

BOYNE HOCKEY CLUB CONSTITUTION

1. The name of the Club shall be Boyne Hockey Club (“the Club”).
2. The Club shall be affiliated to both the Leinster Ladies and Mens Branches of the Irish Hockey Union.
3. Membership of the Club shall consist of Junior Members.
4. Junior members shall be registered to the Club on written application to the Secretary and at the discretion of the Committee.
5. The subscription category shall be as follows: Junior members: Fees to be those ruling at the time. Subscriptions to be paid by the date set by the Committee at the commencement of each season. Any members failing to observe this rule shall not be eligible for selection for inter-club activities.
6. The funds of the Club shall be lodged to an account with Bank of Ireland or otherwise as decided by the Committee in the name of Boyne Hockey Club.
7. Requisitions for the withdrawal of funds from the Club’s bank account shall be signed by any two authorised signatories of the Club as agreed by the Committee.
8. The affairs of the Club shall be administered by the Committee consisting of the President, Secretary, Membership Secretary, Treasurer and other officers as decided by the Committee from time to time. The Officers shall retire annually and shall be eligible for re-election.
9. The President shall serve for a maximum of three years. The Treasurer shall serve for a maximum of two years, but may be re-elected as Treasurer after a gap of one year.
10. Responsibilities of the Committee are outlined in Appendix 1.
11. To be eligible for election as President of the Club a person must be a parent of a junior member and must have served on the Committee for at least one year.
12. A parent of a junior member must receive a minimum of two nominations to be eligible for a committee position and positions for which there are two or more nominees will be voted upon at the Annual General Meeting, with the exception of the treasurer who will be appointed by the incoming committee. If there are no eligible nominees for a given position then a person may be appointed at the discretion of the incoming committee.
13. The Committee may appoint Coaches. The Coach may not necessarily be a member of the Club.

14. The Committee shall have the power to suspend from the Club any member whose conduct is, in its opinion, prejudicial to the interests of the Club. Notification of suspension shall be sent to the suspended member by post within forty eight (48) hours of the Committee's decision.
15. Any person suspended from the Club shall have the right of appeal to a Special General Meeting with the Committee but shall be deemed to be suspended until such appeal shall have been heard. Such Special General Meeting shall be called by the Committee within ten (10) days of receiving notice of intention to appeal. Such notice must be forwarded to the Hon. Secretary within fourteen (14) days of the receiving notice of suspension.
16. The General Committee shall have the power to appoint such subcommittees as it shall see fit from time to time. All such sub-committees shall be under the control of, and their findings shall be subject to ratification by, the General Committee.
17. Committee meetings shall be held as required by the Committee, and three Committee members shall form a quorum.
18. The President shall preside at all meetings. In the absence of the President, such member as the Committee shall determine shall preside at the meetings.
19. The Annual General Meeting ("AGM") of the Club shall be held on a date to be fixed by the Committee in the month of November in each year, of which each member shall receive at least 10 days' notice. Any motion a member wishes to have submitted for consideration for the Agenda at the AGM must be sent in writing to reach the President at least 48 hours before that Meeting so that it may appear on the Agenda being sent to each member.
20. The following business shall be transacted at the Annual General Meeting:
 - The minutes of the previous AGM, and of any extraordinary meeting held during the year, shall be read.
 - The reports of the President and Treasurer shall be read, including presentation of the Club's accounts for the relevant financial year prior to the Meeting.
 - Election of Officers
 - Election of Auditor who shall not necessarily be a member of the Club
 - Motions of which written notice shall be given to the President within the time stated above.
 - General Business.
21. Ten members (or parents of members) shall form a quorum at the AGM. All matters shall be decided by a simple majority. The President or his/her deputy shall have, in addition to an ordinary vote, a casting vote.
22. The Officers of the Club and playing fully paid up members (or their parents) shall alone have the right to vote at the AGM.

23. The accounts of the Club shall close prior to the AGM in each year and the Treasurer's account of the Club's finances shall be submitted to the AGM.
24. An Extra-Ordinary General Meeting ("EGM") of the Club shall be convened by the President with the Agreement of the Committee or upon receipt of a requisition signed by five paid-up members (or their parents) calling for such a meeting and setting out the purposes of the Meeting.
25. Within ten clear days of the direction of the Committee or the receipt of such requisition the President shall convene an EGM to be held within fourteen clear days notice to each member. Notice shall be sent to each member setting out the time, place and purpose of the meeting. Only the business for which the meeting has been convened shall be transacted at the EGM.
26. Ten members (or their parents) shall form a quorum at the EGM.
27. Only Officers of the Club and fully paid up playing members (or their parents) shall be entitled to vote at an EGM and proposals shall be passed at such meeting by a simple majority of those present.
28. The Rules of the Club (this Constitution) shall not be altered save at the AGM or an EGM of the Club for that purpose.
29. The uniform worn on the field will be decided by the Committee from time to time, and once decided upon, no other colours shall be permitted.
30. The Club shall abide by the Code of Ethics as laid out in Appendix 2.

As adopted by General Meeting on 24 November 2011.

**APPENDIX I
BOYNE HOCKEY CLUB
COMMITTEE ROLES & RESPONSIBILITIES**

Here is a brief outline of some of the responsibilities of each position:

President

Leads and guides the committee in their duties.
Organises and chairs monthly committee meetings or as required
Coordinates volunteers for weekly training sessions
Organises fixtures
Ensures coaching sessions have adequate training equipment
Welcomes new members to the club & supports the Coaches in their roles

Vice President

Supports the president in their role
Acts as support back-up to the committee in their roles
Coordinates nomination process for election of incoming committee

Club Secretary

Updates Leinster website and fixtures secretary
Submits team registration details to Leinster branches

Treasurer

Responsible for maintaining cash flow
Liaises with Captains to ensure prompt payment of subs
Issues payment of expenses
Finalises and submits end of year accounts

Public Relations Officer

Submits monthly reports (or as required) to local media
Promotes the club through the media
Helps maintain the club website & issues periodical newsletters

APPENDIX 2 BOYNE HOCKEY CLUB CODE OF ETHICS

Boyne Hockey Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of Boyne Hockey Club and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport*.

Child Protection Policy

'To ensure that the best practice is followed by Boyne Hockey Club we shall work closely with our Governing Body. In order to promote the best practice in children's sport, we shall comply with the guidelines of the Code of Ethics and Good Practice for Children's Sport; as set out in Section 2.7 which are:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of our policy on children in the Club.
- Have Boyne Hockey Clubs constitution approved and adopted by club members at an AGM or EGM.
- Promote the voice of the child, in particular through meetings and the AGM. One parent/guardian should have one vote for all their children under 18 years of age, where relevant.
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM.
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders.
- Clearly define the role of committee members, all Sports Leaders and parents/guardians.
- Appoint at least one Children's Officer.
- Have a Designated Person to act as a liaison with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse.

- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. Boyne Hockey Club's code of conduct should be posted in all facilities used by the club.
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a committee member or Sports Leader or other members of the club. The individual who is the subject of an allegation, which has been reported to the Statutory Authorities, will stand aside, while the matter is being examined. S/he may be invited to resume full duties when and if appropriate internal disciplinary procedures are completed.
- Ensure that relevant Sports Leaders report to the Boyne Hockey Club Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Club Chairperson to the Governing Body of Sport.
- Ensure that all club members are given adequate notice of AGMs and other meetings.
- Ensure that all minutes of all meetings (AGMs/EGMs/Committee) are recorded and safely filed.

Anti-Bullying Policy

Boyne Hockey Club will:

- Raise awareness of bullying as an unacceptable form of behaviour.
- Create a club ethos which encourages children, Sports Leaders and parents/guardians to report bullying and to use the procedures of the complaints mechanism of the organisation to address this problem.
- Provide comprehensive supervision of children at all sporting activities.
- Provide a supportive environment for victims of bullying.
- Obtain the co-operation of parents/guardians to counter bullying.