



CLUB CONSTITUTION

EFFECTIVE FROM 1 OCTOBER 2020

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1. The Name, Objectives and Type of Club

- 1.1 The name of the Club shall be Titans Hockey Club (THC)
- 1.2 The objectives of the Club shall be;
 - To recruit and develop children, young people and adults into the sport of hockey as players, leaders/coaches, umpires, officials and administrators for all to reach their maximum potential.
 - To provide playing, leading/coaching, umpiring, officiating and administrative opportunities at a participation, development and performance level.
 - To provide equity of opportunity across all areas of the Club.
 - To provide a safe, effective and child friendly environment in which to play and learn hockey.
 - To play and compete at the highest possible level.
- 1.3 The Club shall be a Members Club.

2. Affiliation

- 2.1 The Club shall be affiliated to the Gibraltar Hockey (GH).

3. Membership

- 3.1 Membership will cover a period of twelve months from 1st October to 30th September of the following year.
- 3.2 Membership is open to all individuals regardless of age, gender, ability/disability, race, ethnicity, nationality, religious beliefs, sexuality or social economic status. However, limitation of membership according to available facilities and resources is allowable on a non-discriminatory basis.
- 3.3 In accepting membership by completing an annual membership form, a person agrees to abide by the Constitution of the Club and the ruling of the Management Committee.
- 3.4 Players under the age of 18 must have parental/guardian consent which will be provided on an annual membership form.
- 3.5 Members will be registered and issued with a Club membership number.
- 3.6 Membership fees shall be agreed at the Club's Annual General Meeting.
- 3.7 Membership shall fall into the following categories:
 - Full membership (Playing members participating in any team involved in official domestic competition)

- Junior (Grassroots) membership (playing members of our non-compete Grassroots group)
 - Part membership (playing members studying abroad – excluding Andalucian Students)
 - Staff membership (non-playing members: coaches, umpires and officials)
 - Social membership (non-playing members)
- 3.8 The club reserves the right to refuse an application for membership.

4. Elected officers and committee structure

- 4.1 The day-to-day, financial and strategic running of Titans Hockey Club will be overseen by a team of Officers as elected at the Annual General Meeting (see Section 7 for election rules).
- 4.2 Committee positions must include the positions listed in Section 4.5 and 4.6 (see Appendix A for agreed job descriptions).
- 4.3 Committee members must serve the mandate as set out by members at the AGM. If it is felt an Officer is not or has not fulfilled their duties, a vote of no confidence may be initiated by any full paying Member in a senior league team, Staff Member and Committee of the Club.
- 4.4 No confidence can arise from Committee Members not adhering to their committee duties subsequent times, following disciplinary procedures.
- 4.5 Titans Hockey Club shall have a Management Committee consisting of the following positions:
- Club President
 - Club Secretary
 - Club Treasurer
 - Development Officer
 - Membership Officer
 - Fundraising and Sponsorship Officer
 - Club Welfare Officer
 - Council Support Officer
- 4.6 Titans Hockey Club shall have a General Committee consisting of members of the Management Committee and the following elected Officers:
- Umpires Manager

- Social Secretary
 - Press Officer
 - Merchandise and Kit Officer
 - Head Coach - appointed by the Management Committee
 - All Team Captains (Junior team captains can be represented by their respective coach) – elected by team members
- 4.7 There shall be two Sub-Committees;
- Coaches Sub-Committee
 - Social Affairs Sub-Committee
- 4.8 To support Officers to carry out their duties, it may be necessary to create additional sub-committees. These must be created with the permission of the Management Committee and provide reports to every General Committee Meeting.

5. Committee responsibilities and committee meeting rules

- 5.1 The Management Committee shall have overall responsibility for the strategic and developmental running of Titans Hockey Club, including taking decisions in line with the creation and implementation of the action plan; meeting requirements as set out by external partners, for example, Gibraltar Hockey and ensuring policies and procedures are followed.
- 5.2 The Management Committee will meet regularly or as often as required. Quoracy for the meeting to be legitimate will be four of the officers listed. Voting will be led by a simple majority.
- 5.3 The Club Secretary must take minutes/records of the Management Committee meetings.
- 5.4 The General Committee shall have responsibility for supporting the day-to-day running of the Club in line with the agreed action plans, policies and procedures. The General Committee will also update the Management Committee to ensure developments and actions are filtered to Club Members.
- 5.5 The General Committee will meet as and when required. Quoracy for the meeting to be legitimate will be three of the officers listed and at least two from the Management Committee. Voting will be led by the simple majority.
- 5.6 The Club Secretary must take minutes/records of the General Committee meetings.

- 5.7 Notice of the Management and General Committee meetings must be given to all concerned at least three days before the said meeting. Agenda items will be collected and an agenda circulated at least one day prior to the said meeting.
- 5.8 Any Officer not attending three consecutive Committee meetings will forfeit their Committee position.

6. Finance

- 6.1 Titans Hockey Club shall have a named Treasurer (as per job description).
- 6.2 Titans Hockey Club shall sustain a bank account held in Gibraltar.
- 6.3 The Treasurer must submit financial reports to the Management and General Committees.
- 6.4 The Treasurer shall recommend to the Management Committee the provision of approved budgets. The Treasurer shall monitor and assess said budgets.
- 6.5 Signatories shall be four members of the Management Committee.

7. Election Rules

- 7.1 All eligible voting Club Members shall be given voting cards on entry to the AGM/EGM. This must be signed out against the eligible voting Members register.
- 7.2 Those wishing to stand for Committee must be a Club Member. The process of elections will take place for all positions listed in the Constitution.
- 7.3 There must be a proposer and a seconder for any nomination. Only those eligible to vote can propose or second a nomination. The nominated person must agree to the Committee job description and may decline the position should they feel they cannot commit to the role.
- 7.4 If only one person stands, they stand against the option of a no candidate vote. In the event of more than one person standing for a position, they must say a short speech on why they wish to take on the role and also stand against a no candidate vote.
- 7.5 The no candidate vote is in place for Members to choose should they feel the nominated person cannot fulfil the Committee role.
- 7.6 The voting shall be marked on the voting cards in a secret ballot and handed in for count by two Committee Members (initial count and re-count). A person is nominated and voted into Committee by majority vote of an AGM/EGM. In the event of a tie the Club President casts the deciding vote.

- 7.7 Positions run on from 1st October to 30th September.
- 7.8 Members of the Management Committee will be elected at an AGM and will serve for four consecutive years.
- 7.9 Members of the General Committee will be elected at an AGM and will serve for two consecutive years.

8. Annual General Meeting and Extraordinary General Meeting

- 8.1 An Annual General Meeting of the Club shall be held in September every year.
- 8.2 Notice of the time of the Annual General Meeting shall be given to all eligible voting members of the Club at least fourteen days before the date of such meeting.
- 8.3 An Extraordinary General Meeting may be called at any time by the Management or General Committee, or by at least fifteen Members making a written request to the Club Secretary for such a meeting. Notice of such a meeting shall be given in the same way as 8.2 above.
- 8.4 Every full paying Member in a senior league team, Staff Member and Committee of the Club shall be entitled to vote at any General Meeting of the Club. Should there be a draw on the voting count, the Club President shall have the casting vote.
- 8.5 For any General Meeting to be quorate, at least 25% of the Club's voting membership must be present.
- 8.6 In the event of quoracy not being met, a rescheduled date must be announced within 24 hours of the original General Meeting and must take place within seven to fourteen days later, where quoracy is no longer required.

9. Conduct of Members and Disciplinary

- 9.1 All Member are expected to behave in a way that upholds the reputation of Titans Hockey Club. Any Member who acts in a way that brings the Club into disrepute may have their Membership suspended or terminated by the Management Committee.
- 9.2 In the first instance of ill conduct (excluding acts of gross misconduct), a Member will receive a verbal warning by a Committee Member that will be recorded in the membership file.
- 9.3 In the second instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written warning by the Management Committee that will be recorded in the membership file.

- 9.4 In the third instance of ill conduct (excluding acts of gross misconduct), a Member will receive a written invitation by the Club Secretary, to attend a hearing with the Management Committee granting the opportunity to provide details and reasons leading to such recurring behaviour (date and time to be mutually agreed). Members under the age of 18 will be required to attend with a parent/guardian. Outcome could potentially lead to the suspension or termination of his/her membership.
- 9.5 The Management Committee will discuss and investigate as deemed appropriate and may call upon any person(s) whom it deems fit to give evidence, should the interest of fairness require them to do so.
- 9.6 If the disciplinary issue constitutes a conflict of interest to any member(s) of the Management Committee, the Committee Member(s) will abstain from the decision making process and may be substituted with an impartial member of the General Committee.
- 9.7 The Club Secretary must reply to the member with an outcome within ten working days from the hearing.
- 9.8 The decision of the Management Committee is final.

"Acts of Gross misconduct" may lead to immediate membership termination based on the severity of the offense. It refers to unacceptable behavior by a club member who brings the club to disrepute by actions of a criminal nature, or actions which seriously contravene the Club's Equity Policy and/or the relevant Codes of Conduct.

10. Dissolution

- 10.1 The Club shall be dissolved upon the vote of at least three fourths majority of the eligible voting members of the club, as stated in Section 8.4 above. These will be required to attend an Extraordinary General Meeting called by the Management Committee.

11. Disposal of Property

- 11.1 Upon satisfaction, in full of all debts incurred by the Club, all tangible and intangible property prior to the dissolution shall be disposed of as follows;
 - a) all tangible assets may be sold, given away or other as seen fit by the Management Committee.
 - b) balance of funds (including monies received on the sale of tangible assets) are to be donated to one or various local charities agreed by the

Management Committee.

12. Review of the Constitution

- 12.1 This Constitution shall be reviewed as necessary.
- 12.2 Amendments to the Constitution shall only be agreed at General Meetings.
- 12.3 Any alteration to the Constitution shall require a two-thirds majority of members present and voting.
- 12.4 There shall be no proxy voting.
- 12.5 Any queries or matters not covered in this constitution will be dealt with the by the Management Committee whose discretion and decision shall be final.

