

# **SOUTHERN COUNTIES HOCKEY ASSOCIATION**

Constitution approved by AGM June 2009

## **Title**

1 The Association is called the Southern Counties Hockey Association.

## **Aims**

2 The aims of the Association are to promote, develop and encourage all aspects of hockey for adults, young people and children in clubs (which shall be deemed to include all establishments of full-time education other than schools) and schools. It shall represent the interests and views of the Association and its members to the other regional hockey associations and to the national governing body.

## **Membership**

3 The Association members are:

4 Corporate Member: the County Hockey Associations of Berkshire, Buckinghamshire, Hampshire, Kent, Middlesex, Oxfordshire, Surrey and Sussex (or any such modification thereto as shall be agreed with any other regional hockey association) – the County Corporate Members, the Southern Counties Hockey Umpires' Association and any league recognised by the Council of the Association as a Regional League.

5 Club Member: the affiliated clubs, or parts of clubs as shall be agreed with any regional or county association, umpires' associations of Corporate Members, affiliated places of education including but not limited to schools, academies, sixth form colleges and directly affiliated universities and colleges. Each affiliated club, umpires' association or place of education is a voting member of the Association.

6 Individual Member: A bona fide member of any Corporate Member or Club Member is deemed to be an individual member of the Association and is subject to the rules, codes and policies of the Association. Individual Members shall be eligible for nomination for election as an Officer of the Association or for appointment to any office or committee within the Association.

7 Personal Members: The Association in General Meeting may appoint any Individual Member to be a Personal Member in any capacity which it shall define at the time of such appointment.

## **Jurisdiction**

8 Subject to any agreement with any other regional association or the national governing body the Association is the controlling authority for all hockey played by the Club Members within the geographic areas as defined in the constitutions of its county Corporate Members.

## **National Governing Body**

9 The Association shall be a member of the Governing Body of Hockey in England as recognized by the International Hockey Federation (FIH). Any club or school not affiliated to the national governing body, or disaffiliated by the national governing body or its county association, is not eligible to be a member of the Association and shall not derive benefits there from.

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**Officers of the Association**

10 The Officers of the Association shall be the, Chairman, Vice Chairman, Secretary and Treasurer. The Officers must be nominated annually and shall be elected at the Annual General Meeting. The Officers hold office from the conclusion of the meeting until the conclusion of the next such meeting.

11 The President is non-executive and shall be appointed to serve for three consecutive years. The Association in general meeting may in its absolute discretion extend this period.

**Affiliation Fees**

12 The Annual General Meeting must determine the Affiliation Fee for the Association Year for each class of member.

13 The Association Year means the period of twelve months ending on 31 March in each calendar year. The affiliation fee shall be due on the 1 October in each year and must be paid not later than 31 December in each year.

14 Any club or school that is disaffiliated by the National Governing Body, or its county association, will cease to be a member of the Association not withstanding that the affiliation fee to the Association has been paid.

**Council**

15 The Council of the Association is the principal policymaking body of the Association. The role of Council is to ensure the good governance of the Association and to protect, improve and effectively deploy the assets of the Association to meet the aims and objectives of the Association. Council shall appoint such representatives to the National Governing Body as may be required. It shall appoint such committees as shall from time to time be expedient to further the aims and objectives of the Association.

16 The members of the Council are the Officers of the Association, Members of the Management Committee, one representative from each corporate member, one representative of any committee or working group established by Council and the Association's Disciplinary Administrator. The President is ex officio a member of Council.

17 The Chairman of the Association, or in his absence the Vice Chairman, shall take the Chair at each meeting of the Council. In the absence of the Chairman and Vice Chairman the meeting shall appoint one of its number to take the chair for the duration of the meeting.

18 The Council may invite to its meetings any other persons it may think fit. Such persons shall not be entitled to vote.

19 The Council must meet at least three times in each Association Year.

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**Management Committee**

20 The members of the committee are the Officers of the Association and five members elected by the Council. The Committee shall meet as necessary to further the aims and objectives of the Association. In the event of an emergency an Emergency Committee of such of the Officers as are available shall deal with the issue and make such decisions as shall be necessary. Any decision taken must be referred to the Management Committee as soon as possible.

21 The Management Committee must report on its actions to each meeting of Council.

22 The Management Committee may co-opt members.

**Committees of the Association**

23 Committees or working groups may be formed to further the aims and objectives of the Association. Any committee or working group of the Association must report to the Council or the Committee which established it. The Chairmanship of any committee shall be approved by the body forming the committee. The Officers may require a report from any Committee and may attend any Committee.

**Finance**

24 The income of the Association shall be derived from affiliation fees and subscriptions and, subject to approval of the Council, from any other appropriate source. Such income must be used for the furtherance of the Aims and Objectives of the Association as the Council may decide.

25 The Hon Treasurer shall report on the finances of the Association to each meeting of Council and the Management Committee. The Income and Expenditure Accounts, Balance Sheet and all subsidiary accounts must be made up to 31 March each year and must be examined by an Independent Accounts Scrutineer. The accounts and the Scrutineer's report must be presented to the Annual General Meeting.

26 The Management Committee shall deal with the assets of the Association in such manner as the Council or a General Meeting may direct. The Management Committee shall have power to enter into contracts for the purposes of the Association on behalf of all members of the Association. The Management Committee may sanction the Association borrowing money for use in furtherance of the aims of the Association. The Management Committee shall have no power to pledge the personal liability of any member of the Association for the repayment of any sums so borrowed.

27 All moneys payable to the Association shall be received by the Hon Treasurer and deposited in a bank account in the name of the Association. The Management Committee must annually approve authorities to approve payments and issue cheques and other financial instruments. Any cheque for an amount larger than £250 must be signed by two signatories approved by the Management Committee.

28 All property, equipment and moneys under the control of any committee shall be the property of the Association. The Management Committee must take such insurance as is necessary for the prudent conduct of the Association.

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**Information**

29 The Hon Secretary must ensure that minutes of General Meetings, of the Council and of the Management Committee are taken. In the absence of the Hon Secretary minutes shall be taken by a member of the Management Committee. Minutes of the AGM and Council shall be published on the Association's website and shall be circulated to the Hon Secretaries of each Corporate Member.

30 All information – notices of meetings, committee agenda, minutes and papers - may be distributed by email. Notice of Council and General Meeting dates must be placed on the Association's website and must be notified to the Hon Secretary of each Corporate Member for circulation to Club Members.

**General Meetings**

31 A General Meeting may be called at any time by: order of the Council or Management Committee: by a requisition signed by not less than one half of the Corporate Members or one third of the Club Members provided that no more than half the number of club members requisitioning the meeting shall be from one corporate member.

32 A General Meeting of the Association shall be held on a convenient date no later than 30 June each year and shall be specified as the Annual General Meeting. It must receive an annual report prepared on behalf of Council; approve the annual accounts; set the annual affiliation fees; elect the officers; approve the appointment of the independent Scrutineer of Accounts; it may conduct any other notified business.

33 The President of the Association, or in his absence a person appointed by the meeting, shall be the Chairman of any general meeting.

**Quorum and Voting**

34 For the purposes of a quorum and voting at any general meeting or meeting of Council no person present may be counted as representing more than one Corporate Member. Any person present and entitled to vote may exercise only one vote. Unless specified by Council at the time of ordering the meeting there shall be no proxy votes on any issue before a general meeting.

35 The quorum for Council shall be three officers and four representatives of Corporate Members.

36 The quorum for a General Meeting shall be three officers and six representatives of Corporate Members.

37 The quorum for any general meeting called by a requisition by Club Members shall be one half plus one of the number of members requisitioning the meeting.

**Regulations and Bye-Laws**

38 The Association may make regulations and bye-laws for the conduct of its business and on any aspect of, but not limited to, playing, officiating and coaching hockey played within its jurisdiction.

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**Discipline**

39 All Corporate, Club, Individual and Personal members of the Association must comply with all Regulations and Bye-laws of the Association and the National Governing Body.

40 The Association will enforce National Governing Body Regulations in accordance with the provisions of those Regulations.

41 No affiliated club or school may play against a non-affiliated club or school.

**Indemnity**

42 The Association must effect such insurance as may be required to indemnify the officers and officials against all decisions and actions taken in good faith. For the avoidance of doubt all views expressed by any member of Council or any committee shall be personal views or those of an affiliated body and shall not constitute a professional opinion. Council or Management shall commission such professional advice, chargeable to the revenues of the Association, as may be necessary for the good governance of the Association.

**Dissolution**

43 The Association shall only be dissolved at a General Meeting convened for the purpose.

44 Four fifths of those present and entitled to vote must vote in favour of such a resolution for the Association to be dissolved.

45 In the event of the Association's being dissolved, then all of its remaining assets, after discharging all liabilities, must be distributed by the Officers according to any decision of the General Meeting.