



OLD ALEXANDRA HOCKEY CLUB CONSTITUTION

1. NAME OF THE CLUB

- a) The name of the club is Old Alexandra Hockey Club (“the Club”).
- b) The name may be abbreviated to “OAHC” or “Old Alex” as required for internet/web/social media usage.

2. OBJECT OF THE CLUB

To be a club with a reputation for maximising the potential for all club members to participate, to excel and enjoy the playing of hockey.

3. CLUB COLOURS/UNIFORM

The official colours of the Club are predominantly red with white. The following combinations are permitted:

- a) White tops/red skirts/red socks which may have white tops,
- b) Red/White track suits/hoodies and wet weather gear.
- c) Alternative colour strip, as agreed by the Executive Committee may be worn as required.

4. CLUB LOGO

- a) The Logo shall not be varied or redesigned other than by special resolution, carried by at least a two thirds majority of the members present at an EGM, the notice of which shall contain details of the proposed variation or redesign.
- b) The Logo may be used on web and non-web related promotional material/Club documentation, as agreed by the Executive Committee.
- c) The Club logo may be used on any item of club clothing as approved by the Executive Committee.

5. HOME GROUNDS

The Club’s current home ground is located in Alexandra College Dublin, Milltown, Dublin 6 and any change of “home” playing grounds for OAHC will require a special resolution to change the Constitution.

6. MEMBERSHIP CATEGORIES

6.1 *The membership of the Club shall consist of the following categories:*

- a) Full Members
- b) Student members - must be fulltime student to qualify.
- c) Schoolgirl members – must 15 years of age and be fulltime schoolgirls to qualify.
- d) Non-earning members.
- e) Veteran members.
- f) Pavilion members
- g) Colt members.
- h) Honorary Life Members.
- i) Special Honorary Club Members.

6.2 *Membership fees for categories*

Membership fees for categories 6.a) - 6.g) to be agreed annually at the AGM.

6.3 *Subscription Fees and Charges*

- a) Every member shall pay an annual subscription which shall be due on the **10th day of September** each year.
- b) The penalty fee for not paying the subscription in full time i.e. by **September 30th** is that the offender shall not be eligible for selection.
- c) After 30th September any subscription outstanding must be reported to the Executive Committee by the Hon. Treasurer who may take whatever appropriate actions is appropriate up to and including termination of membership and reported to the Leinster Branch.

6.4 *Playing Members*

All members of categories 6.a) – 6.e) above shall be female.

7. **ADMISSION OF MEMBERS**

- a) New members on joining the Club must complete the relevant club application forms as provided by the Executive Committee.
- b) Any person on ceasing to be a member of the Club, shall forfeit all rights to, or claim upon, the Club, its property or funds.
- c) New members joining the Club in membership categories 6a) - 6e) above must be made aware of the Club's Constitution, Players Code of Conduct and other policies as specified by the Executive Committee. The club's constitution and all club policies can be found on the club's website.
- d) Colt members to be given a copy of the Players Code of Conduct.

8. **MANAGEMENT OF THE CLUB**

8.1 *Trustees:*

- a) The overall management of the Club will be overseen by Trustees, three in number **who must be past pupils of Alexandra College** and be fully paid up members of one of the above membership categories (Refer Membership Categories 6a – 6f) of the Club.
- b) Licence to use Alexandra College's facilities shall be vested in the Trustees
- c) Trustees shall be indemnified against risk and expense by the Club, provided they act in a prudent and sensible manner consistent with the interests and objects of the Club.
- d) Trustees shall act with majority agreement.
- e) Trustees are ex-officio members of all committees and are entitled to vote at all meetings except for Selection Meetings.

8.2 *Day to day management* of the Club shall be carried out by an **Executive Committee**, comprising of the following members:

- a) **The President**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings. The President chairs the Executive Committee/AGM and EGM meetings. In her absence a nominated officer of the Club or the Vice President will act as chairperson.
- b) **The Vice President**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.
- c) **The Honorary Club Secretary**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.
- d) **The Honorary Club Treasurer**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings except for Selection meetings.

- e) **The Club Captain**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings and chairs the Selection meetings
- f) **The Vice-Club Captain**, who is an officer of the Club, is an ex-officio member of all committees and is entitled to vote at all meetings and chairs the Selection meetings, as deemed necessary by the Executive Committee.
- g) **Two ordinary Club members** representing the 1XI's, 2XI's
- h) **Three ordinary Club members** representing the lower teams, Pavilion, Veteran and Colts, Honorary Life Members and are entitled to vote at all meetings except for the Selection Committee.
- i) The meeting quorum must be at least three officers of the Club and two ordinary committee members.
- j) A Club member may have any matter raised/discussed at any Executive Committee meeting but must communicate the matter/s to be raised/discussed in writing to the Honorary Club Secretary at least seven days before the next scheduled meeting. The Club Member may be invited to attend the meeting to discuss the matter/s raised.
- k) All Executive Committee members must be fully paid up members of the Club.

8.3 *Role of The Executive Committee:*

- a) The Executive Committee shall have the power to make such regulations and decisions as they deem necessary for the orderly running of the Club.
- b) The Executive Committee may co-opt club members to the Executive Committee to undertake specific Club tasks, as required,
- c) The Executive Committee shall be the sole authority as to the appointment and if necessary payment of Coaches, Trainers and other personnel, as required. Such Coaches, Trainers etc., hold their appointment at the discretion of the Executive Committee.
- d) Each Executive Committee member shall have one vote and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- e) The Executive Committee shall hold meetings every four to six weeks or as required during the playing season and at least one meeting during the closed season.
- f) The Executive Committee are responsible to ensure that all appropriate Garda vetting of coaches is undertaken and in place for the coming season.
- g) The Executive Committee are responsible for ensuring that properly recorded minutes of Executive, AGM and EGM meetings are taken and stored appropriately.
- h) The Executive Committee are responsible for ensuring that all club related correspondence must go through the Club Secretary.
- i) The Executive Committee must ensure that the club's accounts are reviewed annually by an appropriately qualified **independent Chartered/Certified Accountant**.
- j) The Executive Committee shall be responsible along with the Trustees to ensure that all insurance/ legal/Club licence arrangements are up to date and in place.
- k) The Executive Committee shall be responsible along with the Trustees to ensure that:
 - i. Players, Trustees and the Club are adequately insured at commencement of each season;
 - ii. Adequate funds are in place for the smooth running of the Club.
 - iii. No borrowings should be taken out in the name of the club to cover day to day running expenses.
 - iv. All relevant policies e.g. Child protection etc., are up to date and implemented.
- l) **Honorary Life member/s** – The Executive Committee may bestow Honorary Life membership on any club member/s whom they deem has made a significant contribution to the Club over a period of time, have played with the club and are considered to be fully paid up member/s of the Club. Honorary Life members are therefore entitled to vote upon any motion and to stand for election to any of the Clubs committees.

- m) **Special Club Recognition Awards** - The Executive Committee may bestow a one off Special Recognition Award on any person/s whom they deem has made a significant contribution to OAHC over a period of time. Special Recognition Awards are issued to persons who are not paid up members of the club.

9. GENERAL CLUB RULES

9.1 Selection of Teams excluding Veteran & Colts sections:

- a) The selection of teams shall be carried out by a Selection Committee comprising the Club Captain, the Vice Club Captain, Team Coaches, Assistant Team Coaches, Team Captains and in the absence of a Team Captain the Team Vice-Captain. The Registration Secretary may attend these meetings, as required.
- b) The Club Captain shall chair the meetings and in her absence the vice Club Captain or a nominated Team Captain/committee member shall chair the meeting.
- c) Each Selection Committee member shall have one vote and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- d) The Selection Committee shall meet as required during the playing season and shall select teams from **fully paid up members of the Club**.
- e) Members of teams shall be selected on merit and in compliance with the Leinster Branch Registration rules.
- f) After each Selection Committee meeting all Team Captains will contact the individual club member with details of the venue/date and time of their next match/s.
- g) If a registered member of a team is dropped, the Captain of that team **must inform the registered player within 48 hours**.

9.2 Selection of Team Captains excluding Veterans and Colts:

- a) Until the team Captains have been selected or elected the duties of the Captaincy will be undertaken by the previous seasons Captain or a player nominated by the Executive Committee until such time as the selection process has taken place.
- b) Each team Captain may select a Vice Team Captain, as required.

9.3 Veteran & Colt Sections:

- a) **Veteran Section** - The Executive Committee shall appoint annually at the beginning of each season a Captain for the Veterans section and she in turn shall select a sub-committee of not less than three members (including herself) to administer/run the Section.
- b) **Colts Section** – The Executive Committee shall appoint a club Colts Coordinator who in turn shall select a sub-committee to administer/run the Section

10. CONDUCT OF MEMBERS

- a) All Club members must adhere to the Clubs' Code of Conduct for players and any other club policies, copies of which can be found on OAHC's website.
- b) Any red cards received by a player during a match must be reported to the Club Captain by the relevant team captain as soon as possible. The Club Captain will inform both the Selection and Executive Committees of a player receiving a red card.
- c) Any Club member brought before either the Irish Hockey Association Disciplinary Committee or the Leinster Disciplinary Committee and found to be in breach of discipline on/off the pitch may face sanctions as agreed by the Executive Committee in addition to any sanctions imposed by the Irish Hockey Association or Leinster Disciplinary Committee.
- d) Any Club member may if they deem necessary report breaches of discipline by a fellow Club member either on or off the pitch to the Club Captain who will in turn must advise the Selection and Executive Committees.

- e) Any Club member deemed to have brought the Club's name into disrepute may face sanctions as agreed by the Executive Committee.

11. SPONSORSHIP

- a) All sponsorship requests must be submitted to the Trustees and Executive Committee for approval.
- b) Sponsorship must comply with the *Irish Hockey Association's Marketing and Communications Guide* and must also comply with *the ethos of Alexandra College*.

12. ANNUAL GENERAL MEETINGS (AGM)

12.1 *Annual General Meeting*

- a) An Annual General Meeting shall be held at the end of each playing season, upon a date and time to be fixed by the Executive Committee.
- b) **Every paid up club member** excluding colts shall receive twenty one days' notice in writing of an AGM being held. Along with the notice, copies of the previous AGM/EGM's minutes, Financial Reports and related documentation etc. must be circulated.
- c) Proposals for the AGM must be put in writing and sent to the Honorary Club Secretary 14 days prior to the AGM taking place.
- d) The quorum for an AGM shall be ten percent of paid up Club members (excluding Colts members) and must include three officers of the Club and excluding Colt members.
- e) **Every paid up club member**, excluding the Colts Section shall have one vote upon any motion and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
- f) **At the AGM the following business shall be conducted:**
 - i. Presentation of the Minutes of the previous AGM and EGM for adoption and acceptance.
 - ii. Presentation of the Hon Secretary's report for adoption and acceptance.
 - iii. Presentation of the Club accounts duly audited for adoption and acceptance.
 - iv. Presentation of the Club's subscription report for adoption and acceptance.
 - v. Presentation of the Colts Report/s for adoption and acceptance.
 - vi. Presentation of ***Veteran, Pavilion, Social Secretaries, Umpires, PR and Media Reports and Club Golf Society*** (Richmond Golf reports and any other related Club activities as reported, for adoption and acceptance.
 - vii. Agree and approve fees for above membership categories 6.a) – 6.g) for the in-coming season.
 - viii. All Officers and elected committee members shall take up office on the 1st June each year.

12.2 *Election of Officers/Executive Committee:*

- a) **The President** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the next AGM for a maximum period of 3 consecutive years.
- b) **Vice President** shall be proposed, seconded and elected at each Annual General Meeting and shall be eligible for re-election from year to year.
- c) **Honorary Club Secretary** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the 31st May and shall be eligible for re-election from year to year.
- d) **Honorary Club Treasurer** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the 31st May and shall be eligible for re-election from year to year.
- e) **Club Captain** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the 31st May and shall be eligible for re-election from year to year.

- f) **Vice Club Captain** shall be proposed, seconded and elected at each Annual General Meeting and shall hold office until the 31st May and shall be eligible for re-election from year to year.
- g) **Two ordinary Club members** representing the 1XI's, 2XI's
- h) **Three ordinary Club members** representing the lower teams, Pavilion, Veteran and Colts, Honorary Life Members

12.3 Election of Trustees and other Club positions:

- a) **Trustees**, three in number **who must be past pupils of Alexandra College**, shall be proposed, seconded and elected and are be eligible for re-election from year to year.
- b) **Registration, Fixture, Social Secretaries, Colts Administrator/s and other club posts**, as required, shall be proposed, seconded and elected at Annual General Meetings and shall hold office until the 31st May and shall be eligible for re-election from year to year.
- c) **Children's Protection Officer and Designated Liaison Person** shall be proposed, seconded and elected at Annual General Meetings and shall hold office until the 31st May and shall be eligible for re-election from year to year.

12.4 Awarding of Honorary Life Members and Special Club Recognition Awards:

Honorary Life Membership and Special Club Recognition Awards' shall be announced at the Annual General Meeting.

13. EXTRAORDINARY GENERAL MEETING (EGM)

- i. **Twenty one days' notice** in writing convening an EGM must be given to the membership.
- ii. **An Extraordinary General Meeting may be called at any time by:**
 - a) Any fully paid up Club member (other than a Colt member), stating the reason for requesting an EGM. A written requisition signed by ten fully paid up Club members (including the requester) must be sent to the Club Secretary. Upon receipt of a valid request the Executive Committee will be obliged to call an EGM within two months of receipt of the signed requisition; **or**
 - b) The Trustees and or The Executive Committee, stating the purpose for which the meeting is required.
 - c) The quorum for an EGM shall be ten percent of paid up Club members (excluding Colts members) and must include three officers of the Club and excluding Colt members.
 - d) **Every paid up club member**, excluding the Colts member's shall have one vote upon any motion and in the case of equal votes, the Chairperson of the meeting shall have the casting vote.
 - e) **Modification of Constitution** - No alteration or addition of these rules shall be made other than by resolution, carried by a majority of at least two thirds of the members present at a general meeting, the notice of which shall have contained alterations of the proposed alterations or additions.

14. MODIFICATION OF THE CONSITUTION

- a) No alteration or addition of the Constitution shall be made other than by resolution, carried by a majority of at least two thirds of the members present at an EGM, the notice of which shall contain details of the proposed alterations
- b) The Constitution of the Club shall be reviewed at least every five years.

15. **POLICIES**

The Club's policies may be available on the Club's website.

The Club recognises the following policies:

- a) The Clubs Child Protection Policy, copy of which can be found on the Club's website;
- b) The Club's Health & Safety Policy/Statement copy of which can be found on the Club's website;
- c) The Club's Clubs Code of Conduct /Ethics copies of which can be found on the Club's website;
- d) The Data Protection Act in relation to personal membership information being held on the Club's database/s which is available for viewing at <https://www.dataprotection.ie/docs/Law-On-Data-Protection/m/795.htm>;
- e) The Irish Hockey Association "Code of Ethics for Hockey for Young People" – which is available for viewing at http://www.hockey.ie/contentPage/141355/code_of_ethics;
- f) The Leinster Hockey Association "Code of Ethics" which is available for viewing at <http://www.leinsterhockey.ie/>; and
- g) Any other policies either adopted or updated by the Executive Committee from time to time.