



Hampshire Hockey Association Constitution

Definitions

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

“**Area**” means South Central, 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, which facilitates the governance of hockey in England as a County (Sub-Area) within the geographical area of an Area Limited Company.

“**DC/AC**” term covering junior Development Centres and Academy Centres.

“**England Hockey**” or “**EH**” is the national association and sole and exclusive governing body for hockey in England.

“**HHA**” The Hampshire Hockey Association.

“**Members**” means all the individuals, corporations, associations, clubs, schools and organisations admitted to membership (of any class or category) of the HHA 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 HHA 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 within the HHA boundaries.

“**Voting Member**” means a member admitted to membership of HHA 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 (Sub Area) shall be called the **Hampshire Hockey Association** (HHA) and is a member of both **England Hockey** (EH) and **South Central Limited** (the Area) and is subject to and has agreed to abide by the regulations, rules and policies of EH and South Central. The boundaries of HHA shall be the geographical boundaries of Hampshire and Isle of Wight as confirmed by EH from time to time.

2. Aims and Objectives

The principal objective of the HHA 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 HHA or otherwise required by EH 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 within its membership in accordance with the Articles of Association of EH and the Area and in accordance with the regulations, rules and policies issued by them, from time to time.

In addition, it shall:

2.1 Arrange such competitions as may be approved by the General Committee of HHA.

2.2 Arrange representative and other matches

2.3 Select and train squads of players to represent HHA

It will also:

2.4 Offer support to its members in their efforts to develop hockey

2.5 Raise funds by any means approved by the General Committee (GC).

2.6 Be run as a non-profit making organisation.

2.7 Ensure as far as practicable that there will be unrestricted 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 EH listed as Voting Members for the time being in the register of members maintained by EH and allocated to the Area and HHA before 1st September of each year.

3.3 Non-Voting Members shall be members listed as Non-Voting Members for the time being in the register of members maintained by EH and allocated to the Area and HHA before 1st September of each year and all schools and other organisations playing hockey under the Regulations, rules and policies issued by EH and the Area and which are situated within the boundaries of HHA referred to in clause 1 above and any individuals or organisations who HHA may admit to membership from time to time on such terms and subject to such criteria as EH may permit or maybe provided for in regulations made by EH.

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

3.5 Individual HHA membership shall be open to past players, players, officers, and others interested in hockey. Such membership shall be authorised by the GC on application. Such members may pay a subscription as determined by the Annual General Meeting (AGM) 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 EH 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 (GM) unless all monies then payable by the member to EH, the Area and HHA have been paid.

3.8 HHA 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 HHA may from time to time decide but no such categories of membership shall have voting rights.

4. Officers

4.1 The main officers of HHA shall be:

President (non-voting)
Chairman
Vice Chairman
Secretary
Treasurer

4.2 The officers shall be elected annually at the AGM and shall hold office until the conclusion of the next following AGM. 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 GC has the authority to co-opt officers or GC members to vacant positions not filled at the AGM who shall hold office until the next AGM.

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

5. General Committee

5.1 Subject to the overriding powers of a GM the general business of HHA shall be administered by the GC which shall be responsible particularly for:

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

5.2 The membership of the GC shall be the main officers listed above (see 4.1) and include Sub-Committee leads who may also be required to represent HHA at their respective Area meetings such as:

- a) Junior Hockey Co-ordinator
- b) Player Pathway Administrator
- c) Communications Officer (Secretary)
- d) Masters' Co-Ordinator (give this to a non-portfolio)
- e) Adult Cup Competitions Co-ordinator
- f) Welfare Officer
- g) Up to 2 members without portfolio (from different clubs)

5.3 If the Chairman is absent, their place shall be taken by the President or Vice Chairman and if both are 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 Chairman 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 GC has the power to form Sub-Committees and/or Working Groups as they perceive necessary.

5.7 The GC 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. The latter shall not be entitled to vote.

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

6. Records to be Kept

Sub-committees and working groups shall report in writing to the GC and minutes of all meetings and decisions of all of these bodies 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 AGM shall be held in each year at a venue to be decided by the GC or by electronic means. Not more than eighteen months shall elapse between the date of one AGM and that of the next.

7.1.2 Notice of the AGM shall be made available to members of the GC, secretaries of each member club, appointed representatives of each member school and other member organisations, Honorary life members, Vice Presidents and other individual members of HHA 21 days before the date of such meeting together with:

- (a) a copy of the agenda
- (b) a list of nominations for officers and GC
- (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) Receive the previous AGM minutes
- (b) Review by the Chairman
- (c) Presentation of reports and accounts by officers and members of the GC.
- (d) Receive the accounts.
- (e) Appointment of an Independent Examiner of the accounts.
- (f) Election of Officers, Vice-Presidents and members of the GC.
- (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, HHA be dissolved, or any resolution passed at a previous GM be rescinded, except by a resolution, details of which shall be given within the calling notice for the AGM 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 GC no later than 31st March prior to the AGM 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 EH and confirmation being received from EH 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 AGM 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 Chairman or if not present, by the President or Vice-Chairman. In the absence of any of these officers, the meeting will elect one of the members of the GC 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 HHA and members of the GC.

(b) Up to two representatives from each Member club with both men's and women's league teams, provided that all monies payable by the Member club to England Hockey, the Area and the HHA has been paid.

(c) One representative from each Member club with only women or men league teams, or only a mixed team or teams, or which offers only recreational hockey such as junior hockey, Flyerz, or Walking Hockey, provided that all monies payable by the Member club to England Hockey, the Area and the HHA 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 GC, including two of the President, Chairman, Vice Chairman, Secretary and Treasurer shall form a quorum.

7.2 General Meeting

7.2.1 The Secretary shall convene a GM at any time:

(a) At the request of the GC.

(b) Upon receiving a motion in writing signed by an officer or at least eight member clubs or thirty percent of the member clubs, (whichever shall be the lesser figure).

Every motion in writing shall clearly state 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 GC or by electronic means.

7.2.3 Notice of the GM shall be made available to members of the general committee, secretaries of each member club, appointed representatives of each member school and any other member organisation, honorary life members and other individual members of HHA, 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 the GM.

8. Playing Qualifications

8.1 Players must comply with the qualification standards defined by EH to be eligible for selection for any representative games played under the name of HHA.

9. Finance

9.1 HHA's income shall be derived from membership subscriptions, competition entry fees, and player registrations, and it shall be subject to the approval of the GC from any other appropriate source. Such income shall be used to further HHA's aims and objectives as defined in this constitution and for any other purpose as a GM or the GC may determine.

9.2 Membership subscriptions shall be determined by the AGM and shall be due on 1st September each year or as otherwise agreed by the GC.

9.3 The income and expenditure account and the balance sheets shall be made up to the end of March in each year and shall be examined by an independent examiner. They shall be presented at the AGM.

9.4 Expenditure included in the approved annual budget may be authorised by the Treasurer. Additional items of expenditure over £250 outside the approved annual budget should be subject to approval in principle at a meeting of the GC, or in an emergency by a minuted meeting of at least 3 officers of the HHA, and then authorised by the Treasurer.

10. Means of Communication to be used

All communications between HHA and its members shall be in an electronic form, the format of which shall be agreed by the GC. All meetings may be held in person or by electronic means.

11. Indemnity

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

12. Insurance

The GC, acting on behalf of HHA, shall take out such insurance that meets the standards approved by EH relevant to the activity provided by, and on behalf of HHA 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 EH disciplinary code will be dealt with under HHA's complaint process, as set out from time to time.

14. Dissolution

On a resolution being passed by a GM to dissolve HHA, the GC shall realise the assets of HHA and make provisions 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 GM or, if such a meeting so decides, by the Officers.

15. Matters not covered by the Constitution

The GC shall have the power to act on any matter on which the constitution is silent, but action shall be taken at the next GM to ratify the action which has been taken.

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