

Manchester Hawks Korfball Club Constitution

1. NAME

1.1. The name of the club shall be Manchester Hawks Korfball Club (MHKC).

2. PURPOSE AND INDIVIDUAL RESPONSIBILITY

2.1. The purpose of the Club is to:

- (i) Encourage Club members to play Korfball at the highest level at which they wish, and are able, to play;
- (ii) Provide effective organisation and management through the Executive Committee in support of the players and the teams;
- (iii) Provide the means for the continued growth and development of the Club in all respects;
- (iv) Promote the sport of Korfball in the Manchester area and maintain the integrity of the Club, and
- (v) Ensure that the Club's activities remain at all times within the current policies and guidelines of the International Korfball Federation (IKF), the English Korfball Association (EKA) and the North-West Korfball Association (NWKA).

3. OFFICERS AND EXECUTIVE COMMITTEE

3.1. The Officers of the Club shall be elected at the Annual General Meeting (AGM), with the exception of the head coach, who shall be appointed by the rest of the Executive Committee. The Officers of the Club will constitute the Executive Committee.

3.2. The Officers of the Club shall be the following:

1. Chairperson
2. Secretary
3. Treasurer
4. Communications Officer
5. Tournament Secretary
6. Social Secretary
7. Development Officer
8. Welfare Secretary
9. Head coach
10. Kit secretary

3.3. The Chairperson and Treasurer shall serve for two years, after which they may seek re election on a year-by-year basis. All the other Officers shall serve for one year, after which they may seek re-election. All Officers shall serve in an honorary capacity.

3.4. No member shall hold more than two positions at the same time. No member shall hold two of the positions of Chairperson, Secretary and Treasurer at the same time.

3.5 Each committee member gets one vote regardless of the number of positions that they fill.

3.6 To cover the cost of affiliation to the England Korfball Association, club liability insurance, and registration into the korfball leagues, all senior members will be required to pay an annual membership fee no later than 30th September each year. If a player joins later than 30th September they have 1 month from their first session to pay the membership fee. Upon receipt of the membership fee by the club treasurer the player will then be deemed to be a 'playing member'. Undergraduate/college students in full time education will be allowed to pay a reduced annual membership fee. Only paying members are allowed to vote at the AGM. Members will be recorded in the club records by the club secretary. If a person would like to attend training, but not play in league matches, they are charged a membership fee of half the full fee. These members will be known as "Training Members". If a Training Member would like to start playing in the league, they are first required to pay an additional fee to obtain Playing Membership until the end of the season. If a person joins mid-season they will be required to pay a membership fee, the charge of which will be at the discretion of the treasurer. The level of the membership fees and the reductions offered to students will be decided by the Executive Committee each year and communicated to the members no later than 1st September.

3.7 The role of the tournament secretary will be shared between the existing secretary and the newly appointed tournament secretary until September. During this period, only the newly appointed tournament secretary will be able to vote on matters discussed by the full executive committee

4. GENERAL MEETINGS

4.1 The Annual General Meeting (AGM) shall be held in May each year, with all members receiving at least twenty-eight days' notice in writing of each meeting.

4.2. The ordinary business of the AGM shall be to: (i) approve the minutes of the previous AGM and the minutes of any Extraordinary General Meetings (EGMs) held since the previous AGM; (ii) receive the Chairperson's report; (iii) receive the Treasurer's report; (iv) receive the Secretary's report; (v) elect the Officers in accordance with Rules 3.1 to 3.4; (vi) elect an independent examiner for the ensuing year, and (vii) receive proposals for the amendment of the Club's Rules and Constitution

4.3. Nominations for the various Officer posts subject to election at the AGM shall be received by the Secretary prior to the day of the AGM and each such nomination must be submitted with the consent of the member being nominated.

4.4. Any member wishing to raise an issue at the Annual General Meeting shall give notice of such business in writing to the Secretary at least twenty-one days before the meeting.

4.5. The wording of any proposed amendments to the Rules and Constitution of the Club shall be submitted to the Secretary at least twenty-one days before the date of an AGM, and the Secretary shall circulate a copy of each such proposal to the members at least fourteen days before the meeting, including the names of the proposer.

4.6. The Secretary shall circulate minutes of each AGM and EGM as soon as possible thereafter and in any event not more than twenty-eight days after the meeting.

4.7. Extraordinary General Meetings may be requested by not less than 6 members, at least two of whom must be Officers of the Club, who shall inform the Secretary accordingly. The Secretary shall provide at least twenty-eight days' notice of the EGM to all Club members, together with details of each proposed resolution and the names of the proposer.

4.8. The quorum for AGMs and EGMs shall be 10 paying members of the Club. If the number of members attending such a meeting, and who are eligible to vote, is less than the quorum no decisions shall be taken at the meeting that affect the management of the Club's affairs.

4.9. For a proposed change in the Club's Rules and Constitution to be approved, at least two-thirds of those members entitled to vote (and present) must vote for the variation. For other issues requiring a vote to be taken, decisions will be taken based on a straight majority vote. In the event of a tied vote in the latter instance, the Chairperson shall be entitled to exercise a deciding vote.

4.10. Only fully paid-up members of the Club shall be entitled to vote at AGM's and EGMs. Each such member shall be entitled to one vote on each issue.

4.11. Voting shall be by a show of hands, except the election of Officers at the AGM, which shall be by a secret ballot. A secret ballot on a particular issue may be agreed beforehand by a majority vote.

5. ADMINISTRATION

5.1. The Club shall be governed by the Executive Committee, which shall consist of the Officers elected at the AGM.

5.2. The Executive Committee shall meet within twenty-eight days after each AGM and shall determine the frequency of such meetings during the course of the year. The Executive Committee shall, however, meet at least four times a year.

5.3. Decisions at Executive Committee meetings shall be taken by majority voting, with the Chairperson being entitled to a second vote in the event of a tied vote on any issue.

5.4. Minutes of every Executive Committee meeting shall be kept by the Secretary and shall be open to inspection by other Club members, on request.

5.5. Any fully paid-up Club member shall be entitled to attend an Executive Committee meeting as an observer and may only take part in the discussion of any item with the permission of the Chairperson. Permission to participate can be requested up to the start of the meeting.

5.6. Any vacancy arising on the Executive Committee may be filled by the Executive Committee as a temporary measure until the next General Meeting.

5.7. The quorum for the Executive Committee shall be four Officers, one of whom must be the Chairperson.

5.8. The Executive Committee can appoint sub-committees if considered to be in the best interests of the Club, for instance to streamline the day-to-day affairs of the club, or to provide a focus on a certain area of the club. Each sub-committee will be headed up by a member of the full executive committee and should have a clear membership and remit, agreed by the full committee. Examples of sub-committees that may be formed include a day-to-day operational group (secretary, treasurer, chair) and an on-court matters sub-committee (club coach, team captains).

5.9 If sub-committees are formed as per clause 5.8, each sub-committee should report on any developments and items for attention at every meeting of the full executive committee via the head of that committee. The frequency of meeting for each sub-committee should be agreed within that sub-committee, and agreed with the chair as appropriate.

5.10. The Executive Committee shall have the power to co-opt members to the committee (e.g. team captains), each of whom will have full voting rights.

5.11. The Executive Committee shall have the power to appoint the head coach and team coaches.

6. SELECTION OF TEAMS

6.1. The selection of teams shall be the sole responsibility of the appointed team coach(es) or manager, as appointed by the Committee.

7. FINANCE

7.1 Manchester Hawks Korfball Club shall adhere to accounting requirements at least equivalent to those of the Charities Acts in force at the time relevant to the projected income and expenditure levels of the Club.

These include:

- (i) the keeping of adequate accounting records
- (ii) the recording of all financial transactions on a day-to-day basis, with sufficient explanations to enable proper accounts to be prepared at any time;
- (iii) the retention of prime documents in support of financial transactions for at least three financial years;
- (iv) the recording of the assets and liabilities of the Club;
- (v) the preparation of an annual statement of income and expenditure and a balance sheet; and
- (vi) the examining of the accounts by an independent examiner appointed at the AGM, who shall not be a member of the Club

7.2. The Club shall appoint bankers, as recommended by the Executive Committee, and all income shall be deposited in the account(s) opened at the bank.

7.3. The Chair, Secretary and Treasurer must be bank signatories, two of whom must sign every cheque drawn on the Club's bank account(s).

7.4. The financial year for the club shall commence on 1st May and end on 30th April the following year.

7.5. The Treasurer shall present the draft final accounts for each completed year to the appointed independent examiner, together with all supporting documents, to enable the examination to be completed in time for the AGM

8. TEAM COLOURS

8.1. The team colours shall be Black and Red, with White as the alternative for away matches.

9. LIABILITY

9.1. Manchester Hawks Korfbal Club will be covered by liability insurance provided by the EKA, upon yearly affiliation. No personal accident insurance cover shall be provided for Club members and individual members shall be advised to arrange their own cover if considered to be necessary.

10. BEHAVIOUR OF MEMBERS

10.1. Manchester Hawks Korfbal Club expects every member to behave in an exemplary manner when representing the Club in any capacity. Members should not use violent, threatening, abusive, indecent, or insulting words or behaviour. Such words or behaviour shall not be restricted to being made whilst attending or participating in a match but shall also apply to posts made on Social Media, Forums, Internet based applications or in print. Any behaviour falling short of these standards will be the subject of detailed investigation by the Executive Committee or a sub-committee appointed by it for this purpose, and that committee or

subcommittee shall have the power to impose sanctions on any player who is found to have behaved in a manner falling short of the standards set. Such sanctions shall be in line with the gravity of the misdemeanour.

10.2. Every member of the Club will be required to sign an undertaking to abide by any Code of Conduct introduced by the Club.

11. DISSOLUTION

11.1. Manchester Hawks Korfball Club may be dissolved by a resolution passed by at least two thirds of the members present and eligible to vote, at an Extraordinary General Meeting convened for the purpose and in respect of which at least twenty-eight days' notice has been given to all members in writing by the Secretary. Such resolution shall give instructions for the disposal of any assets held by, or in the name of, Manchester Hawks Korfball Club, provided that, if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid to, or distributed among, the members of Manchester Hawks Korfball Club, but shall be given or transferred to such other charitable institutions, or institutes, having objects similar to some or all of the objects of Manchester Hawks Korfball Club and, insofar as effect cannot be given to this provision, then to some other charitable purpose.

The above Rules and Constitution were adopted by the Club at the AGM of Manchester Hawks Korfball Club held on 15th May 2010

Amended 20th May 2012, 26th August 2015, 14th February 2017, 16th September 2017, 30th August 2018, 29th August 2023, 10th June 2024

Signed:

Chairperson: Natasha Craven

Secretary: Hope Kolbe and Rachel Westcott

Treasurer: Daniel Mawdesley

Signed copies of the constitution are held by the chairperson.