

**1. TITLE**

The Club shall be called "Loughborough Students' Men's Hockey Club".

**2. AIMS AND OBJECTIVES**

To foster and promote the game of hockey at all levels, providing opportunities for representative matches and recreation.

**3. AFFILIATION**

The Club shall form part of Loughborough Students' Athletic Union and as such, shall adhere to all guidelines and policies as approved by its members at Loughborough Students' Athletic Union General Meetings.

The Club shall also be affiliated to the Midland Counties' Hockey Association and the English Hockey Association.

**4. MEMBERSHIP**

Membership of the Club shall be open to all students of those institutions in membership of Loughborough Students' Union (namely Loughborough University, Loughborough College and the RNIB Vocational College). At the discretion of the Club, members of staff at the above institutions and alumni may join the Club.

**Associate Membership**

The Club may apply to the Athletic Union to have a maximum of FIVE associate members per academic year. These non - student individuals would be expected to be high-class performers, who could contribute to the club in the following ways:

- (a) As a short term measure for the Club to enter a new league/competition which, with the current level of student players could not be sustained.
- (b) As part of a Regional or National Academy
- (c) To enhance the Club's activities

**Maximum numbers**

The Club's Committee must be aware of maximum membership level as indicated in its annual development plan and not permit over-subscription.

**The subscription fee** shall be determined annually by Loughborough Students' Athletic Union and must be paid to the Club Treasurer before any participation in club activities.

## 5. CLUB COMMITTEE

The Club's Committee is responsible for the day to day running of the Club and posts must include Chairman, Secretary and Treasurer; Committee positions must be held by current students. There must be at least three Committee Meetings per term.

## 6. DUTIES OF COMMITTEE MEMBERS

**Chairman** Shall oversee the running of the Club, preside at all meetings and ensure that they are properly conducted. In his/her absence, a member of the Club's Committee shall take the chair.

**Secretary** Shall give notice of all Committee and General Meetings and take the minutes of each. Shall be responsible for the dissemination of information to members and any correspondence thereto. In conjunction with the Treasurer, shall be responsible for the upkeep of membership records.

**Treasurer** Shall be responsible for the upkeep of the Club's accounts in accordance with Loughborough Students' Athletic Union policies. Shall also be the Club's signatory for any cheques issued from the Club's private account (these cheques also to be countersigned by either the Athletic Union President or Athletic Union Sports Administrator).

**Club Captain** Shall be jointly responsible with the Chairman for the day to day running of the club. Shall be responsible for the organisation of pre-season training, with the advice of the team coaches. Assume the role of Club Chairman if, for any reason the Club Chairman is unable to fulfil his commitment to the club at any time during his term of office.

**Fixtures Secretary** Shall finalise fixtures for the coming season. Make fixtures for the coming season. Deal with arranging umpires for ALL weekend matches, Confirm and provide details 10 days in advance for all coming fixtures.

Be responsible for booking mini-buses/coaches for every team for away fixtures and liaising with teams to ensure they need buses and that they are cancelled as necessary.

Be responsible for ordering meals for home games.

**Social Secretary** Shall be responsible for organising at least one social event for the whole Club during the first half of the season, Be responsible for organising the Club's Christmas event. Be responsible, in conjunction with the Chairman, Club Captain and representatives from the Women's Hockey club for organising the Club's end of year dinner.

**Kit Representative** Shall ensure that all kit is ordered at the start of the season or beforehand. Ensure that all members of the Club receive the kit they have paid for. Ensure that a list is kept of all equipment provided by the Athletic Union for the Club.

**Press and Publicity Officer** Shall ensure that a member of each team writes a match report after each game and returns it to the Athletic Union office by the required time, Liaise with sponsors about future deals and deal with any of their enquiries. Ensure that the Club receives as much publicity as possible by writing reports for magazines and newspapers, both nationally and locally.

**1st Team Liaison Officer** Shall act as the representative of the club at all meetings concerning the club at national and regional levels. Co-ordinate his efforts with the permanent National League Liaison Officer from the Athletic Union to ensure that the 1st team is fully consulted on all matters relating to the National League.

**Ordinary Members** These shall be captains of each squad unless already sitting on the Committee. They shall attend Committee meetings and represent the views (1 of their respective team members).

## 7. MEETINGS

### **General Meetings**

A General Meeting shall be called by the Committee or by written request, signed by not less than one quarter of the membership. Two weeks' notice of such meetings must be given by the Secretary to the membership and at least one such meeting should take place each term.

### **Annual General Meeting/Election of Club Committee**

The election of Officers of the Club Committee shall take place at the Annual General Meeting of the Club, which shall take place the week either side of the first day of March each year.

**8. QUORACY**

Quoracy at *General Meetings* and the *Annual General Meeting* shall be no less than 40% of the membership.

Should such meetings be inquorate, then a further *General Meeting* shall be held within 15 days and will be automatically quorate.

**9. VOTING**

All Club members shall have speaking rights at all meetings, BUT only current, registered student members of those institutions affiliated to Loughborough Students' Union are entitled to vote.

**10. AMENDMENTS TO CONSTITUTION**

Amendments to the constitution must be passed by two thirds of those present at a *General Meeting* or by 51% of the membership.

All amendments must be ratified by Loughborough Students' Athletic Union Executive Committee, who will then forward the same on to the Procedures Committee of Loughborough Students' Union for approval.

**11. DISSOLUTION**

In the event that the club is no longer able to carry out its activities, and thus folds, all assets will revert back to Loughborough Students' Athletic Union.