



## Constitution

### Amendments Section

Date	Reason for Change
1. 24/05/2011	Initial Draft for approval of Committee
2. 16/04/2014	Extension of membership and Committee make up.

# Basingstoke Bison Booster Club Constitution

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## 1. Terms and Abbreviations

- The club Basingstoke Bison Booster Club
- The team Basingstoke Bison Ice hockey club
- The company Team Basingstoke Bison.
- The rink Basingstoke Bison Ice rink
- AGM Annual General Meeting
- EGM Extraordinary General Meeting

## 2. Aims

1. To organise events, raffles, merchandise and entertainment in order to raise monies necessary to fund the club.
2. To encourage and foster growth of numbers within the club.
3. To foster and maintain a good working association with the rink and the company management.
4. To provide assistance to the team as agreed within the committee.
5. To promote the sport of Ice Hockey by communication with other Booster and Supporters clubs, ensuring good public relations with local community and encouraging good conduct of all travelling under the club name to away venues.

## 3. Club Committee

1. The committee for the club will consist of a minimum of 6 members including the following positions. All committee members will have full voting powers at committee meetings.

### Position

Chairperson

### Responsibilities

Co-ordinate activities.  
Support and assist other committee members.  
Organise and chair meetings.  
Financial signatory.

Vice-Chairperson

Co-ordinate activities.  
Support and assist other committee members.  
Organise and chair meetings

Secretary

Carry out administration duties for the club.

Maintain registration of the club with legal organisation. Take and distribute minutes of the meetings.  
Administer the AGM.

Treasurer                      Keep club accounts.  
   Arrange financial audit.  
   Financial signatory.

**Team                              Basingstoke Bison Team Representative**

**Planet Ice                      Planet Ice Representative**

Any other tasks will be shared amongst all committee members.

2. The following may also attend committee meetings at the discretion of the chairperson, but do not have any voting rights.
  - Any other member
  - Representative of the team
  - Representative of the Company
  - Representative of the rink
  - Any relevant sub committee
3. The committee shall meet at least once a month during the season and bi – monthly during the closed season. It shall be the officer’s responsibility to call these meetings. These meetings may be cancelled if less than the quorum is able to attend.
4. A committee member may be asked to step down from their post for one or more of the following reasons:
  - a) They have failed to attend 3 committee meetings without satisfactory reason.
  - b) They have failed to carry out duties as defined by the committee and outlined in this constitution.
  - c) Their conduct is found to be detrimental to the objectives and reputation of the club.
5. The secretary shall be responsible for keeping a minute book, which will be made available for inspection at the request of any current member.
6. A quorum will be 60% of the committee without the chairperson.
7. The committee shall have the authority, from time to time, to form sub-committees or action groups and delegate to these.
8. **No person under the age of 18 years shall be eligible to be elected to the committee.**

#### **4. Committee Powers**

The Committee may exercise the following powers:

- 4.1. Decide on Fund raising and invite and receive contributions to be able to carry out the aims of the Club, providing they conform to any relevant requirements of the law
- 4.2. Expand the Committee or vote on a nominee to the committee to fill a vacant post at any time to help advance the objectives of the Club, subject to there being a 51% majority vote of the committee members.
- 4.3. Suspend any Committee member on a majority vote of all Committee members (except the member under threat of suspension), for reasons of Misconduct or behaviour bring the Club into disrepute.

#### **5. Membership and discipline**

1. Prices of membership for a forthcoming season shall be identified at the last committee meeting prior to the AGM and be presented to the members for approval.

The price bands of membership will be as agreed at the AGM.

2. All Basingstoke Bison Season Ticket holders, over the age of 16, will automatically become Members of the Booster Club.
3. With the exception of the Team Committee member, all playing members and the coach of the team will be deemed non – voting members for the duration of their stay with the team. The committee reserves the right to extend this privilege to the other non playing members at their discretion.
4. Any person may be recommended to the AGM for the status of honorary member for exceptional service to the club or team.
5. For social events guests of the team may be required to pay the due rate.
6. All members are asked to behave appropriately as outlined in the code of conduct.
7. The committee has the right to discipline any member of the club if it felt that member has brought the club, the team or ice hockey in general into disrepute. In a minor case following one verbal warning the member may have his or her membership revoked. However, the committee reserves the right in a major case to instantly revoke the membership.
  - 7.1. There will be no refund of membership fees in the event of disciplinary action.

7.2. In the event of membership being revoked any appeal must be made to the secretary within 4 weeks of the action being taken. The appeal will be heard by 2 independent and fair minded persons to be agreed by all parties.

## **5. Annual General Meeting**

### **AGM Procedure**

1. An AGM will be called on a date and at the venue deemed suitable to the sitting at the end of the Booster club financial year (30<sup>th</sup> April). Minutes will be taken for approval by the floor by the normal procedure of proposing and seconding, picking up on the matters arising.
2. Six weeks notice of the date of the AGM shall be given. This shall be given in the match programme, emails, Basingstoke Bison Website, newsletters and/or communication given at the Booster club table to all members.
3. Motions shall be submitted to the secretary no later than ten days prior to the AGM.
4. The AGM is open to all current members of the club.
5. The AGM quorum shall be 10% of the total membership on the date.
6. The minimum voting age for club members is 16 years.

### **7. Election of committee members.**

1. The term of office for any committee member with voting power will be for a period after date of election to the post at the AGM.
2. All committee members will be asked to step down from their post at the AGM. Retiring members are eligible for re-election to the committee without prior notice.
3. Nominations for the election shall be made in writing on an official application with written consent from the nominee. This should reach the secretary no less than 1 week prior to the AGM. Nominations can also be made on the night providing the club chairman has the constitution.
4. Should only 1 person be nominated for the post there shall be no vote necessary, the nominee will automatically assume the post on the committee.
5. In the event of no one applying for a post the resigning committee member will resume that role.
6. Should there be a vacancy on the committee for whatever reason the committee replacement from current club members until the next AGM, This is subject to Majority vote.

7. In the event that an officer post becomes vacant the committee will appoint the officer.
8. All nominees for committee positions must be current members of the club. They must be nominated and seconded by current members of the club. Nominations must be available for the club secretary from the first day of the AGM notice.
9. On arrival at the AGM each member will be asked to show his or her membership card **or Season Ticket**.

## **6. Extraordinary General Meeting**

### **EGM Procedure**

1. An EGM can be called at any time with a minimum of 3 week's notice.
2. Minutes will be taken for approval by the floor by the normal procedure of proposing and seconding, picking up on the matters arising.
3. Three week's notice of the date of the EGM shall be given. This shall be given in the match programme, emails, Basingstoke Bison Website, newsletters and/or communication given at the Booster club table to all members.
4. Motions shall be submitted to the secretary no later than ten days prior to the AGM.
5. The AGM is open to all current members of the club.
6. The AGM quorum shall be 10% of the total membership on the date.
7. The minimum voting age for club members is 16 years.

Signed By:

<b>Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>
Clive Thompson	Chairman		16/4/2014
Richie Whitburn	Vice Chairman		16/4/2014
Cathrin Bell	Secretary		16/4/2014
Elizabeth Thompson	Treasurer		16/4/2014