

Norfolk County Hockey Association

Constitution

Definitions

The following words and expressions shall, unless the context otherwise requires, bear the following meanings:

“Area” means any one of the eight Area Companies

“Area Companies” means eight Companies Limited by Guarantee with Constitutions approved by England Hockey (the Company) and admitted to membership of the Company to facilitate governance by the Company of hockey in eight geographical Areas of England as defined by the Company pursuant to the Company’s Articles and regulations made pursuant to those Articles;

“club” means an association of persons or organisation, whether or not including ‘club’ within its name, established for purposes that include the playing of hockey;

“County (Sub-Area)” means an organisation, that facilitates the governance of hockey in England as a County (Sub-Area) within the geographical area of an Area Company;

“England Hockey” is the national association and sole and exclusive governing body for hockey in England;

"Members" means all the individuals, corporations, associations, clubs and organisations admitted to membership (of any class or category) of the Association either pursuant to this Constitution or in accordance with regulations made pursuant to this Constitution whether entitled to vote at General Meetings or not;

“Non-Voting Member” means a Member admitted to membership of the Association as a Non-Voting Member pursuant to this Constitution and any regulations made pursuant to this Constitution;

“Schools” means establishments for primary, secondary, tertiary, or further education

“Voting Member” means a Member admitted to membership of the Association as a Voting Member pursuant to this Constitution and any regulations made pursuant to this Constitution.

“Writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

All words in the singular also include the plural.

1. Title

The County shall be called the Norfolk County Hockey Association ('the Association') and is a member of both England Hockey and the East Area Limited (the Area) and is subject to and has agreed to abide by the Regulations, rules, and policies of England Hockey and the Area. The boundaries of the Association shall be the boundaries of the county of Norfolk as confirmed by England Hockey from time to time.

2. Aims and Objectives

The principal objective of the Association shall be to carry out to the best of their ability, and as resources shall allow, such functions as may from time to time be delegated to the Association or otherwise required by England Hockey within the county area, which for the avoidance of doubt may include the promotion, development and encouragement of all forms of hockey for adults, young people and children in clubs and schools and in accordance with the Articles of Association of England Hockey and the Area and in accordance with Regulations, rules and policies issued by England Hockey and the Area from time to time.

In addition, it shall:

2.1 arrange such competitions as may be approved by the General Committee of the Association;

2.2 arrange representative and other matches;

2.3 select and train squads of players to represent the Association;

It will also:

2.4 offer support to clubs and schools in their efforts to develop hockey

2.5 raise funds by any means approved by the General Committee;

2.6 be run as a non-profit making organisation;

2.7 ensure as far as practicable that there will be open access for all who wish to participate in any aspects of hockey activity and that all participants in hockey are treated fairly, equally and with respect;

2.8 give consideration to any matters not specifically set out in this Constitution.

3. Membership

3.1 There shall be two classes of membership: Voting and Non-Voting.

3.2 Voting Members shall be the clubs who are members of England Hockey listed as Voting Members for the time being in the register of members maintained by England Hockey and allocated to the Area and the Association before September of each year.

3.3 Non-Voting Members shall be the clubs and other organisations and individuals listed as Non-Voting Members for the time being in the register of members maintained by England Hockey and allocated to the Area and Association before September of each year and all

schools and other organisations playing hockey under the Regulations, rules and policies issued by England Hockey and the Area and which are situated within the boundaries of the Association referred to in clause 1 above and any individuals or organisations who the Association may admit to membership of the Association from time to time on such terms and subject to such criteria as England Hockey may permit or maybe provided for in Regulations made by England Hockey.

3.4 Honorary Life Membership may be conferred on past officers of the Association and others who have rendered special services to the Association by a resolution passed by a simple majority at a General Meeting of the Association. Honorary Life Members shall have no right to vote at General Meeting and shall not be required to pay a subscription.

3.5 Individual Association membership shall be open to past players, players, officers, and others interested in hockey. Such membership shall be authorised by the General Committee on application. Such Members may pay a subscription as determined by the Annual General meeting but shall have no voting rights.

3.6 All Members shall be bound by this Constitution and by all Regulations, rules and policies passed by England Hockey and the Area from time to time and failure of a member to comply with those Regulations, rules and policies will be subject to action as laid down in those Regulations, rules and policies.

3.7 No member shall be entitled to vote at any General Meeting unless all monies then payable by the Member to England Hockey, the Area and the Association have been paid.

3.8 The Association may create any other categories of membership as it shall see fit. Such powers duties or privileges attaching to all such classes of membership shall be such as the Association may from time to time decide but no such categories of membership shall have voting rights.

Clubs are required to keep contact details up to date on the Association website and inform the Association secretary of any amendments.

4. Officers

4.1 The officers of the Association shall be;-

Chair
Vice Chair
Secretary
Treasurer

4.2 The officers shall be elected annually at an Annual General Meeting of the association and shall hold office until the conclusion of the next following Annual General Meeting. The officers shall be eligible for re-election provided that no person may hold the same post for a continuous period of more than nine years ending with the Annual General meeting at the end of the ninth year.

4.3 If an officer does not complete their year of office a replacement shall be appointed by the General Committee for the remainder of the year.

4.4 The General Committee has the authority to co-opt officers or General Committee members to vacant positions not filled at the Annual General Meeting who shall hold office until the next Annual General meeting.

4.5 No officer shall receive remuneration in respect of their holding office unless expressly approved by a resolution at a General Meeting. Expenses reasonably incurred may be paid in accordance with the expenses policy.

5. General Committee

5.1 Subject to the overriding powers of a General Meeting the general business of the Association shall be administered by a General Committee which shall be responsible particularly for; -

- (a) the interface between the Association and England Hockey, the Area and the clubs and schools affiliated to the Association.
- (b) the representation of the Association in dealings with other outside people bodies or organisations.
- (c) preparing an annual budget for the Association.
- (d) supervising the workings of any sub-committees of the Association.

5.2 The membership of the General Committee shall be

- a) the Chair
 - b) the Vice-Chair
 - c) the Secretary
 - d) the Treasurer
 - e) the Welfare Officer
- and such other members as the Association shall decide to include but not limited to;
- f) the Masters' Co-Ordinator who will represent the Association at the Area Masters Working Group
 - g) the Junior Hockey Representative who will represent the Association at the Area Junior competitions Working Group and other meetings where appropriate
 - h) the Adult Competition co-ordinator
 - i) Talent system co-ordinator

5.3 If the Chair is absent, their place shall be taken by the Vice Chair and if the Vice Chair is absent then by one of the officers elected to take the chair at that meeting by members present

5.4 Each member shall have one vote irrespective of the number of capacities in which attending other than the Chair who shall also have a casting vote. Decisions shall be by simple majority and motions and nominations must be proposed and seconded by those present and entitled to vote.

5.5 Four members, at least one of which must be an officer, shall form a quorum.

5.6 The General Committee has the power to form Sub-Committees and/or Working Groups as they perceive necessary.

5.7 The General Committee has the power to co-opt any person onto the Committee. They may also invite any person to attend for all or part of a meeting. Such persons shall not be entitled to vote.

5.8 The General Committee shall meet at least four times a year on dates to be notified in advance at a venue to be decided by the General Committee or by electronic means.

6. Records to be Kept

All committees, Sub-Committees and working groups shall report in writing to the General Committee and minutes of all meetings and decisions shall be kept from the date of the meeting or decision for a period of at least 10 years.

7. General Meetings

7.1 Annual General Meeting

7.1.1 The Annual General Meeting shall be held in each year at a venue to be decided by the General Committee or by electronic means. Not more than eighteen months shall elapse between the date of one Annual General meeting and that of the next;

7.1.2 Notice of the Annual General Meeting shall be made available to members of the General Committee, Secretaries of each Member club, appointed representatives of each Member school and other Member organisation, Honorary Life Members and other individual Members of the Association 21 days before the date of such meeting together with;

- (a) a copy of the agenda;
- (b) a list of nominations for Officers and General Committee
- (c) a copy of the Annual Accounts and report by Independent Examiner;
- (d) a copy of the previous AGM minutes

7.1.3 Business to be transacted; -

- (a) approval of the previous AGM minutes
- (b) review by the Chair
- (c) presentation of reports and accounts by officers and members of the General Committee;
- (d) approval of accounts;
- (e) appointment of an Independent Examiner of the accounts;
- (f) election of Officers and members of the General Committee;
- (g) determination of subscription fees and entry fees for the following season;
- (h) any other business allowed at the discretion of the Chair of the meeting

7.1.4 The Constitution shall not be amended, the Association be dissolved, or any resolution passed at a previous General Meeting be rescinded, except by a resolution, details of which shall be given within the calling notice for the Annual General Meeting and which will require an affirmative vote of at least two-thirds of those present and who are entitled to vote and voting.

7.1.5 Written notice of any proposed alterations to the Constitution shall be received by the General Committee no later than 31st March prior to the Annual General Meeting and shall be accompanied by the name of the proposer and seconder.

7.1.6 No proposed amendment to the Constitution shall proceed in accordance with 7.1.4 without prior notice in writing of the proposed changes being sent to the Company Secretary of England Hockey and confirmation being received from England Hockey that such changes are acceptable.

7.1.7 Subject to the provisions of Clauses 7.1.4 and 7.1.9 all business at the Annual General Meeting shall be transacted by a simple majority of those present entitled to vote and voting and all motions and nomination shall be proposed and seconded by persons entitled to vote at the meeting.

7.1.8 The meeting shall be chaired throughout by the Chair and if not present by the Vice-Chair. In the absence of both of these officers, the meeting will elect one of the members of the General Committee present to chair the meeting.

7.1.9 The following, if present at the meeting shall be entitled to vote;

- (a) the officers of the Association and members of the General Committee
- (b) up to two representatives from each Member club with both men's and women's teams provided that all monies payable by the Member club to England Hockey, the Area and the Association has been paid;
- (c) one representative from each Member club with only women or men players or only a mixed team or teams, or which offers recreational hockey, junior hockey, Flyerz, Walking Hockey provided that all monies payable by the Member club to England Hockey, the Area and the Association has been paid;

No person voting shall cast more than one vote other than the Chair of the meeting who may in addition have a casting vote

7.1.10 The Chair of the Meeting may permit any other person whether or not that person is a representative of a Member to attend and speak at the Meeting

7.1.11 Ten Member clubs or fifty percent of Member clubs (which ever shall be the lesser figure) present and eligible to vote and at least three members of the General committee, including two of the Chair, Vice Chair, Secretary and Treasurer shall form a quorum

7.2 General Meeting

7.2.1 The Secretary shall convene a General Meeting at any time;

- (a) at the request of the General Committee;
- (b) upon receiving a motion in writing signed by an officer of at least eight Member clubs or thirty percent of the Member clubs, (whichever shall be the lesser figure)

Every motion in writing shall state clearly the reason for such request.

7.2.2 A meeting called under 7.2.1 (b) shall be held within six weeks of the receipt of the motion in writing to be held at a venue to be decided by the General Committee or by electronic means.

7.2.3 Notice of the General Meeting shall be made available to members of the General Committee, Secretaries of each Member club, appointed representatives of each Member school and other Member organisation, Honorary Life Members and other individual Members of the Association 14 days before the date of such meeting together with all resolutions to be proposed thereat. No other business shall be transacted.

7.2.4 The provisions of clause 7.1.4 and clauses 7.1.6 to 7.1.10 shall apply to a General Meeting.

8. Playing Qualifications

8.1 To be eligible for selection for any representative games played under the name of the Association all players must comply with the qualification standards defined by England Hockey.

9. Finance

9.1 The income of the Association shall be derived from membership subscriptions, competition entry fees and player registrations and subject to the approval of the General Committee from any other appropriate source. Such income shall be used for the furtherance of the aims and objectives of the Association as defined in this Constitution and for such other purpose as a General Meeting or the General Committee may determine.

9.2 Membership subscriptions shall be determined by the Annual General Meeting and shall be due on 1st September in each year or as otherwise agreed by the General Committee of the Association.

9.3 The Income and Expenditure Account and the Balance Sheets shall be made up to 31st March in each year and shall be examined by an Independent Examiner. They shall be presented for approval at the Annual General Meeting

9.4 The signatures required to authorise expenditure shall be any two from the Treasurer, the Secretary and one other as agreed by the General Committee

10. Means of Communication to be used

All communications between the Association and its Members shall be in an electronic form the format of which shall be agreed by the General Committee. All meetings may be held in person or by electronic means.

11. Indemnity

The Association shall indemnify each of its officers and officials against any claim which may arise from any action taken with the authority of the Association. For the purpose of this clause an 'official' shall be deemed to be any person serving on a committee or sub-committee of the Association or in a coaching and umpiring capacity for or on behalf of the Association.

12. Insurance

The General Committee acting on behalf of the Association shall take out such insurance that meets the standards approved by England Hockey relevant to the activity provided by, and on behalf of the Association and may pay the premiums thereon out of its general funds.

13. Complaint/Appeals Process

Any complaint or appeal other than those arising from the England Hockey Disciplinary Code will be dealt with under the Association's complaint process as set out from time to time.

14. Dissolution

On a resolution being passed by a General Meeting to dissolve the Association the General Committee shall realise the assets of the Association and shall make provision for its liabilities. The remaining assets at the date of dissolution shall be paid out in such a manner that benefits the sport of hockey as shall be determined by a General Meeting or, if such a meeting so decides, by the Officers.

15. Matters not covered by the Constitution

The General Committee shall have power to act on any matter on which the Constitution is silent, but action shall be taken at the next General Meeting to ratify the action which has been taken.

Date amended and adopted

4th July 2022

Mary Cheesman

Chair Norfolk County Hockey Association