



CONSTITUTION OF ABERDEEN HOCKEY CLUB

1.0 TITLE

Aberdeen Hockey Club is a voluntary, non-profit making organisation. The Secretary and Treasurer duly elected from year to year shall be ex officio Trustees of AHC. The offices of the Club shall be [insert current registered address]. The Club will be affiliated to the Scottish Hockey Union.

2.0 AIMS AND OBJECTIVES

- 2.1** To play team hockey at both league and non-league levels and to play competitive and social hockey for men, women, junior and veteran sides.
- 2.2** To organise and facilitate coaching and coach education to improve the standards of coaching, umpiring and playing at all the levels referred to above.
- 2.3** To promote, encourage and extend hockey for adults and young people in a fully inclusive and diverse manner regardless of ability and without discrimination for age, race, class, religion or sexuality.
- 2.4** To seek partnerships with schools in the local area of Aberdeen and Aberdeenshire to meet and promote these aims and objectives.
- 2.5** To fully participate in and contribute towards other relevant bodies dedicated to hockey such as the Scottish Hockey Union and North District Hockey Association. Where the Club formally joins or subscribes to any such body then the Club shall abide by the relevant constitutions and rules.
- 2.6** To raise funds by any means approved by the Committee.
- 2.7** To expend funds in such ways as the Committee sees fit to achieve these aims and objectives.

3.0 MISSION STATEMENT

Aberdeen Hockey Club aspires to be one of the leading clubs in the North East of Scotland for playing and development on the hockey field. This will build on strong sustainable foundations through the development of young players and a club renowned for its friendliness and pursuit of good sportsmanship.

4.0 MEMBERSHIP

- 4.1** Any individual may apply to become a Member of the Club at any time by completing the relevant Membership form and paying the relevant Membership fee. Membership is normally automatic and unfettered by completion of the Membership procedure; however the Club Committee reserves the right to refuse an application. No person shall be refused membership on the grounds of race, colour, creed, religion, gender, sexual preference, impairment or disability.



4.2 All Members are subject to the Constitution of the Club, the rules and policies adopted by the Club from time to time (including the Codes of Conduct, the Reporting and Recording Concerns Procedure, and the Safer Recruitment Pack), and the regulations of the Scottish Hockey Union.

4.3 Players under the age of 18 must have parental/guardian consent which will be provided on an annual membership form.

5.0 ANNUAL GENERAL MEETING

5.1 The AGM shall be held each year within two months of the end of the hockey season for both men and ladies' teams (whichever ends last). This meeting may be held virtually or in person; this will be specified by the Committee when the date for the AGM is conveyed.

5.2 Notice of the AGM, the agenda, club accounts and a list of nominated Committee members for the next season shall be made available at least seven days before the date of the AGM.

5.3 Business to be transacted:

- Confirmation of current club member numbers for quorum and voting purposes
- To receive the Secretary's report
- To receive the Treasurer's report
- To receive reports from Captains
- To receive the Youth Committee report
- To receive nominations for next season's Committee
- To elect the Committee for the following season
- Other matters to be put to the AGM from the Committee
- Other matters raised by Members
- Any other business of which due notice has been given

5.4 Changes to the constitution may only happen during a Special General Meeting, the process for which is described in Point 7 below.

5.5 Any resolution or nomination for Officers for submission to the AGM shall, unless proposed by the Committee, be submitted by a Member to the Secretary not less than two weeks before that meeting.

5.6 All business at the AGM shall be transacted by a simple majority by show of hands, of those present, entitled to vote and voting.

5.7 Only bona fide Members as at the date of the AGM shall be eligible to vote. Each Member has only one vote, except the President who shall also have a casting vote. Other than Point 7 below, votes must be cast by the Member in attendance at the AGM.

5.8 Any person may attend the AGM but shall not, unless by permission of the President, take part in the proceedings.

5.9 The quorum required for business to be agreed will be no less than 25% of the Members of the Club. All votes shall be determined by a simple majority (with the exception of 8.1 Dissolution & Merger).



5.10 The AGM shall be chaired by the President, whom failing a Substitute Chairperson chosen on the night from the attendees by the Members.

5.11 Section 6.0 dictates how the Youth Section of the Club is to be included in the AGM as its members may be unable to attend themselves due to age and timing issues but still require to be represented.

6.0 YOUTH CLUB INCLUSION IN AGM

6.1 The Youth Section of Aberdeen Hockey Club will be represented at the Annual General Meeting by its committee members. The Youth Committee members shall carry the votes of the Youth Section to the AGM. These votes are equally divided between the attending Youth Committee members — for example, if there were 3 Committee members and 30 Youth Members then each Youth Committee member would carry 10 votes in addition to their own. These carried votes may only be used on matters that affect the Youth Section as outlined in 6.4.

6.2 Prior to the AGM the Youth Committee should endeavour to consult with its members on any matters the Committee, Members or Parents/Guardians feel are important and should be raised at the club AGM. These suggestions will then be discussed at a Youth Committee meeting before being raised to the main Club Committee for inclusion in the AGM if needed.

6.3 At the Committee meeting preceding the AGM the Youth Committee may bring up any subjects it wishes to be included in the AGM. As per normal Committee rules these are decided by simple majority of those present. The exception to this would be any matters which the Youth Committee unanimously feel need to be brought up yet are voted down. In this instance an arbiter may be sought to resolve the situation as per 6.5.

6.4 Once the Committee has chosen which matters should be brought to AGM then it must also decide which matters the Youth Committee may bring its membership vote to. As per normal Committee rules these are decided by simple majority of those present. The exception to this would be any matters which the Youth Committee unanimously feel need to be brought up yet are voted down. In this instance an arbiter may be sought to resolve the situation as per 6.5. Typically these matters would pertain to the budget, policies, venue, competitions or other important areas pertaining to the Youth Committee.

6.5 An Arbiter may be any individual who is not currently on the Committee or Youth Committee. The individual selected must be unanimously agreed upon. If unanimous agreement cannot be reached within four weeks, the North District Hockey Association or Scottish Hockey shall be asked to nominate an arbiter. Any communications with the Arbiter must be transparent and both committees should have access to all communications should it be needed. Both Committees should have fair opportunity to present their case to the Arbiter within two weeks of their selection and agreement. Once presentations have been made then the Arbiter will make a decision. This decision is final and may not be appealed.

7.0 SPECIAL GENERAL MEETING

7.1 The Secretary may convene a Special General Meeting:

- By an instruction of the Committee to the Secretary



- Upon receiving an instruction signed by 25% of the current membership

7.2 A meeting called under Point 7.1 shall be held within four weeks of the instruction being received.

7.3 Fourteen days' notice of a Special General Meeting, and all resolutions to be proposed, shall be given to each Member by first-class post, email or other official communication deemed appropriate by the Committee. No other business shall be transacted at the meeting unless combined with the annual AGM.

7.4 The meeting shall be transacted in accordance with Point 5.

7.5 Any voting that is part of the Special General Meeting's agenda of resolutions, including the amendment of this Constitution, must pass by a two-thirds majority rounded down.

8.0 DISSOLUTION & MERGER

8.1 A resolution to dissolve the Club, or to merge with another Club, shall be put to an Annual or Special General Meeting and shall be passed only by the affirmative vote of at least 75% of the Club Membership.

8.2 If it so decides, the Committee shall have power to order a postal ballot, including use of email, to be concluded on a prescribed date prior to the General Meeting.

8.3 If the resolution is carried, the Committee shall realise the assets of the Club and shall make provision for and discharge the Club's liabilities. The remaining assets at the date of dissolution or merger shall be distributed in such manner as shall be determined by a General Meeting, or, if such meeting so decides, by the Committee.

9.0 OFFICERS

9.1 The Committee shall be made up of, at a minimum, the following officers:

- President
- Secretary
- Treasurer
- Team Captains
- Youth Committee Secretary
- Child Wellbeing and Protection Officer (CWPO)

In addition to these roles the Club may also elect members to Vice Captain for each team and various Ex Officio roles which are at the discretion of the Committee.

9.2 The Officers shall be elected at an Annual General Meeting and take office at the end of that meeting. The new Committee should meet within two months of the AGM to set an agenda for the following season.

9.3 All required Committee roles shall hold office for a single year before seeking re-election. In addition, the positions of Secretary, Treasurer and Youth Secretary may only be held by the same individual for a maximum of two consecutive years, before a two-year break must be taken from that position before it is held again.



9.4 Only bona fide Members of the Club as at the Annual General Meeting may stand for election.

9.5 If an Officer does not complete the term of office, the Committee may fill the vacancy until the next Annual General Meeting. If this is unacceptable to the club at large then they may seek another individual to hold the position by calling a Special General Meeting as per Point 7.1.

10.0 FINANCE

10.1 The Treasurer shall deal with the assets of the Club in such a manner as the Committee or a General Meeting may from time to time direct.

10.2 The Committee shall determine the financial policies of the Club by majority decision.

10.3 The income of the Club shall be derived from match fees from players, general fundraising, social events, and, subject to approval from the Committee, any other source of appropriate income. All income will be used in furtherance of the aims and objects of the Club.

10.4 The Committee, at their first meeting after the Annual General Meeting, shall determine match fees for the forthcoming season.

10.5 The Club shall maintain one or more bank accounts as required, including any dedicated accounts required to hold restricted funds separately (for example, grant funding). The details of the Club's bank accounts shall be made available to the Committee.

10.6 The financial year will end on 31st May.

11.0 THE COMMITTEE

11.1 The Club shall be governed and managed by the Committee.

11.2 The Committee shall consist of:

- All officers detailed in Point 9.1
- Additional Ex Officio members as voted in at the previous AGM, who shall have the power to vote

11.3 The Committee shall meet at least three times per year to manage the day-to-day running of the Club. Such management involves setting of match fees, monitoring income and expenditure, liaison with the Club Members, ensuring social and fundraising activities take place, making adequate arrangements for the AGM, ensuring all players are bona fide Members, dealing with any issues arising pertaining to the management of the Hockey Club, and any other matters that the Committee sees fit to deal with that further the Aims and Objectives of the Club.

11.4 The Committee will form a disciplinary sub-committee as necessary to deal with disciplinary issues, in accordance with Point 12.



- 11.5** If necessary, an Appeals sub-committee may be constituted to hear the appeal of any decision by the disciplinary sub-committee. The Appeals sub-committee shall consist of three Committee members, none of whom were involved in the initial disciplinary sub-committee.
- 11.6** The Committee may form any other sub-committee as it sees fit but it must act within the terms of reference set by the Committee and may not commit any expenditure or take any binding decision unless specifically authorised by the Committee. If required, the Committee may select non-Committee members for these sub-committees, however at least one member must be on the Committee.
- 12.0 DISCIPLINARY MEASURES**
- 12.1** All Members are required to abide by any rules or policies adopted by the Club.
- 12.2** Precautionary suspension. Where a concern is raised about a Member that, in the President's or the Committee's judgement, warrants immediate action to protect other Members, the reputation of the Club, or the integrity of an investigation, the following powers apply:
- (a) A precautionary sub-committee of any three Committee members, formed on such notice as is practicable and without prior notice to the Member concerned, may impose interim protective measures. Such measures may include suspension from selection, training, matches, socials, or attendance at the Club, for an initial period of up to 14 days.
 - (b) In genuinely urgent cases where a sub-committee cannot be convened in time (for example, mid-match incidents, immediate safety concerns), the President may impose interim measures acting alone. Any such measure taken by the President acting alone must be retrospectively confirmed by at least two other Committee members within 48 hours; failing which, the measure lapses. Where the President is themselves the subject of the concern or otherwise conflicted, the Secretary shall exercise this power in their place.
 - (c) Precautionary suspension is not a disciplinary sanction and does not presume any finding against the Member. It is a protective measure only, imposed to hold the situation while facts are established.
 - (d) The Member shall be informed in writing (or by any reliable means, given the urgency) as soon as reasonably possible after the decision, setting out what has been imposed, the reason for it, and the initial duration.
 - (e) The interim measure shall be reviewed no later than 14 days after it is imposed. At review, the Committee shall either lift the measure, extend it for a further defined period, or convene a formal disciplinary sub-committee under Point 12.3 below. The Member has the right to make written representations at review.
 - (f) A precautionary suspension does not replace the formal disciplinary process. Any lasting sanction (formal warning, extended suspension, expulsion) must be imposed under Point 12.3 below with its full procedural safeguards.
- 12.3** The formal disciplinary sub-committee shall be formed of the President plus two other members, either chosen by the Committee or by the President. Where the President is themselves the subject of the concern, or otherwise conflicted, the Secretary shall take their place. The sub-committee may hear evidence from any relevant person. The Member being disciplined will have the right to call any witness or produce any evidence they wish, and is entitled to have any person they wish accompany them and witness all proceedings of the sub-committee. The sub-committee may impose any penalty it sees fit in accordance with



those rules or policies. The Member being disciplined will be informed of the disciplinary hearing date no less than one month prior to its date, to allow them to gather any evidence or witnesses as needed. Should a change of date be required, this should be put to the sub-committee at least three weeks prior to the hearing. A change in hearing date will be at the discretion of the sub-committee.

- 12.4** Penalties may, but not exclusively, include a warning, suspension from hockey activities of any duration, and expulsion from the Club. The Committee may decide to amend the given punishment at a later date; however, this must be done with due consideration to the reasons given by the sub-committee in applying the initial penalty, and must also be agreed by a 75% majority of the Committee.
- 12.5** A Member disciplined in accordance with Point 12.3 has the right of appeal to an appeals sub-committee as described in Point 11.5. The sub-committee may hear evidence from any relevant person. The Member will have the right to call any witness or produce any evidence they wish, and is entitled to have any person they wish accompany them and witness all proceedings of the sub-committee. The decision of this sub-committee is final. The appealing Member will be informed of the appeals hearing date no less than one month prior to its date, to allow them to gather any evidence or witnesses as needed. Should a change of date be required, this should be put to the sub-committee at least three weeks prior to the hearing. A change in hearing date will be at the discretion of the sub-committee.
- 12.6** Disciplinary measures may be taken, but are not limited to, the following situations:
- Breach of the regulations of the Scottish Hockey Union for the enforcement of discipline
 - Violent, aggressive, bullying, racist or sexist conduct — defined as any behaviour deemed as such by any observer of such conduct (it does not have to be a complaint of the victim)
 - Reference is made to the Child Protection Policy which is set out at length on the Club's website
 - Failure to pay any monies owed to the Club — match fees, membership fees, disciplinary fines, and any other funds belonging to the Club. Personal debts to other members or monies owing in respect of "team fines" are not a disciplinary matter of the Club
 - Any other behaviour or conduct that, in the opinion of the Committee, is detrimental to the Club achieving its Aims
- 12.7** Where a matter falls within the scope of the Club's Child Wellbeing and Protection procedures, those procedures shall be followed. Referrals to statutory authorities (Police Scotland, Social Work Services) or to the Scottish Hockey Child Wellbeing and Protection team shall take precedence over the internal disciplinary process. Internal disciplinary action may be paused pending the outcome of any such external process. Where the person the concern is about carries out a role at the Club (whether as a volunteer or an employee), the Club's Disciplinary Procedure applies to that role in addition to any process under this Constitution.

13.0 YOUTH COMMITTEE

- 13.1** The Youth Committee will be made up of at least three members, including the Youth Committee Secretary, Youth Treasurer, and one other volunteer. There is no maximum size to this committee and it is encouraged to have the input of coaches and parents in its decisions.



- 13.2** The purpose of the Youth Committee is to ensure a safe environment inside AHC for the development of Youth Players.
- 13.3** The Youth Committee must have its own separate bank account, which is overseen by its own treasurer.
- 13.4** The Youth Committee will have oversight over all matters pertaining to the Youth Section and must report these with Youth Committee Minutes at normal Committee meetings. While the Youth Committee is able to make autonomous decisions and generally has oversight, the Committee is able to overrule these by two-thirds vote if it feels this is necessary in order for the Club at large to meet its own aims and objectives.
- 14.0 CONSTITUTION**
- 14.1** The Committee shall determine any question on the interpretation of this Constitution and anything relative to the Club not covered by it. The Committee's decision will be final.