

**SCOTTISH HOCKEY NORTH DISTRICT  
CONSTITUTION  
(REVISED 18<sup>th</sup> May 2024)**



**1. Mission Statement**

North District's mission is to enhance the game of hockey in the North of Scotland by:

- i. organising and administering competitions for affiliated clubs to enter at youth and senior levels.
- ii. by appointing coaches to form District squads that represent the district in national inter-district competitions.
- iii. by supporting the development of umpires and officials.
- iv. by implementing in the district strategies that are set at national level.
- v. promoting opportunities for children, young people and adults to participate in hockey.

**2. Equity**

Membership to the District shall be open to all and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of age, disability, gender, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation, political or other opinion.

**3. Structure**

- i. North District shall mean the North District Union of Scottish Hockey (SH). The district shall comprise of clubs within the boundaries of the Councils of Aberdeenshire, Aberdeen City, Moray and Highland and Islands.
- ii. Each affiliated Club shall pay to the North District, in addition to that imposed by SH, an annual levy, the amount of which will be fixed each year at the Annual General Meeting of the District by the Treasurer and seconded by a member Club.
- iii. Any Guest Club that is based outside the North District boundaries can affiliate to North District Leagues if permission is granted by the North District Executive Committee and are accepted on a majority vote by member clubs at a General Meeting. The Club will also be required to affiliate to its own representative district and SH. The guest club has no voting rights at North District Meetings. The guest club cannot represent the North District in national competitions.

**4. Executive Committee**

- i. The North District shall be governed by an Executive Committee, which will consist of representatives of affiliated clubs or members of Scottish Hockey. Officers within this committee shall consist of (as a minimum) President, Chairperson, Secretary, Treasurer and Child Wellbeing & Protection Officer (CWPO). Other positions can be co-opted onto the Executive Committee as required.

- ii. Executive posts will be appointed through full consultation with member clubs and ratified via AGM or EGM. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy on an interim basis until the succeeding Annual or Extraordinary General Meeting.
- iii. The Executive Committee will appoint a Competitions Committee or Convener(s) to organise and manage North District Senior Competitions. The Executive Committee may also appoint Sub Committees or Convenors to carry out the work of the district. The role and remit of the positions and sub committees will be agreed by a majority of the members of the Executive Committee.
- iv. The Executive Committee will appoint a Child Wellbeing & Protection Officer. The position shall be appointed by the SH North District affiliated clubs through the committee. The Officer shall work closely with the Executive Committee, Scottish Hockey and any relevant parties in adherence to the SH North District Child Protection and Vulnerable Adults Policies.
- v. The Executive Committee may appoint representatives of North District to attend SH meetings or serve on SH Committees and empower them to vote on behalf of North District.

## **5. Meetings**

- i. During the season (beginning no later than September) the Executive Committee will hold Ordinary General Meetings to fill positions when vacancies occur, and to transact all necessary business pertaining to the running of the North District.
- ii. The Chairperson shall preside over the meeting. In their absence, the President shall take the Chair. In the absence of these officials, an affiliated member chosen by the meeting shall fill the Chair.
- iii. 50% of club membership shall constitute a Quorum for an Ordinary General Meeting.
- iv. Each club affiliated to the North District should hold its Annual General Meeting prior to the Annual General Meeting of the Scottish Hockey, at which its officials and representatives to the North District shall be appointed.
- v. Any business relevant to the North District Annual General Meeting will be intimated to the District Secretary for inclusion on the agenda no later than 21 days prior to the meeting.
- vi. The Annual General Meeting of the North District shall take place within one month of the end of the hockey season and this date can only be changed by agreement of the Executive Committee.
- vii. A one-page report of the season shall be submitted by relevant office bearers, no later than 14 days before the Annual General Meeting to allow distribution to clubs.
- viii. The office bearers for the forthcoming season will be appointed at the Annual General Meeting.
- ix. 50% club membership shall constitute a quorum for an Annual General Meeting or an Extraordinary General Meeting.

- x. An Extraordinary meeting can be called if deemed necessary to transact business essential to the running of the North District, which is of an urgent matter and cannot be covered by the next ordinary meeting.
- xi. This Extraordinary meeting can be called by the North District President or Chairperson, or it can be called by a minimum of five clubs by submitting an agenda and justification for the meeting in writing to the North District President or Chairperson. The meeting will be held in accordance with the Rules relating to an Ordinary General Meeting.
- xii. Any person present at any District Meeting, whether a duly elected Club, District Representative or interested party may be asked to leave the meeting if their conduct or behaviour is not acceptable to the meeting.
- xiii. In the event of the above, this person shall only be allowed back into any future meetings, only after a written apology has been sent to the District Secretary.
- xiv. If the person ejected from the meeting is the only voting club member, then that Club shall have no vote at that meeting in question.
- xv. The Secretary shall, no fewer than 14 clear days before any General Meeting, send to the Secretary of each Affiliated Club and others deemed necessary a notice specifying the place, date and time of such meeting and the business of the meeting.
- xvi. Any business other than that of which notice has been given must be declared to the Committee 7 days prior to any meeting. The Committee may at their discretion allow it to be taken under "Any Other Competent Business" at that meeting or placed on the agenda of the next General Meeting.
- xvii. Accidental omission to give proper notice or the non-receipt of such a notice shall not invalidate the proceedings at any Meeting.

## **6. *Voting & Amendments***

- i. Each Affiliated Club representative at any meeting shall have one vote on any matter on which the North District shall decide. In the event that votes are tied the President has the casting vote.
- ii. The Chairperson of the meeting shall be entitled to move or second motions and amendments.
- iii. Decisions on District matters pertaining to all Clubs shall be made on a majority vote of all clubs (Men, Women and Joint).
- iv. Decisions on matters pertaining only to the Men's District League competitions or the Women's District League competitions will be decided on a vote of the clubs competing in that league.
- v. No proxy votes will be accepted at any meeting and any Club representative must be an affiliated member of that Club registered with SH.
- vi. Any member Club desiring to move an amendment to the SH North District Constitution must give written notice to the Secretary no later than 21 days prior to an Annual General Meeting so that the Secretary can notify Clubs of the proposal prior to voting on it at the Meeting.

- vii. Such an amendment shall not come into operation until ratified by not less than two thirds of the members present and entitled to vote at the Annual General Meeting.

## **7. Finance**

- i. A bank current account shall be operated in the name of S.H. North District and two signatures will be required on each cheque with the authorised signatories being the President and the Treasurer.
- ii. The Treasurer will maintain books of account to record all income and expenditure and present a financial report at each Ordinary Meeting showing opening and closing balances, and a summary of the transactions for the period.
- iii. At the Annual General Meeting a suitably qualified Auditor will be appointed to audit the accounts, records and vouchers for the following year.
- iv. Prior to the Annual General Meeting the Treasurer will submit the records and accounts to the Auditor for audit, and the accounts together with the auditor's certificate will be presented to Clubs at the Annual General Meeting. The Accounts must then be approved and adopted by a proposer and seconder.
- v. In the event of the SH North District being dissolved all funds or assets remaining, after payment of any creditors owed, will be divided amongst all clubs affiliated to North District based on the number of teams remaining across all leagues.

This constitution has been agreed and approved by all member clubs of Scottish Hockey North District. We the undersigned, as elected executive committee members of Scottish hockey North District, confirm the validity and accuracy of this constitution.

**The latest version of this constitution was adopted by all member clubs on Monday 18<sup>th</sup> May 2024:**

**Signed:** \_\_\_\_\_ **Position:** **President**

**Signed:** \_\_\_\_\_ **Position:** **Chairperson**