

Dubai Hockey Club Constitution



Effective 1 October 2003

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Mission and Structure

Dubai Hockey Club ("the Club") shall exist for the purpose of organising and promoting field hockey ("hockey") related activities, primarily within the Western expatriate community in Dubai.

The Club shall commence activities with effect from 1 October 2003 and the club's fiscal and membership year will run from 1 October until the following 30 September.

The Club shall consist of a general membership, from which body shall be appointed an organising committee.

The committee shall initially consist of the following positions:

Chairman
Secretary
Fixtures Officer
Treasurer
Social Secretary
Men's team captain
Ladies' team captain

Officers for the above positions will be selected by election annually to take effect commencing 1 October 2004, as detailed further under "meetings and voting".

Constitution and regulations

This document shall represent the entire Constitution of Dubai Hockey Club ("the Constitution")

Changes to the constitution may only be made at an official General Meeting of paid-up members (see "meetings and voting") subject to being approved by the LOWER of:

- No less than 75% of the paid-up members present at the meeting, subject to meeting the quorum requirement (see "meetings and voting") OR
- No less than 66% of the total paid-up members of the club.

Further regulations, including the roles and responsibilities of each officer, may be made by a majority vote of the Committee Members (subject to meeting quorum requirements, see "Committee" below) subject to those regulations being in compliance with the Constitution.

Interpretation of the Constitution shall be the responsibility of the Secretary. In the event that the Chairman disagrees with the Secretary's interpretation and the dispute cannot be resolved, the matter shall be referred to a mutually acceptable arbitrator (who may be another Club or Committee member) for a binding decision. In the event that the Chairman and the Secretary cannot agree on an arbitrator, the Treasurer will nominate a suitable individual.

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Committee

A committee meeting shall not be valid unless it is attended by at least 2 of the current committee members.

The secretary (or his/her nominee) must give at least 3 days notice to all committee members of a forthcoming meeting. In the event that this notice is not given, any committee members unable to attend shall have 3 days from the issuance date of the meeting minutes (see below) to object to any decisions taken. Any decisions objected to shall be considered retrospectively void, pending a re-vote at the next committee meeting. If all committee members are present at the meeting all decisions taken will stand, regardless of whether notice was given or not.

If the relevant officers are not present at a committee meeting, stand-ins shall perform the roles Chairman and Secretary. These stand-ins's will be selected from the committee members in attendance at the meeting.

A decision of the committee shall be otherwise be considered valid provided that more votes are cast in favour than against. In the event of a tied result the Chairman (not a stand-in) shall have a casting vote, if he or she is present, otherwise the proposal will be defeated.

Emergency or routine administrative matters requiring a committee decision may be circulated by email to all committee members. In this case a quorum will be considered to be a response (Agree, Disagree or Abstain) from all committee members present in the country at the time or within 24 hours of the email being sent. Committee members who wilfully fail to respond to such proposals within an appropriate time frame will be deemed to be abstaining. There must be at least 2 committee members present in the country within 24 hours of the email being sent for the committee to be quorate. Committee members other than the Secretary may only circulate email resolutions if the subject matter is specifically within that officer's responsibilities.

A general meeting of the membership shall take place prior to 1 October, wherein the committee members for the following year shall be elected. Voting shall be by simple majority subject to the meeting being quorate (see "meetings and voting" below).

In the event that a committee member leaves office (see below) prior to the completion of their elected term, the committee shall either nominate one or more of the remaining committee members to perform the vacant role or a fresh election shall be held. In the event that the committee decide hold an election and:

- One or no candidates step forward to fill the vacancy; or
- There is less than six months left until the end of the elected term

then the committee shall be authorised to appoint an individual to fill the vacancy, subject to that individual's acceptance of the position. In the event that elections for the following year's committee have already taken place, the committee shall be required to appoint the relevant officer-elect to fill the vacancy.

The secretary (or their stand-in) shall be required to circulate the minutes of the committee meeting within 3 days of it taking place.

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Membership

An individual may apply for membership of the Club by submitting an official application to the secretary. An existing member of the Club may apply for membership by paying the current membership fee to the Treasurer or his nominee, who for this purpose must be another member of the committee.

Applications must be approved by the Chairman or Secretary and one other member of the committee. In the event that the committee rejects an application, the Club will refund any membership fees that have been paid in advance by that individual.

The committee are not required to provide reasons for rejecting any membership application but may do so if they wish.

Subscriptions will be determined annually in advance by the committee and are due no later than 1 September of each year.

In the event that a person becomes a member of the club part-way through the fiscal year, a reduced membership shall be payable as follows:

Less than 10 Months remaining: 20% deduction
Less than 8 Months remaining: 40% deduction
Less than 6 Months remaining: 60% deduction
Less than 4 Months remaining: 80% deduction

The committee shall have the discretion to amend subscription rates on a case-by-case basis if there are exceptional circumstances.

Only fully paid-up members shall be entitled to vote and express opinions in General Meetings of the Club. Other individuals may be recognised and invited to address the meeting at the sole discretion of the Chairman, however they shall not be entitled to vote on any proposals put to the meeting.

Solely for the purposes of calculating an individual's unbroken membership of the club, a membership shall be deemed continuous provided that the individual in question pays the full (i.e. non-discounted) membership for each consecutive year, regardless of how late in the year the subscription is paid, excepting that an individual will not be allowed to retrospectively pay membership for a year that has ended.

Meetings and Voting

At least one General Meeting shall be organised by the committee during the Club's year, the purpose of which shall be to elect the committee for the following year (see "elections" below), as well as any other business that may arise. This shall be known as the Annual General Meeting ("AGM").

Only fully paid-up members physically present at the meeting are entitled to vote in General Meetings. For the avoidance of doubt, proxy votes are not allowed, nor are postal or other remote voting techniques.

Apart from the AGM, a General Meeting of the Club may be called in the following manner:

- By a majority vote in an official committee meeting
- At the request of at least 25% of the current paid-up members of the Club.

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Meetings and Voting (continued)

Members wishing to convene a General Meeting must direct their requests to the Secretary, either in the form of a signed petition or individually by email. In either case the purpose of the meeting must be consistently and uniformly stated within all correspondence.

All General Meetings will be organised by the Secretary (or their nominee) and will take place within the city of Dubai (including, for the avoidance of doubt, Jebel Ali).

Notice of the Annual General Meeting will be sent out at least two weeks in advance and will invite members to submit agenda items. The provisional agenda will be distributed to members at least 3 days in advance of the meeting.

Notice of a General Meeting will be sent out at least one week in advance and will state the item(s) presented for discussion.

Individual members may present items that have not been included on the agenda during the segment "Any Other Business" providing that the meeting remains quorate (see below). The secretary shall have sole discretion in deciding the order in which items of AOB are heard.

Any Meeting of the Club's members shall not be valid if less than 25% of the membership is in attendance at the start of the meeting. At any point during the meeting any member may request a quorum count and, if it is found that less than 25% of the members are present in the meeting room at that time, all business will be suspended immediately and a period of 10 minutes will be allocated to arranging a quorum. If it is not possible to achieve a quorum within this time period the meeting will close. All decisions taken in the meeting up until the point the quorum count was requested will remain valid.

All votes shall be carried by a simple majority of the members except as otherwise provided elsewhere in the Constitution. Committee members are entitled to vote on all items.

In the event that the AGM is called and a quorum is not present for sufficient time to elect the following year's committee, the secretary shall convene a further meeting within one month. In the event that a quorate meeting is not assembled prior to the end of the Club's year, the existing committee shall continue in office until such time as a quorate General Meeting is assembled and elects a new committee. The new committee will take office immediately after that General Meeting closes.

In the event that the Secretary does not organise an AGM prior to the end of the Club's year or fails to call a subsequent General Meeting within one month of an inquorate Meeting assembling, they shall be required to relinquish office immediately and a new Secretary will be appointed by the remaining committee members. The new Secretary will have one month from the date of their appointment to organise a meeting or otherwise will also be required to step down.

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Removal of Officers from the Committee

A committee member may resign at any time.

An individual will no longer hold office immediately on ceasing to be a member of the Club for any reason.

By a unanimous decision, the other committee members may remove an officer if:

- they fail to attend three consecutive, properly constituted committee meetings
- they are known to have left the UAE permanently or for an extended period
- they are deemed to be incapacitated or otherwise substantially unable or unwilling to perform their designated role within the Committee.

The Secretary must inform the removee of the proposed meeting at least 3 days in advance unless their whereabouts are unknown. The removee has the right to attend and address the meeting, but is not permitted to vote on their removal. At the Chairman's discretion the final vote may be taken in private, but must be announced to the removee immediately thereafter if the individual is still in the vicinity.

A committee member removed in the above manner who is not present at the meeting must be informed in writing within 3 days of the decision being taken unless their whereabouts are unknown. The removee has the right to appeal to the general membership for reinstatement, in which case they must have obtained the backing of 25% of the membership as per the General Meeting regulations within one week of being informed of the decision.

The General Meeting may choose to reinstate the removee by a simple majority provided the meeting is quorate. If the meeting is inquorate the motion is deemed to have been defeated and may not be reopened.

The newly elected / appointed committee member may take office as soon as:

- the seven day period for petitioning the Secretary for a General Meeting expires, or
- the motion for reinstatement is defeated in a General Meeting or the meeting is inquorate.

For all points above, if the Secretary is the subject of the removal vote, the Treasurer shall perform the Secretary's function until such time as a replacement is appointed or the removal motion is defeated.

"No Confidence"

Any member of the club may seek to organise a General Meeting in the manner described above, with the subject matter being that "the membership has No Confidence in [officer] and/ or the entire committee."

A motion of no confidence in an individual must be carried by two thirds of the members assembled at a quorate General Meeting. If passed, the officer in question must step down at the close of the meeting. A successor may be elected/ appointed during the same meeting.

In the event that a motion of No Confidence is carried against an individual, the remaining committee members may unanimously agree to "back" the officer in question. In this case, a re-vote must be taken, expressing no confidence in the entire committee. If this vote is not carried by two thirds of the assembled members or the meeting has become inquorate, the committee member will remain in office.

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"No Confidence" (continued)

In the event that a No Confidence motion is carried against the entire committee, a replacement committee must be elected at the same meeting. If at least two posts cannot be filled during the meeting, all activity of the club must be suspended until a meeting can be organised by the membership at which at least two new committee members are elected.

If a new committee cannot be formed within one month of the original No Confidence motion being carried, the outgoing Treasurer, in conjunction with the outgoing Chairman, shall be responsible for closing down the club (see "winding up" below).

If the Secretary is the subject of an individual No Confidence motion, the Treasurer shall be responsible for organising the General Meeting and performing the Secretary's role until the motion is defeated or a new Secretary is appointed.

"Winding Up"

The Club shall exist for an unlimited term, unless one of the following events occurs:

- The Club becomes insolvent and the membership is unwilling or unable to make good the deficit
- The Club is prevented from existing by means of local law or regulation.
- Only one member remains on the committee for a period of three months or more with no members willing to fill a vacant position.
- The last committee member steps down and no members are willing to form a new committee.
- The membership dwindles to the point that the remaining members agree that it is not feasible to continue as a club.

In this event, the treasurer (or committee member finally performing this role) shall be tasked with settling the Club's debts as far as possible from the funds remaining.

Should there be a surplus on Winding Up, this will be returned to the current membership in cash proportionate to their number of years unbroken membership of the club.

Disciplinary

Administration of disciplinary matters shall be the responsibility of the Secretary. The Club committee shall adjudicate disciplinary matters.

Any member may be reported to the Secretary on the following grounds:

- Antisocial or threatening behaviour towards other club members, players, officials, ground staff or spectators.
- Bringing the game or the Club into disrepute
- Committing a criminal act likely to adversely impact the club or club members
- Non-payment of amounts due to the Club

The committee may level sanctions against individual club members including expulsion, suspension or fines. A club member receiving a fine will be immediately excluded from all club activity until the fine is paid. If the fine remains unpaid after 30 days the member will be expelled automatically unless the committee considers in their sole discretion that there are extenuating circumstances.

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Disciplinary (continued)

The committee may prohibit any non-member from attending any or all official Club functions or sporting events for any reason whatsoever.

The quorum for disciplinary matters is two committee members, one of whom must be the Secretary unless either the Secretary or a quorate committee has expressly appointed another officer to perform this role in the Secretary's absence.

General

Only the Chairman or specifically delegated club members may speak authoritatively on behalf of the Club. The Chairman has overall responsibility for public relations.

The committee shall specify the makeup of the official club kit from time to time. The committee may direct teams to wear the official kit if representing the club in external tournaments.

The treasurer shall prepare the club's accounts within one month of the end of the fiscal year and shall present them at the next committee meeting. Once approved by the committee, the accounts shall be circulated to the general membership. The accounts must then be presented for approval at the next general meeting of the club.

Any club members wishing to represent the club in any official capacity whatsoever must obtain the prior approval of the committee.