



**Nottingham**  
**Ice Hockey Club**

# Club Constitution

<b>Prepared by</b>	NIHC Executive Committee
<b>Club Chairperson Signature</b>	.....
<b>Date</b>	June 2018
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## **1. Name and title**

The name of the Club is Nottingham Ice Hockey Club (hereafter called "The Club", or "NIHC")

## **2. Location**

The Club shall be based at the National Ice Centre, Bolero Square, The Lace Market, Nottingham, NG1 1LA and this shall be its registered address for service of all legal documents.

## **3. Aims and objectives**

The aims and objectives of the club shall be:

- 3.1. To foster and promote the sport of ice hockey at all levels within the community
- 3.2. To organise, develop and promote junior ice hockey, consistent with the aims and objectives of the English Ice Hockey Association
- 3.3. To raise and provide financial support directly or indirectly for the benefit of junior ice hockey and the Club in particular
- 3.4. To ensure a duty of care to all playing members of the Club
- 3.5. To provide all of its services in a way that is equitable
- 3.6. To encourage and promote a code of conduct amongst its members commensurate with, and including the Club Code of Conduct for players, coaches, officials and parents

## **4. Playing Membership**

- 4.1. Membership will be open, (subject to completing a satisfactory trial) irrespective of sex, nationality, religion, race, colour or disability, to
  - 4.1.1. Persons who qualify by age and ability to participate in junior ice hockey overseen by the English Ice Hockey association and / or the appropriate National Body of the sport, and
  - 4.1.2. Persons who are duly registered following payment of the subscription fee currently in force.
- 4.2. The membership of the Club shall be organised in accordance with the age groups currently recognised by English Ice Hockey Association (EIHA)
  - 4.2.1. Once accepted, a member has the right to membership for the current season or until disqualification by age or by another clause of this Constitution.
  - 4.2.2. All playing 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 Conduct as set out in the Club Handbook and practices that the Club has adopted.

## **5. Voting Membership**

- 5.1. The voting members of the Club shall be
  - 5.1.1. Players aged 16 years or over
  - 5.1.2. The parents / guardians of playing members under 16 years of age, on the basis of one vote per playing member, except when only one parent / guardian, having more than one playing member in the Club, is present; they shall be allowed to cast a vote on behalf of each / all of those playing members
  - 5.1.3. All members of the Executive Committee

## **6. Termination of Membership**

- 6.1. Membership of the Club will be deemed terminated if the registration fee or monies from a previous season, or monthly training fees are not paid within the allocated time
- 6.2. The Executive Committee shall have the right, for good and sufficient reason, to terminate the membership of any member, provided that the individual member, along with their parent / guardian / representative has had the right to be heard by a subcommittee or child welfare officer as appropriate, before the final decision is made. Notwithstanding the foregoing, the member may be suspended at the discretion of the Executive Committee pending the outcome of an investigation.

## 7. Subscription

- 7.1. All playing members shall pay such subscriptions at the level determined by the Executive Committee
- 7.2. Notice of the annual rate of subscriptions shall be given to current members eligible for renewal not less than 21 days before they become due
- 7.3. The membership year for the Club shall run from 1<sup>st</sup> August to 31<sup>st</sup> July
- 7.4. Annual subscriptions must be paid in accordance with the payment timetables laid out by the Executive Committee

## 8. The Executive Committee

- 8.1. The policies and general management of the Club and the review and amendment of such policies and management practices shall be vested in the Executive Committee which shall meet not less than eight times a year. All Committee members will be deemed to be members of the Club on their election. The following table shows the roles and names of the Executive Committee.

<b>Role</b>	<b>Name</b>
Chairperson	George Land
Club Secretary	Adrian Wright
Club Treasurer	Adrian Wright
Club Development Officer	Ryan Rathbone
Scheduling Officer	Dave Woodward
Head Coach	Paul Glossop
Head Manager	Louise Challans
Safeguarding Officers	Ellie Reid & Rebecca Lovett

- 8.2. The Executive Committee positions shall normally be held on a voluntary basis. However, where the Club finances allow and there is justifiable need to obtain specific experience, skills or capability, the Executive Committee may elect to consider the paid employment of one person to fulfil any executive role. Any person employed by the Club shall not vote on matters relating to their appointment, their fees, expenses or remuneration, or any other matter which would result in an actual or perceived conflict of interest
- 8.3. Executive Committee members may only hold more than one specific role within the committee if insufficient candidates are elected, save that the Chairperson may also hold one other role. The Chairperson may nominate a member of the Executive Committee to act as deputy in his / her absence. Such a nomination shall be recorded in the proceedings of an Executive Committee Meeting
- 8.4. The Executive Committee shall be responsible for defining and publishing to the Club's members a definition of their individual roles and responsibilities beyond those defined herein, which may be updated periodically. The Executive Committee may devolve responsibility for the research and preparation of information and policy recommendations to individual sub- committees, the composition of which will be at the discretion of the Executive Committee
- 8.5. Volunteers for Team Manager are to be forwarded to the Executive Committee for selection and approval by the Executive Committee in conjunction with the team Coach
- 8.6. The term of office of elected officers of the Executive Committee shall run from the AGM of election until the following years' AGM. In the event that an elected officer of the Executive Committee steps down more than 60 days before the next AGM is due then the Chair shall advise the members of such situation within 14 days, and request nominations for a replacement. In the event that only 1 candidate is nominated within a further 14 days, then the Executive Committee may request the Chairman to advise the members that the nominated candidate will be elected unless there are more than 10 objections from voting members within 14 days of the announcement.
- 8.7. Where more than 1 candidate is nominated, then the election of candidates will be dealt with in accordance with the requirements for an EGM
- 8.8. Minutes of the AGM and any EGM shall be distributed within 28 days of the AGM /EGM having

been held.

## **9. The Annual General Meeting (AGM)**

- 9.1. Minutes of the AGM and any EGM shall be distributed within 28 days of the AGM /EGM having been held
- 9.2. The AGM shall be held annually. Notice of date, time and venue, having been decided by the Committee, shall be promulgated at least eight weeks beforehand and all Voting Members shall be invited to attend.
- 9.3. The quorum of the AGM shall be 2% of the Voting Members. All votes require the agreement of a simple majority (greater than 50% of those present)
- 9.4. Where fewer than 2% of the Voting Members are in attendance, then at the Chair's discretion the meeting may proceed with those present
- 9.5. The purpose of the AGM shall be:
  - 9.5.1. Receive the annual report of the Executive Committee
  - 9.5.2. Receive the annual audited statement of the accounts.
  - 9.5.3. Resolve notices of motions
  - 9.5.4. Election of the Executive Committee members
  - 9.5.5. Notices of motions for the AGM should be made to the Club Secretary, in writing, at least 14 days before the commencement of the meeting. All notices of motions shall have a proposer and a seconder from the Voting Membership of the Club. Details of notices shall be distributed to all Voting Members by the Club Secretary 7 days prior to the AGM
  - 9.5.6. Finances The Treasurer's report is presented at each AGM, along with audited P&L accounts for the financial year ending May 31<sup>st</sup>

## **10. The Extraordinary General Meeting (EGM)**

- 10.1. The Executive Committee, or a group of 50% or more Voting Members, may call an EGM by submitting a written request to the Executive Committee.
- 10.2. The Executive Committee must arrange for the EGM to have been held within 28 days of the receipt
- 10.3. Nominations, Notices and Voting processes for an EGM shall otherwise be in accordance with the requirements for an AGM defined in sections 9
- 10.4. The EGM may not be called to try and overturn a decision of the AGM unless there have been significant new developments since such decisions
- 10.5. The quorum of the EGM shall be 50% of the voting members. All votes require the agreement of a simple majority (greater than 50% of those present)
- 10.6. Where fewer than 50% of the voting members are in attendance then the Chairperson shall declare the meeting closed without resolution. A further EGM shall not be held on the agenda items unless there have been significant new developments in the intervening period.

## **11. Dissolution**

- 11.1. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the full membership. Any member not able to be present at such meeting may vote by proxy on this resolution only.
- 11.2. In the event of dissolution, all debts should be cleared with club funds. Any assets of the club that remain will become the property of another club with similar objectives or the English Ice Hockey Association.

## **12. Declaration**

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