



# Guildford Junior Ice Hockey Club

## GUILDFORD JUNIOR ICE HOCKEY CLUB CONSTITUTION

### **1. Name:**

The name of the club shall be the Guildford Junior Ice Hockey Club (hereinafter known as the Club).

### **2. Base:**

The Club shall be based at the Guildford Spectrum Leisure Complex.

### **3. Objectives:**

The objectives of the Club shall be:-

- (i) To organise, develop and promote ice hockey consistent with the aims and objectives of the English Ice Hockey Association.
- (ii) To develop ice hockey players for the benefit of the Guildford Junior and Guildford Flames Ice Hockey Clubs.
- (iii) To raise and provide financial support directly or indirectly for the benefit of junior, men's and women's ice hockey and the Club in particular.

### **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 junior 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 registration fee currently in force.
- (iii) Persons who satisfy such entry standards concerning skating and ice-hockey skills as may be specified from time to time by the Executive Committee of the Club.

(b) The membership of the Club shall be organised along the age groups currently in operation in English junior ice hockey.

(c) The Club may also offer membership of and otherwise organize a senior men's and /or women's team. Any such team(s) shall not be transferred to another organisation. Any Men's Team must remain at least 2 tiers below the Guildford Flames team, provided the Flames are not in the penultimate league.

(d) The Club shall operate a maximum limit on the number of members, with a separate limit set for each age section. The limit of the membership roll shall be determined by the Executive Committee of the Club.

(e) Once accepted into membership a member has the right to membership until disqualification by age or by another clause of this constitution.



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(f) If some members have to be disqualified to enforce the maximum limit on an age section, for example when players change section due to age, then the selection of players shall be on the basis of a skills assessment, the procedure for which shall be determined by the Executive Committee of the Club.

### **5. Voting Membership:**

The voting membership of the Club shall be:→

- (i) Players aged 16 and over
- (ii) Parents or guardians of playing members under 16 years of age on the basis of one vote per playing member
- (iii) Officers of the Club
- (iv) Registered minor officials of the Club
- (v) All members of the Executive Committee that do not qualify under (i), (ii) or (iii).

No individual shall have more than one vote, unless he or she represents more than one playing member under 16 years of age.

### **6. Termination of Membership:**

(a) Membership of the Club will be deemed to have been terminated if subscriptions are not paid within the times specified by the Executive Committee.

(b) The Executive Committee shall have the right, for any other good and sufficient reason, to terminate membership, provided that the member concerned, and his or her parents or guardian in the case of a playing member under 16 years of age, have had the right to be heard by the Executive Committee before the final decision is made.

### **7. Subscriptions:**

(a) All members shall pay an annual subscription, the levels of which shall be determined by the Executive Committee.

(b) The Executive Committee shall determine the arrangements for paying the annual subscription, and shall decide in which circumstances any refunds or rebates should be granted.

(c) The membership and financial year of the Club shall run from 1 July until 30 June.

(d) Notice of subscription rates and payment arrangements shall be given to each member not less than 21 days before the first payment becomes due.

(e) The Executive Committee shall have the right to levy a supplementary subscription if it deems it necessary. It shall seek the approval of the voting membership at a General Meeting for any supplementary subscription which in any one membership year increases the annual payment by more than 25% of the annual subscription set at the start of the year.



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### **8. Executive Committee:**

(a) The determination of policy and general management of the affairs of the Club shall be vested in an Executive Committee that shall meet not less than once a month under normal circumstances during the playing season. The Executive Committee shall comprise the Ice-Hockey Co-ordinator, the other Executive Officers of the Club, the team managers, the team coaches, a member nominated by the Guildford Flames Ice Hockey Club, and any co-opted members.

(b) The Executive Committee shall be responsible for the appointment of the Ice-Hockey Co-ordinator and for proposing the other Executive Officers of the Club. The Committee shall appoint the team managers and team coaches for the following season, and make any replacement appointments during the current season. The Committee shall draw up descriptions of duties for the Executive Officers and the team managers and coaches.

(c) Any issue put to the vote by the Executive Committee shall be decided by simple majority of those voting. Each member of the Executive Committee shall have one vote, except that if there are joint managers or coaches of a team, each may attend and speak at meetings, but voting shall be on the basis of one manager's vote and one coach's vote per team. Any team manager or coach who is not able to attend a meeting of the Executive Committee may appoint a representative to attend with full voting rights. The quorum for a meeting of the Executive Committee shall be five.

(d) Minutes of all meetings of the Executive Committee, Annual General Meetings and other meetings as appropriate shall be kept by the Executive Committee.

### **9. Executive Officers:**

(a) The Executive Officers of the Club shall be the Ice Hockey Co-ordinator and at least two other officers: the Club Secretary and the Club Treasurer.

(b) The Executive Committee shall make proposals for Club Secretary and Club Treasurer, and for any additional Executive Officers that it may consider from time to time are necessary for the effective running of the Club. The proposees should normally have been associated with the Club for a period of at least one year.

(c) Appointment of the Executive Officers proposed by the Executive Committee shall be subject to approval by the Annual General Meeting of the Club.

(d) If a proposal for Club Secretary or Club Treasurer be rejected by the AGM, then an Extra-ordinary General Meeting shall be held to vote on a second proposal from the Executive Committee. If this proposal is rejected, the Executive Committee shall be empowered to make an alternative appointment.



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(e) The normal term of office of the Executive Officers other than the Ice-Hockey Co-ordinator shall run from the time of their appointment until the next AGM.

(f) If the Club Secretary or Club Treasurer is unable to complete their normal term of Office, the Executive Committee shall appoint a replacement to act until the next AGM.

### **10. Annual General Meeting:**

(a) The Annual General Meeting of the Club shall be convened by the Executive Officers within the month of October.

(b) The AGM shall receive the Executive Committee's annual report on the management of the Club and the audited accounts for the financial year ended 30 June. It shall vote on motions to approve the appointment of the Executive Officers proposed by the Executive Committee.

(c) Voting members of the Club shall be given at least 21 days notice of the AGM and of any motions to be resolved by the AGM, including motions proposing changes to this Constitution.

(d) Motions for resolution by the AGM may be proposed either by the Executive Committee or by any voting member, provided that in the latter case the motion must be seconded by an additional voting member and notice of the motion must be received by the Club Secretary no later than the third day of September.

(e) The quorum of the AGM shall be 25% of the voting members. 75% of those voting members present have to be in agreement for any proposed changes to this Constitution to take effect. Resolution of any other motion shall be by simple majority of those voting. Proposals by the Executive Committee for the posts of Club Secretary and Club Treasurer, and for any additional Executive Officers, shall be deemed to be approved unless rejected by a quorate meeting.

### **11. Extra-ordinary General Meetings:**

(a) An Extra-ordinary General Meeting of the voting membership shall be convened by the Executive Officers:-

(i) at the request of the Executive Committee, or

(ii) within 28 days of the receipt of a request for an EGM signed by 10% of the voting membership giving reasons for the Meeting and notice of any motions to be resolved by the Meeting, or

(iii) if needed to consider a second proposal for Club Secretary or Club Treasurer.

(b) Voting members of the Club shall be given at least 21 days notice of the EGM and of any motions to be resolved by the Meeting.

(c) The quorum of the EGM shall be 25% of the voting members. 75% of those voting



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### **12. 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 records of the finances of the Club.

(c) The Treasurer shall open such accounts as he or she deems necessary at recognised banks and other financial institutions, in the name of the Guildford Junior Ice Hockey Club.

(d) These accounts shall be audited at least once a year by an independent person or persons.

(e) An audited Financial Statement shall be presented by the Executive Committee to the Annual General Meeting.

(f) All financial transactions on the Club accounts shall be signed by at least one of the Executive Officers and at least one other member of the Executive Committee. The Executive Committee shall decide who shall be authorized to sign.

### **13. Affiliation:**

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

### **14. Standing Orders:**

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.

### **15. Dissolution:**

If the Executive Committee is of the opinion that the Club is no longer viable, it shall request an Extra-ordinary General Meeting to vote on a motion to dissolve the Club. If passed, the Committee shall arrange for the closure of the Club and the settlement of any debts. Any remaining funds should be dispensed in furtherance of the general aims of the Club.