Portrane Hockey Club

Constitution

Version 2023-24

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Name of Club

The club will be called Portrane Hockey Club (Hereinafter will be referred to as PHC). The club may also be known as Portrane HC and will be affiliated to the Leinster Hockey Association.

Aims and Objectives

The aims and objectives of the PHC will be

- To offer coaching and competitive opportunities in *Hockey*
- To promote the club within the local community.
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

Membership

a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in *Hockey,* regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

b) The membership shall consist of the following categories:

- Full member
- Junior member
- Student member
- Associated member

c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

d) Members in each category will pay membership fees, as determined at the Annual General Meeting.

e) Individuals shall be eligible to take part in the business of PHC, vote at general meetings or eligible for selection of any Club team subject to the payment of the relevant membership fee paid as per agreed PHC membership due dates and agreement of the Club committee.

Sports Equity

a) PHC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Leinster Hockey Association definitions:

> *Sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture of sport to ensure it becomes equally accessible to everyone in society.*

(b) 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.

(c) The Club is committed to everyone having the right to enjoy their sport in an environment free from 'threat of intimidation, harassment and abuse.

(d) All club members have a responsibility to oppose discriminatory behavior and promote equality of opportunity.

(e) The Club will deal with any incidence of discriminatory behavior seriously, according to club disciplinary procedures.

Committee

(a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair person, Treasurer, and Ordinary committee members who shall be elected at the Annual General Meeting.

(b) All committee members must be members of the Club.

(c) If required, the committee shall elect a Vice Chairperson from among its number.

(d) The term of office shall-be for one-year, and members shall be eligible for reelection.

(e) If the post of any officer or ordinary committee member should fall vacant after such election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

(f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

(g) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.

(h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

(i) The committee meetings will be convened by the Secretary of the Club and be held no less than 4 times per year.

(j) Only the posts listed, above will have the right to vote at committee meetings.

(k) The quorum required for decisions at the Committee meetings will be *4*

Finances

(a) The Club treasurer will be responsible for the finances of the club.

(b) The financial year of the club will run from *September to May alongside the sports season*

(c) All club monies will be banked in the account held in the name of the club.

(d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

(e) Any cheques drawn against club funds should hold the signatures of the treasurer plus one other designated Committee member

(f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

Annual General Meetings and Extraordinary General Meetings

(a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

(b) The Club shall hold the Annual General Meeting (AGM) at the end of the Hockey season to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairman and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from those responsible for certifying the Club's accounts.
- Elect the officers on the committee.
- Agree the membership fees for the following year.
- Consider any proposed changes to the Constitution.
- Deal with other relevant business.

(c) Notice of the AGM will be given by the club secretary with at least *14 days* notice to be given to all members.

(d) Nominations for officers of the committee should be sent to the secretary prior to the AGM.

(e) Proposed changes to to the constitution shall be sent to the secretary prior to the AGM

(f) All full members have the right to vote on the AGM

(g) The quorum for AGMs will be 4 committee members and 4 full club members or representatives.

(h) The Chairman of the Club shall hold a deliberative as weII as a casting vote at general and committee meetings.

(i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

(j) All procedures shall follow those outlined above for AGMs.

Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

Discipline and appeals

(a) All concerns, allegations or reports of poor practice/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 child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child

(b) All complaints regarding the behavior of members should be presented and submitted in writing to the Secretary.

(c) The Management 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.

(d) 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.

(e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within *7* days of the Secretary receiving the appeal.

Dissolution

(a) A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

(b) In the event of dissolution, all debts should be cleared with any clubs funds. Any assets of the club that remain following this will become the property of the committee members

Declaration

PHC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.