

# SURREY HOCKEY ASSOCIATION CONSTITUTION



## **1. TITLE**

- 1.1. The Association shall be called the Surrey Hockey Association (SHA) and shall consist of the Hockey Clubs, Educational Establishments and other 'Bona Fide' Organisations from that County.
- 1.2 The SHA shall be affiliated to the Southern Counties Hockey Association (SCHA) and to England Hockey Limited (England Hockey).
- 1.3 The County is defined as the administrative County of Surrey existing on 1 January 1964, plus the area of London south of the Thames as far east as, and including, the London Boroughs of Lambeth, Southwark and Croydon.

## **2. AIMS**

- 2.1 The aims of the Association shall be to promote and develop hockey at all levels within the County.
- 2.2 The Association is a non profit making organisation. No profit or surplus will be distributed. The property and funds of the Association cannot be used for the direct or indirect benefit of its members other than as reasonably allowed by this rule.
- 2.3 The Association, in connection with its sporting purposes, may also
  - sell and supply food, drink and related sports clothing and equipment
  - provide reasonable hospitality for guests

## **3. MEMBERSHIP**

- 3.1.1 Full membership shall be by affiliation and shall be open to any Hockey Club, Educational Establishment or other 'Bona Fide' Organisation (hereafter termed 'Member Club') from the County.
- 3.1.2 The Surrey Hockey Umpires' Association shall be termed a 'Member Club'.
- 3.1.3 The SHA Executive Committee will also consider, and may grant, requests for membership from clubs outside the county but with close associations with it.
- 3.2 Honorary Life Membership may be conferred on individuals and confirmed by the Association at the Annual General Meeting. Proposals can only be made by the SHA Executive Committee.
- 3.3 Associate Membership shall be open to any individual or association concerned with Hockey within the County, subject to the SHA Executive Committee's approval.

## **4. AFFILIATION FEES**

- 4.1 The annual affiliation and associate membership fees shall be as agreed at the Annual General Meeting.

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4.2 A year shall mean the period of twelve months ending on 31 March in each calendar year. The subscription shall be due on the 1 October in each year and must be paid not later than 31 December in each year. Any Member Club whose fee has not been paid by 31 December will cease to be affiliated to the County and will not be permitted to play against clubs affiliated to England Hockey.

4.3 A dis-affiliated Member Club may apply for re-instatement on payment of any outstanding affiliation fees due, plus the affiliation fees for the current season and a re-affiliation fee which, unless otherwise decided by the SHA Executive Committee, shall be 50% of the total current affiliation fee payable for each team.

## **5. PRESIDENT and VICE PRESIDENT**

5.1 The President and Vice President will be elected annually at the AGM. They may serve for three successive years after which the situation will be reviewed by the Executive Committee.

5.2 The President and Vice-President shall be entitled to attend meetings of the Executive Committee but do not have the right to vote.

## **6. OFFICERS**

The Officers of the Association shall be the Chairman, Secretary, Treasurer and Communications Officer to be elected at the Annual General Meeting. They shall all be eligible for re-election each year.

## **7. SHA EXECUTIVE COMMITTEE**

7.1 The SHA shall be governed by a Executive Committee consisting of the following:

- the Officers of SHA.
- the Chairmen (or a representative) of each of the Sub-Committees.
- a representative from the SHUA
- the County Disciplinary Officer.
- the representative to the SCHA.

7.2 A minimum of five members of the Executive Committee including at least three Officers of the Association shall constitute a quorum.

7.3 The Executive Committee has powers to co-opt members if necessary.

7.4 The Executive Committee is responsible for all matters pertaining to the running of the Association. It will meet at least four times per year – once before the start, twice during and once towards the end to prepare for the AGM. Telephone and email will be accepted as the normal way of dealing with things between meetings.

7.5 In the event of an emergency, the Officers and one other member of the Executive Committee shall deal with any matters which arise and which require urgent attention. They will be entitled to make decisions which must be reported to the Executive Committee.

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- 7.6 The Executive Committee may also form sub-committees for any necessary purpose.
- 7.7 The Executive Committee shall have power to enter into contracts for the purposes of the Association on behalf of all members of the Association.
- 7.8 The Executive Committee may sanction the Association borrowing money for use in furtherance of the aims of the Association.
- 7.9 The Executive Committee shall have no power to pledge the personal liability of any member of the Association for the repayment of any sums so borrowed.
- 7.10 All moneys payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association. No sum shall be drawn from that account except by cheque signed by two signatories as agreed by the Executive Committee.
- 7.11 The Secretary shall ensure that he or a Member of the Executive Committee takes minutes of Executive Committee and General Meetings. These shall be available for inspection by Members upon request of the Secretary.

## **8. SUB-COMMITTEES**

- 8.1 The following Sub-Committees shall be formed for the purposes of planning and implementing the playing and other activities of the Association:
  - Programme and Competitions
  - Development and Coaching
  - Schools and Youth
  - Ladies Leagues.
- 8.2 Each Sub-Committee shall elect its own Chairman from its approved membership. The activities of all Sub-Committees shall be subject to the review and approval of the Executive Committee, which shall be entitled to call for a report from any Sub-Committee at any time. The minutes of Sub-Committee meetings shall be sent to the Secretary of SHA.
- 8.3 In all matters the decision of Executive Committee is final. Otherwise the Sub-Committees shall be authorised to manage their own affairs but must submit their budgets to Executive Committee for approval.
- 8.4 All property, equipment and moneys under the control of the Sub-Committees shall be the property of the Association.
- 8.5 The President, Vice-President and Officers shall be ex-officio members of all Sub-Committees.

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## **9. ANNUAL GENERAL MEETING**

- 9.1 The AGM of the Association shall be held on a convenient date no later than 30 June each year in order to:
- receive reports from Officers and Sub-Committees
  - approve the annual accounts and set the annual affiliation and associate members fees
  - elect the President and Vice-President
  - confirm any new Honorary Life Members
  - elect the Officers of the Association
  - appoint an auditor
  - conduct any other notified business
  - present any Awards.

## **10. SPECIAL GENERAL MEETINGS**

- 10.1 An SGM may be called at any time by either of the following methods:
- order of the Executive Committee
  - a requisition signed by not less than one third of the voting Member Clubs of the SHA.

## **11. NOTICE OF ANNUAL GENERAL MEETING**

- 11.1 Each Executive Committee Member, Member Club, affiliated Educational Establishment, the President, Vice President, and Honorary Life Members shall receive:
- six weeks prior, a notice calling for nominations for office and resolutions to be considered at the AGM. These nominations (duly proposed, seconded and endorsed with the consent of the nominee) and resolutions to be received by the Secretary four weeks prior to the AGM
  - two weeks prior, a notice containing the agenda, nominations for office and resolutions to be considered at the AGM.

## **12. NOTICE OF SPECIAL GENERAL MEETINGS**

Each Executive Committee Member, Member Club, affiliated Educational Establishment, the President, Vice President and Honorary Life Members shall receive notice of an SGM, together with the agenda and all resolutions to be presented thereat, at least two weeks prior to the meeting.

## **13. CONDUCT OF GENERAL MEETINGS.**

- 13.1 A quorum shall consist of ten voting members.
- 13.2 The following shall be entitled to vote:
- each member of the Executive Committee
  - the President, Vice-President and Honorary Life Members
  - one representative from each Member Club and each affiliated Educational Establishment.

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- 13.3 Each member shall have one vote and Resolutions shall be passed by a simple majority unless otherwise provided for in these Rules. In the event of equality of votes the Chairman shall have a second or casting vote.
- 13.4 There will be no proxy votes.

## **14. CHANGES TO THE CONSTITUTION AND RULES**

No changes may be made to the constitution unless approved by a majority of those present at a General Meeting, who are entitled to vote, save for clause 16 (*Dissolution*) which can only be altered by a vote of at least four fifths of the members present at a General Meeting who are entitled to vote.

## **15. MEMBERSHIP OF ENGLAND HOCKEY and the SCHA**

All Member Clubs must affiliate to the SCHA and England Hockey and Members of such clubs are members of England Hockey and the SCHA and are bound by their Constitutions, Bye-laws, Codes of Conduct and Regulations for the enforcement of discipline.

## **16. DISSOLUTION**

- 16.1 The Association shall only be dissolved at a General Meeting convened for the purpose.
- 16.2 Four fifths of those present and entitled to vote must vote in favour of such a resolution for the Association to be dissolved.
- 16.3 In the event of the Association being dissolved, then all of its remaining assets, after discharging all its liabilities, shall be handed over to the SCHA.

## **17. THE RULES**

- 17.1 Each Member shall be bound by these Rules, a copy of which shall be provided by the Secretary on request.

The changes incorporated in these Rules were adopted at the AGM held at Surbiton Hockey Club on 07 June 2006.

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**BYE-LAWS**

**COUNTY TEAMS, AWARDS and COLOURS.**

The appropriate Sub-Committee shall be responsible for appointing selection committees as and when required, and for the nomination of players for County awards.

County playing colours will be as follows:

Ladies: white or green shirt and socks, green skirt.

Men: white or green shirt, white shorts and socks.

Mixed: green/white shirt and socks, navy/black skirts/shorts.