



NORTH AYRSHIRE

ICE HOCKEY CLUB

CONSTITUTION

1. NAME

The Club is called North Ayrshire Ice Hockey Club (hereinafter referred to as the Club or NAIHC).

2. AIMS

The Aims of the Club are to:

- i) Promote the playing and development of the sport of ice hockey in North Ayrshire and the surrounding area and to facilitate as many junior, youth and senior age groups as are practicable.
- ii) Participate in local, national and international competition in accordance with the Rules of the Club and other governing bodies.

3. MEMBERSHIP

3.1 Eligibility

Membership is open to:

- a) Anyone having an interest in furthering the Aims of the Club, as defined in Section 2 and who are subsequently registered following payment of the annual subscription. The Committee may refuse applications for Membership, but not on the basis of gender, nationality, religion, disability, race or colour.
- b) Persons who are duly registered following the payment of the appropriate annual subscription fees currently in force.

3.2 Categories

The following membership categories are permissible:

- a) Playing – For those adults and children over the age of sixteen on 1st January (in any playing season) who play ice hockey with the Club. Playing Members have voting rights.
- b) Junior – For young people registered to play with the Club in all age groups up to, and including, the U16s age group (i.e. currently U10, U12, U14 and U16). Junior Members may attend and participate in, but not vote, at Club meetings. Where appropriate, a Junior Representative will have one vote for each registered playing member.

- c) Honorary – Honorary Membership may be granted to an individual who has given, or is giving, valuable or long-term service to the Club. The individual(s) need not be players and the Membership will be a reflection of their commitment and contribution to furthering the aims of the Club. Honorary members have voting rights. Honorary membership is limited to a maximum of five people at any one time. Any member can nominate any other member for Honorary Membership, but the Committee will approve or reject all such nominations.
- d) Temporary – This category of Membership may be granted to anyone who wishes to play ice hockey. It will be granted on a monthly basis at the discretion of the Committee. Temporary members do not have voting rights.
- e) Off Ice Membership – This category is for any Club appointed Committee Member, Coach or Manager who will be a member for as long as his or her appointment subsists.

Ordinary Members of the Club comprise Playing, Junior Representatives and Honorary Members and all are eligible to vote at Club meetings.

3.3 Subscription Fees

- 3.3.1 The Membership Year will run from 1st August to 31st July.
- 3.3.2 Subscription Fees comprise an Annual Membership Fee and a Club/SIH Ltd Registration Fee which includes an Insurance Premium. The level of Annual Membership Fee to maintain the viability and development of the Club for the following year will be set by the Committee in accordance with the Policy and Procedures.
- 3.3.3 Fees for renewal of Membership are due by 1st August. New Members can join at any time during the season. While full fees are generally also applicable for late entrants, a pro-rata reduction in fees may be granted at the discretion of the Committee.
- 3.3.4 The Committee shall, at its discretion, suspend any member with subscription fees in arrears and is also empowered to take any steps necessary for recovery of any arrears or shortfall.
- 3.3.5 Members are obliged to make payment of any subscription levels and associated schedules set by the Committee and such obligation is considered a prerequisite of continuing membership.

3.4 Conditions of Membership

- 3.4.1 No person shall be considered to be a Member of the Club until the Treasurer records that the appropriate subscription/registration fee has been paid.
- 3.4.2 All Members joining the Club shall be deemed to accept and abide by the terms of its Constitution and any Rules, Policies, Procedures and Codes of Conduct published from time to time by the Club. Copies of the Constitution and other Club documents are available from the Secretary on request.
- 3.4.3 Failure to comply with the Constitution and any Rules, Guidelines, Policies and Bylaws of the Club, or conduct prejudicial to the interests of the Club may result, at the discretion of the Committee, in suspension from, or termination of, membership of the Club.

3.5 Restrictions

- 3.5.1 No member shall purport to express the official view or opinion of the Club, or attempt to make any arrangements on behalf of the Club, other than a member of the Committee or their nominated spokesperson(s).

4. MANAGEMENT

4.1 Conduct of Club Affairs

The policies and general management of the affairs of the Club shall be vested in a Committee, which shall consist of duly elected Officers. The Committee is accountable to the general membership for the day-to-day management of the Club, including the appointment of coaches and team managers, Club finances, and the use of any ice time allocated to the Club.

4.2 Composition of Committee

4.2.1 The Officers of the Club shall consist of:-

Chairperson

who shall take charge of all meetings' whether annual or emergency.

Vice-Chairperson

who shall assist in the running of the Club and deputising for the Chairperson where necessary.

Secretary

who will handle all correspondence associated with the running of the Club, including taking minutes of meetings, keeping records of Club business.

Registration Secretary

who will keep/update all registration documentation of all club members.

Treasurer

who shall, on behalf of the Club, keep a record of all monetary transactions involving the Club, prepare accounts and present them at an AGM.

Parent Representative

who shall be the person to attend all Committee meetings and give advice and opinions from the parental point of view.

Coaching Development Co-ordinator

who shall select and structure, in conjunction with the team coaches, on-ice development at every level within the Club.

Child Protection Officer

who shall advise the Committee and Club on matters relating to child welfare, duties and obligations.

Fixtures Secretary

who shall arrange fixtures and referees for games and shall liaise as appropriately with SIHL and other Clubs.

4.2.2 In reflection of the specialist skills, experience and knowledge deemed appropriate for the posts, the positions of Coaching Development Co-ordinator, Child Protection Officer, Fixtures Secretary and Registration Secretary will be by appointment by the Committee and will therefore not be subject to election by the Ordinary Membership. These posts have full Committee membership and voting rights.

4.2.3 In order to ensure adequate representation of each of the age groups within the Club, at the start of each season, the Committee shall nominate a Committee member as a point of contact for each age level. In the event that age group(s) are not considered to be, or cannot be, represented by the existing officer holder structure, at the discretion of the Committee, representatives for these age groups may be co-opted to the Committee. Similarly, if a need is identified, the Committee have the power to co-opt additional members. All supplementary posts will have full Committee membership and voting rights although all such additional co-opted posts shall lapse at the end of each season.

- 4.2.4 Where necessary, it is possible for the Committee to recruit assistance for the operation of the Club by appointing person(s) to specific roles within the Club, e.g. Fixtures Secretary. All assistance will be officially acting on behalf of the Committee and will be directly accountable to the Committee.

4.3 Constitution, Rules, Guidelines, Bylaws

- 4.3.1 The Committee has the sole right to interpret the current Constitution, Rules, Guidelines and Bylaws of the Club to give direction in cases not provided therein.
- 4.3.2 The Committee shall have the power to publish and enforce or change such Rules and Bylaws as it feels necessary to govern the activities of the Club.
- 4.3.3 The Constitution and all Rules, Guidelines and Bylaws made by the Committee shall be binding on all members unless and until set aside by a majority of members at a Club meeting.
- 4.3.4 All equipment or assets purchased by the Club shall remain the property of the Club and cannot be removed for any other use without having prior consent from the Committee.

4.4 Coaching and Player Development

- 4.4.1 The Coaching Development Co-ordinator shall be responsible for the selection and appointment of coaches and team management and the appointments shall be approved by the Committee.
- 4.4.2 All coaches shall be appropriately qualified as determined by the governing body Scottish Ice Hockey Limited or its successor or any IIHF sanctioned body. Coaches will facilitate the development of ice hockey skills appropriate to the age and ability of those they are coaching. They will be charged with promoting teamwork within the Club and promoting player development.
- 4.4.3 To facilitate the coach/team manager's obligations to equitably develop player's skills, the Club shall establish a team structure for all age groups that will permit competitive hockey while retaining opportunity for player development. This will be achieved by establishing team maximum numbers at a practical limit, appropriate to the age group, and shall be determined by the Committee as laid down in Club Policy and Procedures.

4.5 Procedures

- 4.5.1 The Committee shall meet at such times and places as they may consider necessary and convenient for the transaction of Club affairs, usually on a monthly basis and not less frequently than quarterly.
- 4.5.2 The Committee may terminate the Committee Membership of any of its members who do not attend at least two thirds of the number of Committee Meetings held in any Membership Year.
- 4.5.3 Any vacancies in the Committee that arise before the Annual General Meeting may be filled by a person co-opted by the Committee. Any Committee Member thus co-opted shall be required to stand for election at the next Annual General Meeting.
- 4.5.4 The Committee shall be empowered to appoint Sub-Committees to address particular issues (e.g. fundraising). Any such Sub-Committees shall be directly accountable to the Committee.
- 4.5.5 All issues raised at any Committee meeting shall be resolved by simple majority of those present. No person shall have more than one vote other than the Chairperson, who, if necessary, can exercise a second or casting vote.
- 4.5.6 Collective responsibility – decisions reached by the Committee including those achieved under the arrangements of section 4.5.5 shall be binding on all members of the Committee and such decisions will be supported and promoted. The Committee may terminate the Committee membership of any of its members who do not satisfy confidentiality or collective responsibility expectations.

4.5.7 The Secretary will take minutes of all Committee meetings.

4.5.8 The quorum for Committee meetings shall be more than 50% of the Committee members in post at that time.

4.6 Periods of Office

4.6.1 Members of the Committee will normally hold office for a period of two consecutive years without the requirement for re-election at the intervening Annual General Meeting. However, a member may request a vote, in accordance with the provision of sections 5 and 5.3, for a Committee member to stand down.

4.6.2 In reflection of the voluntary nature of the Officers of the Club and the potential changes in personal circumstances, the provisions of section 4.6.1 do not necessarily preclude periods of office of less than two years.

4.6.3 Any member of the Committee who has served for two years may stand for immediate re-election for a further period of two consecutive years.

4.6.4 As far as is practical and to ensure the smooth running of Club affairs, the re-election of Officers should be considered and phased to ensure the continuity of Club business.

4.7 Election of Committee Members

4.7.1 The election of Officers of the Committee shall take place at the Annual General Meeting held in accordance with the events timetable as detailed by Club Policy documentation. Where more than one nomination has been received for any of the posts, or if more nominations have been received for vacant positions, an election by secret ballot will be held.

4.7.2 Nominations for Officers of the Committee shall be submitted in writing to the Secretary at least 14 days before the notified date of the AGM.

4.7.3 Each nomination for membership of the Committee shall be made by completing and returning the approved form available from the Secretary. This must contain:

- The full name and address of the nominee
- The signature of the nominee indicating his/her willingness to serve on the Committee
- The full name and address of the proposer and seconder
- The signatures of the proposer and seconder
- The date of completion of the nomination form

4.7.4 The proposer and the seconder must, at the time of the Annual General Meeting at which the election is to be held, be a member of the Club as defined in Section 3.2.

4.7.5 The Secretary will ensure that copies of valid nominations are placed on the Club Notice Board for a period of at least fourteen days before the Annual General Meetings.

5. CLUB MEETINGS

5.1 Annual General Meeting

5.1.1 The Committee shall call an Annual General Meeting in accordance with Club Policy:

- Approve the Minutes of the previous year's Annual General Meeting
- Receive the annual report of the Committee
- Receive the annual audited Statement of Accounts
- Elect any new members to the Committee
- Consider changes to the Constitution or Club Policy

5.1.2 Voting members will be given at least 21 days notice of the Annual General Manager.

5.2 Extraordinary General Meeting

5.2.1 An Extraordinary General Meeting (EGM) of voting members may be convened by:

- The Committee
- A written application to the Secretary signed by at least 20 of the voting members of the Club. This application should give full details of the reason for calling the meeting.

5.2.2 The Secretary shall issue a notice calling an EGM providing a minimum of 14 days notice and also state the reason(s) why the meeting is being called. The notice period may be reduced if, at the discretion of the Committee, the urgency of the issue to be discussed dictates a shorter notice period.

5.3 Voting

5.3.1 Eligible members are paid-up Playing, Junior Representatives, Off-ice Members and Honorary Members.

5.3.2 With the exception of voting in an election, decisions put to a vote shall be resolved on the basis of a show of hands.

5.3.3 Unless unopposed, voting in an election shall be by secret paper ballot.

5.3.4 With the exception of a change to the Constitution, which shall require a two-thirds majority of those present, decisions shall be made on the basis of simple majority.

5.3.5 Eligible members must vote personally and not by proxy.

5.3.6 Eligible members shall have one vote only, with the exception of the Chairperson, who if necessary, can exercise a second or casting vote.

5.4 Quorum

The quorum for Annual General Meetings and Extraordinary General Meetings shall be a minimum of 20 voting members. Any member who holds more than one category of membership is entitled to only one vote, e.g. a playing member who is also a Junior Representative and an off-ice member have only one vote.

6. FINANCE

6.1 General

6.1.1 All monies raised by, or on behalf of, the Club shall be applied to further the Aims of the Club and to the benefit of all its members and for no other purpose.

6.2 Timescales

6.2.1 The financial year of the Club shall run from 1st June to 31st May or as amended by the Policy and Procedures determined by the Committee as part of the annual Policy Meeting.

6.3 Control and Responsibility

6.3.1 The Treasurer shall keep proper accounts of the finances of the Club.

6.3.2 The current financial standing (including bank statements) shall be reviewed at each Committee meeting and shall be audited once a year by an independent and qualified person.

6.3.3 The Committee shall present an audited Statement of Accounts to the Annual General Meeting.

6.3.4 All cheques drawn against the Club's funds shall be signed by two authorised signatories from the Committee. In general, this will be the Treasurer and one other authorised Committee member. Individual items of expenditure in excess of £200 shall be approved by a majority of the Committee.

6.3.5 The Committee shall be responsible for the administration of the financial affairs of the Club and safeguarding its financial wellbeing. The members of the Committee shall endeavour to manage the Club in a prudent and efficient manner consistent with ongoing development. The Committee shall consult the membership on any proposed financial transaction which is considered unusual or should the financial affairs of the Club be such as to give concern. Such consultation shall be undertaken as soon as necessary and is not restricted to a General Meeting.

6.3.6 All members of the Club and, where possible, junior representatives, shall be considered jointly responsible for the financial liabilities of the Club.

7. DISCIPLINE

- 7.1 The Club expects all members to conduct themselves with decorum at all times. The Club requires all members and associates (which includes family group members and friends) to comply with the Club Code of Conduct.
- 7.2 In general terms and for the avoidance of doubt, the Club will not tolerate:
- Disrespectful behaviour towards Club Coaches, Team Managers, Players, Members or Spectators.
 - Disrespectful behaviour towards on- or off-ice officials.
 - Verbal abuse of any party on- or off-ice.
 - Fighting or threatening to fight before, during or after games; before, during or after training sessions; on- or off-ice, irrespective of provocation.
 - Bullying of any kind.
 - Damage to any rink property and/or to personal property belonging to any other player or member.
 - Theft of any personal property belonging to any other player or member, Club equipment or rink property.
- 7.3 If, in the opinion of the Committee, any member is deemed to have acted in a manner prejudicial to the Aims of the Club whilst attending or participating in any event associated with the Club's activities, that member may be required to explain his/her actions to the Committee. Depending on the severity of the breach of conduct, appropriate disciplinary action shall be taken and may result in withdrawal or suspension of Club membership.

8. CHILD PROTECTION POLICY

- 8.1 North Ayrshire Ice Hockey Club has adopted and supports the Guidelines issued by the SIH Ltd concerning Child Protection. The Club will have a Child Protection Officer as a sitting Committee Member at all times. All Club Officials, Team Coaches, Managers, Committee Members and other Off-Ice Officials must be willing to submit applications to Disclosure Scotland.
- 8.2 All coaches and team officials must be aware of the Child Protection Policy, be alert for any signs of abuse, and report it immediately to the Committee.
- 8.3 Any team official, whether coach, team manager or adult assistance, who is found to be guilty of either physical or mental abuse of a child shall be removed from the Club with immediate effect and the matter reported to the SIH Ltd and the local Council.

9. CHANGES TO THE CONSTITUTION

9.1 Submission

All proposals for changes or additions to the Constitution shall be signed by two Ordinary Members and sent to the Secretary. The proposal shall outline the rationale for the proposed change or addition.

9.2 Notification

All proposals for changes or additions to the Constitution will be posted on the Club Notice Board before the next Annual General Meeting and will be voted on at that meeting. In the event that the Committee consider that the nature of the proposed changes require more immediate action, an Extraordinary General Meeting can be called. An EGM can also be called by the Membership as described in Section 5.2.

9.3 Decision of Changes and Additions

Any change or addition to the Constitution shall require the support of a two-thirds majority of voting members of the Club present at the AGM or EGM at which the change is proposed.

10. DISSOLUTION OF THE CLUB

10.1 Proposal

Any proposal to wind up the Club shall be put to a General Meeting called specifically to discuss such a motion, proposed either by the Committee or by 25% or 20 of the voting members (whichever is the greater).

10.2 Decision on Dissolution

A motion for dissolution of the Club shall require the support of a two-thirds majority of those voting members of the Club present at the meeting where the motion is proposed.

10.3 Disposal of Assets

10.3.1 In the event of the dissolution of the Club, any assets after liabilities have been met shall be handed over to North Ayrshire Council or its statutory successor (the Council) to be held in trust for a three-year period pending re-establishment of the Club. If, during such period the Council considers, at its sole discretion, that the Club has been re-established, then such assets that it holds in trust will be transferred to the Committee of the re-established Club.

10.3.2 Should the Club fail to recover within the timescales specified in Section 10.3.1, appropriate assets, after all debts and liabilities have been satisfied, may revert back to official bodies or sponsors that may have provided financial assistance for specific purchases. The remainder, if any, shall be donated by the Council to any other Ice Hockey Club in Ayrshire, to charity or to further any other sport in North Ayrshire.