

OXFORD CITY ICE HOCKEY CLUB

CONSTITUTION

1. NAME

The name of the Club shall be – Oxford City Ice Hockey Club (hereinafter known as the Club).

2. BASE

The Club shall be based at Oxford City Ice Rink Oxpens Road, Oxford.

3. OBJECTIVES

The objectives of the Club shall be: -

- i. Organise, develop and promote both junior and senior ice hockey consistent with the aims and objectives of the English Ice Hockey Association.
- ii. Organise and provide financial support directly or indirectly for the benefit of both junior and senior ice hockey and the club in particular.
- iii. To provide a chance for any young members of the community to develop their character and skills through the medium of ice hockey for the benefit of themselves and the community as a whole.

4. PLAYING MEMBERSHIP

- a. Membership shall be open, irrespective of sex, nationality, religion, race or colour to: -
 - i. Persons who qualify by age to participate in both/either junior and youth ice hockey organised by the English Ice Hockey Association and/or the appropriate National Body of the sport.
 - ii. Persons who are duly registered following the payment of the subscription fee currently in force.
- b. The club shall operate a maximum limit on the number of members, with each section having its own limit. The limit of the membership roll being determined by the committee of the club after consultation with all appropriate parties (i.e. head coach).
- c. Once accepted into membership a member has the right to membership until disqualification by age or by another clause of this constitution.

. VOTING MEMBERSHIP

The voting of this club shall be: --

- i. Players who have reached the age of 16 by the day of the vote.
- ii. The parent/guardian of playing members under sixteen years of age on the basis of one vote per playing member.
- iii. Officers of the club: If not otherwise entitled to vote.
- iv. All members of the executive committee that do not qualify under (i), (ii) or (iii)

NOTE:

- a. No individual can have more than one vote.

- b. The chair of the club shall have a casting vote.

6. TERMINATION of MEMBERSHIP

- a. Membership of the Club shall be deemed to have been terminated if the full annual fees and/or relevant subscription have not been paid within the time allocated.

- b. The Executive Committee shall have the right, for good and sufficient reason, to terminate the membership of any member, provided that the individual member, along with their parent or guardian if applicable, has had the right to be heard by the Executive Committee before the final decision is made. The club disciplinary code (Appendix 1) outlines the normal operation of discipline for members and covers the main reasons for termination of membership on disciplinary grounds but the Executive Committee retains the right to terminate membership in exceptional circumstances not directly covered by the code.

7. SUBSCRIPTIONS/FEEES

- a. All members shall pay such annual subscriptions/fees at the level determined by the Executive Committee from time to time. Members leaving part way through a year may appeal to the Executive Committee for a reduction in the annual fee commensurate with the amount of the year remaining after their departure (but also taking into account any fixed annual costs already met by the club).

- b. Notice of the annual subscription/fees and other dues shall be given to current members eligible for renewal not less than 28 days before they become due. Membership of the Club shall run from 1st August to 31st July each year.

- c. The Executive Committee may at their discretion allow subscriptions/fees to be paid by agreed instalments to assist players or parents/guardians of junior members. Should such an allowance be made, it must be in writing in any letter/notice relevant to the event etc. Payments under any agreed instalment plan must however be made by monthly Standing Order into the Club account. From time to time the executive committee may at its discretion under special circumstances waive the requirement of a standing order or vary the monthly fee for members in cases of hardship. Failure to comply with the agreed instalment payment plan will lead to suspension of playing membership. No reduction in fees will be given for the period of suspension.
- d. Once a member is accepted into the club, irrespective of any allowance (under 7c) he/she or his/her parent/guardian is liable for the full annual fee.
- e. The Executive Committee has the right to levy a supplementary subscription/fee if it should deem it necessary without reference to the membership, such a subscription/fee being limited to a quarter of the annual subscription/registration fee.

8. EXECUTIVE COMMITTEE

- a. The policy and general management of the affairs of the Club shall be vested in an Executive Committee that shall meet normally not less than every two months. The Chair of the Executive Committee shall have the authority to adjust meeting dates to suit any situation that may arise.
- b. The Executive Committee shall consist of duly elected officers of the Club together with co-opted members and will be responsible for the day-to-day management of the Club.
- c. The quorum for the Executive Committee shall be five.

9. OFFICERS

The officers of the Club shall be elected or appointed at the Annual General Meeting. However, if any of the posts listed in 9a and 9b are not filled at the Annual General Meeting, or become vacant during any Club year, the executive committee shall have powers to appoint members at any time during the Club Year to fill vacant posts. Such members will have the same powers as if they had been elected or appointed at the AGM. Officers can be appointed from within the club or from suitable persons not currently associated with the club. Suitability of individuals not associated with the club, as officers will be those that have hockey based experience or skill requirements not currently available from within the membership. Maximum officer positions open to such individuals will be two.

- a. The elected officers of the Club shall be: -
 - (i) Chair
 - (ii) Secretary
 - (iii) Treasurer
 - (iv) Playing Members' Representative

(v) Vice Chair

b. The co-opted officer of the Club shall be:

(i) Senior Team Representative (s)

The term of office of elected officers shall be two years following election at the AGM. The terms of office shall rotate with Treasurer, Secretary and Vic Chair coming up for election one year and Chairman and Playing Members' Representative elected the following year.

10. APPOINTED POSITIONS

The Executive Committee shall be responsible for the appointment of:

- a. Fixtures, membership and sponsorship co-ordinators
- b. Team Coaches:
 - i) Head Coach / Director of Coaching
 - ii) Team Coaches to be approved by the Director of Coaching.
- c. Child Protection Officer
- d. Team Managers

11. ANNUAL GENERAL MEETING

- a. The Annual General Meeting shall be held in June of each year.
- b. Voting members shall be given at least 28 days notice of the AGM by letter or by notice fixed in an appropriate area of the Club/Rink.
- c. The Executive Committee may change the time and date of the AGM to suit the attendance of the elected members but by no more than 21 days from the date previously published. Under such circumstances, due notice will be given to the membership either by letter or by a notice fixed in an appropriate area of the Club/Rink.
- d. The quorum of the AGM shall be 25% of the voting members. 60% of members attending the AGM must be in agreement for any changes to the Club Constitution.

The purpose of the AGM shall be: -

- (i) Receive the Annual Report of the Executive Committee
 - (ii) Receive the annual audited statement of the accounts
 - (iii) Election of Officers
 - (iv) Resolve notice of motions
- e. Voting shall be by either ballot or by a simple show of hands.

12. EXTRAORDINARY GENERAL MEETINGS

Extra-Ordinary General Meetings of the voting membership may be convened: -

- (i) By the Chair or Secretary, or
- (ii) Within 21 days of a request in writing to the Club secretary for an EGM, signed (with each name printed) by 25% of the voting membership of the club, giving reasons for such a meeting.

13. COMMITTEE MEETING PROCEDURES

a. Voting

All issues raised at any committee meeting shall be resolved by a simple majority of those present and entitled to vote. No person shall have more than one vote other than the Chairman who if necessary can exercise a second or casting vote.

b. Minutes

Minute books shall be held by the Club of proceedings of Executive Committees, Annual General Meetings and other meetings of any appointed sub committees or working parties. Minute books will be made available for members to view within 14 days of a written request being received by an officer.

c. Attendance

All meetings of the Club, except Executive Committee meetings and those of any sub-committees, shall be open to all members upon prior notice to the Club Secretary of the intention to attend.

d. Nominations / Notices

(i) Nominations for Officer posts and notices of motion for the AGM should be made to the Club Secretary in writing at least 21 days before the commencement of the meeting.

(ii) All nominations and motions shall have a proposer and seconder. The proposed member must give notice in writing that he/she is prepared to stand for election.

NOTE: Any notice of proposed changes/amendments to this Constitution must be given in writing to the Club Secretary at least 7 clear days prior to the meeting.

14. FINANCE

- a. All moneys raised by or on behalf of the Club shall be applied to further the objectives of the club and for no other purpose.
- b. The Treasurer shall keep proper accounts of the finances of the Club.
- c. All accounts held on behalf of the Club are to be reviewed at least once a year by a suitably qualified independent accountant appointed by the Executive Committee.
- d. The Treasurer shall make all details of all accounts held on behalf of the club available to the Executive Committee on request at any time.
- e. The Executive Committee shall present an Annual Financial Statement to the AGM.
- f. The Treasurer shall keep proper accounting records for the club.
- g. The treasurer should open any accounts they deem necessary at recognised banks and other financial institutions, in the name of the club.
- h. The treasurer (if available) and one other officer must sign all financial transactions on the club accounts. If the treasurer is unavailable, another designated person as defined by the Executive committee may sign in his/her place. For the purposes of internet banking the treasurer should obtain written approval from another signatory in advance of processing any transactions, and the other signatories should have the right to review internet transactions whenever they wish.
- i. All expenditure is to be reviewed by the treasurer and chair monthly and reported to committee.
- j. All expenditure outside of the normal day to day running costs of the club must be approved by the Executive Committee and minuted as such.

15. AFFILIATION

The club shall have the power to affiliate to any appropriate National body and to any other external organisation with similar objectives in full or part.

16. STANDING ORDERS

- a. The Executive committee shall be empowered to form sub committees / working groups to assist in achieving the aims of the club as denoted in this Constitution. All such sub-committees/working groups are responsible to the Executive Committee.
- b. The Executive Committee shall be empowered to add, change or modify the rules of the club. Such rules shall come into operation immediately, provided that they are not contrary to the aims and objectives of the Club whether written or implied.

17. CLUB YEAR

The Club will generally remain in operation for the twelve months of the year, i.e. the full playing season and for the summer training period, when all playing members must endeavour to participate fully in team training and preparation for the coming season to accord with the objectives of this Constitution.

18. DISSOLUTION

If the executive committee by a simple majority decides at any time that on the grounds of expense or otherwise, it is necessary, to dissolve the club, it shall call a meeting of all members of the club. Notice of such a meeting will be the same as required for the Annual General Meeting.

If such a decision shall be confirmed by a simple majority of those present and voting at such a meeting, the committee shall have the power to dispose of any assets held by or in the name of the club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards sporting purposes as the committee may decide.