

**GUILDFORD ICE HOCKEY**

**SUPPORTERS CLUB**

**CLUB CONSTITUTION**

## RECORD OF VERSIONS

This page is used to record the version history of the document.

VERSION No.	DATE	REASON FOR CHANGE
DRAFT	05/03/95	Initial draft document for discussion at committee
DRAFT	22/03/95	Second draft following committee comments.
1.0	29/04/95	Draft accepted and voted in at AGM.
2.0	10/05/96	Amendments to 4.1 & 5.1 as voted in at AGM 10/05/96
3.0	04/06/99	Amendments to 3.1, 3.3, 3.4, 6.4 & 6.5 as voted at AGM 04/06/99
DRAFT	06/04/05	Amendments to 5.3, 6.2, 6.4 & 6.5
4.0	04/06/05	Amendments to 5.3, 5.4, 6.2, 6.4 & 6.5 as voted at AGM 03/06/05

# GUILDFORD ICE HOCKEY SUPPORTERS CLUB

## CONSTITUTION

### 1. TERMS AND ABBREVIATIONS

- 1.1 GIHSC Guildford Ice Hockey Supporters Club
- 1.2 GIHC Guildford Ice Hockey Club
- 1.3 AGM Annual General Meeting

### 2 FUNCTION AND PURPOSE OF THE GIHSC

- 2.1 To encourage members of the public to support ice hockey in Guildford by the attendance of home and away fixtures involving the Guildford Flames, Lightning and Junior Teams and joining the GIHSC.
- 2.2 Wherever possible to provide extra financial assistance for the GIHC by means of various fund raising activities at the GIHSC Committee discretion.
- 2.3 Where possible and with the prior agreement of the GIHC to obtain publicity and sponsorship for the teams and players.
- 2.4 To give encouragement and support to all the GIHC players and management.

### 3 GIHSC COMMITTEE

- 3.1 The committee for the GIHSC will consist of the following positions with full voting powers at committee meetings:

<u>Position</u>	<u>Responsibilities</u>
Chairperson	Coordinate GIHSC activities Support and assist other committee members Promotion of GIHSC Organise and chair meetings Attend GIHC operations meetings when required Financial Signatory
Secretary	Carry out administrative duties for GIHSC Take and distribute minutes of meetings Administration of AGM
Treasurer	Maintain GIHSC financial accounts Arrange annual financial audit Financial signatory
Away Travel Coordinator	Take bookings Arrange coaches Promote away travel
Sponsorship Coordinor	Organise the Sponsorship Grids Keep GIHC up to date with Sponsors for Program Contact Sponsors about dates of presentations
Social Secretary	Arrange social functions Prepare and sell function tickets Take bookings for social events Promote social functions

Lotteries Coordinator	Run 50/50 Arrange raffles at social events Organise other lotteries
Membership Secretary	Maintain membership Database Process membership applications issue membership renewal notices Promote membership of club
Communications Secretary	Produce Fanzine/Newsletter Produce membership information pack Write the Supporters Club Page in the Program

3.2 The following may also attend Committee meetings at the discretion of the chairperson, but do not have voting rights:

Representative from GIHC

Representative from junior/ladies programme

3.3 The appointment of any committee position with voting powers will be for the period between AGM's. All committee members shall seek re-election at each AGM. If only one person has been nominated for a committee post it will be deemed that nobody else was willing to stand and therefore the nominee will automatically assume the position. In this situation no vote will be necessary.

3.4 If for any reason an elected committee member is unable to fulfill their term of office the vacancy will be advertised and a temporary appointment may be made at the discretion of the chairperson, for the remainder of the time left until the next AGM.

3.5 The Chairperson of the committee is responsible for calling committee meetings as and when necessary, and shall give reasonable notice to all committee members.

3.6 The minutes of the meetings shall be taken by the Secretary and distributed to all committee members shortly after the meetings. The minutes will be agreed at the start of the next meeting. Copies of the minutes will be made available on request to any current member of the GIHSC.

#### 4 MEMBERSHIP AND DISCIPLINE

4.1 Membership for all GIHSC members will run for a period not exceeding twelve months from the date membership is granted.

4.2 GIHSC membership is at the discretion of the Committee. GIHSC reserves the right to refuse membership to any applicant for reasons which must be disclosed at the time of refusal.

4.3 GIHSC reserves the right to suspend the membership of any member who brings the game of ice hockey and/or the names of GIHSC or GIHC into disrepute.

4.4 Any appeals against suspension must be made in person to the committee within four weeks of the suspension being activated. No appeal will be considered against any decision made by the Guildford Spectrum or GIHC management, where such a decision involves eviction and/or a ban from the rink.

#### 5 ANNUAL GENERAL MEETING AND COMMITTEE ELECTIONS

5.1 The AGM is to take place after the last scheduled function of the season and before the start of the new season.

5.2 The date and venue of the AGM will be decided by the current Committee.

5.3 Members will be given six weeks notification of the AGM. These will be made in the following ways:

The Supporters Club Page in the Match Program

The GIHSC fanzine/newsletter

The GIHSC table at home games

Membership mailing

Email

Supporters Club Website

This allows sufficient time to be given for motions and nominations to be put before the committee.

5.4 Motions and nominations for consideration and voting on at the clubs annual general meeting (AGM) will be published on the clubs website at least one week before the AGM, to allow members time to consider the motions/nominations.

## 6 VOTING RULES AND PROCEDURES

6.1 The GIHSC membership secretary will produce a list of members eligible to vote. All current members of the GIHSC will be allowed to vote for Committee posts. Only members attending the AGM in person will be allowed to vote on proposals presented at the AGM.

6.2 All nominees for Committee posts must be current members of the GIHSC. They must be nominated and seconded by current GIHSC members. Nominations must be made on the official nomination forms and received by the GIHSC Secretary no later than five weeks before the AGM. Nominations received after this date will not be accepted. A ballot of members will then take place by post, online and by secret ballot at the AGM. The GIHSC Secretary will note which members have voted by post and online on the official voters list thus ensuring that they are not able to vote again at the AGM.

6.3 All proposals and motions for inclusion at the AGM are to be made in writing to the GIHSC Secretary no later than three weeks before the AGM. All proposals are to be proposed and seconded by current members of the GIHSC.

6.4 Voting by GIHSC members at the AGM will be carried out following the procedure below:

On arrival each member will be asked to show his/her membership card. Provided they have not already voted by post or online, they will be given one ballot paper and their name will be crossed off the voting list.

Voting will be conducted as a secret ballot.

The Ballot Box will be closed at a previously specified time to allow counting of the votes to take place. No more votes will be accepted after this time.

The GIHSC Secretary is responsible for counting the votes and may call on the Chairperson and/or Treasurer for assistance.

The Chairperson will announce the results of the voting at the end of the AGM.

## 7 FINANCIAL ACCOUNTS OF GIHSC

7.1 The Financial records of the GIHSC will be audited each year by accountants appointed by the Committee. A report by the auditors will form part of the Treasurers report during the AGM.

8 DECLARATION

8.1 Having read the Constitution of the GIHSC we agree that the above Constitution is acceptable as a framework for the Club and hereby invoke the Constitution of the GIHSC to run with immediate effect from this date forward.

Date .....

Signed ..... Chairperson GIHSC

Signed ..... GIHC