referred to in Rule 7.2 shall be deemed adopted and approved by not less than two thirds of the Full Members present and voting.
- 7.6 The election of Honorary Officers, if there is more than one candidate for the position, shall be by ballot. All other matters proposed at an AGM shall be decided by a show of hands unless a ballot is requested by not less than two thirds of Full Members eligible to vote and present at the meeting.
- 7.7 The financial books and records of the Club shall close prior to the date of the AGM.

8. **Extraordinary General Meetings (EGM)**

- 8.1 An EGM shall be convened by the Club Secretary at the direction of the Committee, or upon the requisition of not less than 15 Full Members, in writing delivered to the Club Secretary, setting out the purpose(s) of the meeting.
- 8.2 The Club Secretary shall convene an EGM within ten days of receipt of the direction from the Committee of the requisition of Members in accordance with Rule 8.1 (as the case may be). Notice of an EGM shall be sent in writing to all Members not less than 10 days before the proposed date of the EGM, which notice shall set out the time, date, venue and purpose(s) of the EGM. Only business described in the Notice convening the EGM shall be transacted at the EGM.
- 8.3 Twenty Members eligible to vote present in person shall form the quorum at an EGM.
- 8.4 All proposals made at an EGM shall be deemed passed if approved by not less than two thirds of Members eligible to vote present at the Meeting.

9. **Finance**

- 9.1 The Treasurer shall collect and account for all money payable to the Club, and shall work with any Finance Committee appointed by the Committee.
- 9.2 All Club monies shall be lodged at such bank(s) and/or financial institution(s) as the Committee shall decide, to accounts in the name of the Club. Requisitions for withdrawal of funds from Club's bank account(s) shall be signed by any two of, the President, the Treasurer and any other Committee member appointed by the Committee for that purpose.
- 9.3 True accounts shall be kept of all monies received and spent by the Club. The financial year of the Club shall end on the 31st March each year. The accounts of the Club for the relevant year shall be prepared and certified by the Honorary Club Accountant prior to the AGM and shall be submitted to the AGM.
- 9.4 The Committee shall be empowered to invest the funds and property of the Club upon such securities as the Committee shall from time to time deem appropriate.
- 9.5 No capital expenditure shall be undertaken which would reduce the total reserves of the Club below €6,000 without the prior consent of the majority of Full Members eligible to vote at an AGM obtained at a General Meeting of the Club.

10. **Code of Ethics and Good Practice for Children's Sport in Ireland**

The Club is bound by the Code of Ethics for Hockey for Young People which is in line with the Code of Ethics for Children's Sport in Ireland as set out by the Irish Sports Council.

The Club is fully committed to safeguarding the wellbeing of its participants. Every individual in hockey should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.

In working with young people in hockey the Club's first priority is the welfare of young people and the Club is committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation.

To find a copy of the Club's Code of Ethics for Hockey for Young People as adopted by the Club, click on <http://www.muckrosshc.com/index.php/code-of-ethics>.

11. **Equity Policy Statement**

The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Irish Hockey Association 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 that it becomes equally accessible to everyone in society.”

- 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.
- The Club is committed to everyone having the right to enjoy hockey in an environment free from threat of intimidation, harassment and abuse.
- All Club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.

12. **Discipline & Appeals**

All concerns, allegations or reports of poor practice or neglect/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the Club's safeguarding children and young people policy and procedures. The Club Designated Liaison Person is the lead contact for all Members in the event of any safeguarding concerns.

All complaints regarding the behaviour of any Member should be presented and submitted in writing to the Club Secretary.

The Committee will meet to hear complaints within 7 days of a complaint being lodged. 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 7 days of the hearing.

In conducting any disciplinary action the Committee will have due regard to the principles of fair procedures.

There will be the right of appeal to the Committee following disciplinary action being announced. Any party the subject of disciplinary action may appeal the decision by lodging notice of their request for an appeal ("appeal notice"), with the Club Secretary not later than 3 days after the date of the decision. The Committee shall consider the appeal within 3 days of the Secretary receiving the appeal notice.

13. Dissolution

13.1 A resolution to dissolve the Club can only be passed at an AGM or EGM through a two thirds majority vote of the Members eligible to vote and present at that meeting.

13.2 All aspects of the Club, having discharged debts and liabilities, shall be distributed to a charity, charities or other Club or non-profit making organisation having an agenda similar to those of the Club or the Irish Hockey Association.

14. Notices

14.1 Notices required to be given in writing shall be deemed to have been validly given if delivered by hand, or if sent by ordinary pre-paid post, email or facsimile to the recipient at the most recent relevant address which the Club Secretary has for that person.

15. The Constitution

15.1 The Constitution may only be changed through agreement by two thirds majority vote at an AGM or at an EGM held for that purpose.

15.2 All Members of the Club are deemed to have notice of the regulations of the Club as set out in this Constitution. Each Member shall be subject to the regulations of the Club as set out in this Constitution and shall be deemed to accept those regulations and the codes of conduct adopted by the Club.