

Constitution
of the
Athenry Swans Hockey Club
(Valid from August 2021)

1. Title

The name of the club is Athenry Swans Hockey Club (hereinafter referred to as the “Club”). Hockey in the context of this constitution includes all forms of hockey recognized by the Federation International de Hockey (FIH) and the European Hockey Federation (EHF) and as defined by Hockey Ireland (HI).

2. Objectives

The objectives of the club shall be:

- a) To encourage, promote, develop, and manage hockey in the Athenry area
- b) To compete in provincial hockey to the highest level
- c) To administer the funds of the club
- d) To appoint officers and (sub) committee members for the efficient administration of the objectives of the club
- e) To make, maintain and publish rules and regulations for the proper running of the club
- f) To initiate and implement development plans
- g) To do all such other things as maybe necessary or conducive for the attainment of the above objectives

3. Club Structure

The club shall be structured as follows:

- a) Club officers defined in section 7
- b) A committee comprising (a) above, the code of ethics designated person, the children’s officer, and PRO and not more than six additional members as elected at the AGM
- c) Ordinary members as defined under Section 4
- d) Honorary Life Members as defined under Section 5

4. Membership

- a) Membership of the Club, other as defined in Section 5, shall be open to any person resident in Ireland wishing to participate in the game of hockey, or in its administration, from age 5 upwards. Any such person (or parent on behalf of u18 members) shall agree to be bound by the Constitution of the Club.
- b) Membership applications will be considered at the end of each season for the forthcoming season
- c) Memberships can be withdrawn by the club in certain disciplinary situations (See Section 12)
- d) Membership for playing members shall be by subscription and filling in of an application form on an annual basis
- e) Membership for non-playing adults shall be by filling in of an application form on an annual basis
- f) The committee have the right to refuse membership
- g) Each member shall supply contact details each year, (to include name, postal address, e-mail address and phone number, and in the case of junior members, parental/guardian permission, together with any further information as defined by the Club.
- h) Consent of parents / guardians is necessary for children to become members.

5. Honorary Life Members

Honorary life membership of the club maybe conferred on persons whose services to the Club are such that entitle that person to that distinction. Nominations shall be submitted in writing to the committee secretary for consideration by the committee.

6. Subscriptions

- a) Each playing member shall pay annually to the Club such fees as may be determined at the AGM in the preceding season.
- b) The amount of all such affiliation fees shall be forwarded to the treasurer as defined by the Club rules.
- c) The committee shall have the power to discipline and/or fine any member for late payment

7. Administrative Structure

The committee shall consist of the officers as described below, the Code of Ethics Designated Person, the Children's officer, and the PRO and up to six additional members elected at the AGM. Provisions may be made for co-option further members to the committee at subsequent committee meetings. Six members present and entitled to vote shall constitute a quorum at regular committee meetings.

Officers

- a) The officers of the club shall be the Chairperson, Assistant Chairperson, Secretary, Fixtures Secretary, Treasurer and Assistant Treasurer.
- b) The officers shall be elected for one year at the AGM and each shall be eligible for re-election for a further year up to a maximum of three consecutive years.
- c) The Chairperson shall represent the Club and in his/her absence the Assistant Chairperson shall represent the Club. In the absence of both the Chairperson and Assistant Chairperson, the Committee shall decide the representative.

Any vacancy arising amongst the Committee members shall be filled as soon as may be practical by an appointment by the committee and the person so appointed shall hold office until the next AGM.

The Club shall indemnify each of its Officers, Officials and Committee Members, when acting in good faith, against claims by third parties for liabilities arising out of their official duties for, or on behalf of, the Club.

8. Powers of the Committee on behalf of the club

- a) To fundraise for support and development of the Club and Club facilities
- b) To employ staff if necessary to achieve the objectives of the Club
- c) To lease /hire or purchase property to be held in the name of the trustees of the club
- d) To take out insurance
- e) To liaise with other organizations
- f) To enter into financial agreements on behalf of the Club

9. Annual General Meeting

The Club shall hold an AGM not later than the 31st of May in every year at a time and place to be determined by the committee. At this meeting, the following items shall be on the agenda:

- a) Apologies
- b) Confirmation of the minutes of the previous AGM
- c) Matters Arising
- d) Annual Report of the Club
- e) Treasurers Report with accounts information
- f) Roll Call of all attendees
- g) Proposals for Amendments to the constitution of the Club
- h) Dissolution of outgoing committee
- i) Election of Officers and new Committee
- j) Appointment of Code of Ethics Designated Person
- k) Appointment of Children's officer
- l) Appointment of PRO
- m) Proposals for fixing annual subscriptions
- n) General Business

Notice of proposed changes to the Constitution of the Club, resolutions and nominations for positions detailed under 9 above shall be forwarded to the Secretary to arrive not later than two weeks prior to the date of the AGM.

- a) The Secretary shall give at least twenty-one (21) days' notices in writing of the AGM specifying the date, time and place of the meeting and including the agenda and details of any resolutions being passed
- b) The notice shall be sent to the Committee, Honorary Life Members, and all members of the Club.
- c) The Chairperson shall chair the AGM. In his/her absence, the Assistant Chairperson shall chair the meetings. In the absence of both, the members present who are entitled to vote shall elect one of their number to chair the meeting.
- d) Six members present and entitled to vote shall constitute a quorum.

- e) Voting shall be by show of hands, unless 25% of those present and entitled to vote request a secret ballot.
- f) Every resolution at AGM's shall be decided by a simple majority of votes of those present, entitled to vote. Except as provided in (g) below, no person shall cast more than one vote.
- g) In the case of equality of votes, the Chairperson of the meeting shall have a second casting vote.
- h) All changes in the Constitution of the Club and all resolutions passed at an AGM shall come into force immediately unless the meeting shall decide otherwise.
- i) There shall be no postal or proxy votes.
- j) The AGM or EGM may appoint trustees of the club.

10. Proposal to Annual General Meetings and EGMs

Any proposal or resolution for consideration, and voting thereon, at any AGM shall be submitted in full, in writing, to the Secretary. It should arrive with him/her not later than 14 days prior to the date of the AGM' at which the proposal is to be considered and voted upon and be distributed to all members.

11. Voting Entitlement at Annual General Meetings and EGMs

Those entitled to vote at AGM's shall be:

- a) Committee Members
- b) Honorary Life Members
- c) Ordinary members as defined in Section 4 €
- d) Ordinary members as defined in Section 4 (f), except for playing members under the age of 18, who may be represented by a parent/guardian.

Where a member falls under 2 or more of the above categories, they will be entitled to one vote only per motion.

12. Finance

- a) The Financial year of the Club shall end with the end of each season each year.
- b) A statement of affairs and income and expenditure account shall be prepared in respect of each financial year as soon as possible after the end of that financial year and shall be ratified at the AGM.
- c) A copy of the accounts for the previous financial year shall be circulated to the Officers, members of the Committee, at the AGM.

The treasurer shall be responsible for the current accounts, deposit accounts or other accounts as may be authorized from time to time in the name of the Club. Cheques shall be signed by the Treasurer and the Chairperson of the Club. All payments and other documents relating to such accounts shall be signed by these two persons.

13. Minutes

Minutes shall be taken of all proceedings of AGMs, and such minutes shall, upon questions put and a vote taken at the next meeting, be signed by the Chairperson of the meeting, and when thus signed shall be conclusive evidence of the correctness of entry. Adopted minutes shall be forwarded to the Officers and Members of the Committee by the Club Secretary.

14. Discipline

- a) In the event of any affiliated member being reported to the Chairperson for an alleged breach of the Rules and Constitution, or misconduct which is alleged to have brought the game into disrepute, the Club shall appoint a Disciplinary Committee of not less than three persons to enquire into the alleged offence.
- b) If after fully investigating the alleged breach of misconduct and if the allegation is proven in the Disciplinary Committee shall have the authority to expel or suspend the offending members or to deal with the matter in such manner as the Committee considers fit. The decision of the Disciplinary Committee shall be conveyed in writing to the Chairperson to the offending member within seven (7) days of the hearing.

- c) Any member found guilty by the Disciplinary Committee shall have the right to an Appeal Tribunal appointed by the Committee against any decision or punishment imposed by the Disciplinary Committee, but such appeal must be lodged in writing with the Chairperson within fourteen (14) days of its receipt by the Chairperson. No member of the Disciplinary Committee shall be a member of the Appeal Tribunal.

15. Appeals

In the event of an appeal in the matter, other than a disciplinary matter any member wishing to appeal shall do so in writing to the Chairperson of the Club. The Chairperson who must receive the appeal within fourteen (14) days of the date of the notice of the original decision shall then convene an Appeal Commission.

The Appeal Commission shall consist of three (3) officers of the Club who may be accompanied by advisors where necessary, but it shall not include any person who has had a prior involvement in the matter being appealed. In the event of there not being three (3) officers eligible or available to form the Appeal commission, the Chairperson shall have the power to select an appropriate person or persons to complete the Appeal Commission. The Appeal Commission shall meet within fourteen (14) days of the date of the receipt of the notice of the appeal.

The letter of appeal shall state the reason or reasons for the appeal and shall be supported by an appeal fee of 100 Euro. The appellant(s) shall have the right to be accompanied at the appeal hearing by a person or persons of their choice, but the names and details of such persons must be included in the letter of appeal. In the event of the appeal being unsuccessful the appeal fee shall be forfeited to the funds of the Club unless the Appeal Commission decides otherwise. The decision of the Appeal Commission shall be final, and the relevant parties shall be notified of the decision in writing by the Chairperson within seven (7) days of the hearing.

16. Code of Ethics and Good Practice for Children's sport in Ireland

The Club is bound by the Code of Ethics for Children's sport in Ireland as adopted at branch level.

17. Notices

All notices required to be given pursuant to this Constitution must be in writing and shall be deemed to have been received if either:

- a) Delivered personally,
OR
- b) Sent by ordinary pre-paid post to the last known address of the intended recipient

In addition, such notices may also be sent by either:

- a) Fax, on successful completion of the fax transmission;
OR
- b) E-mail

18. Amendment to the Constitution

No amendments to the Constitution shall be made except by a resolution validity proposed and seconded at an AGM or EGM supported by not less than two thirds of those present, entitled to vote and voting.

19. Dissolution

No resolution for the dissolution of the Club shall be passed except at an AGM supported by not less than two thirds of those present, entitled to vote and voting. In the event of such a resolution being passed, the Chairperson shall realize the property of the Club and shall make provision for its liabilities. The remaining assets at the date of dissolution shall be distributed in such a manner as shall be determined by an AGM, or if such a meeting so decides, EGM.