



FIFE ARCTIC FOXES ICE HOCKEY CLUB CONSTITUTION

This constitution was adopted by the members of the Fife Arctic Foxes Ice Hockey Club at the inaugural meeting on 24 July 2025, and was last amended by resolution of the members at the Annual General Meeting held on 10 September 2026.

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Certified as a true and up-to-date version of the constitution

Name	Role	Signature	Date
Akira O'Connor	Chairperson		10/09/2026
Stephanie Watson	Secretary		10/09/2026

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1. Name

The name of the organisation shall be Fife Arctic Foxes Ice Hockey Club, hereinafter referred to as the “club”.

2. Objectives

The club is established to pursue the following objectives:

- a. To promote, develop, and provide opportunities for participation in the sport of ice hockey, hereinafter referred to as the “sport”, specifically for women and girls.
- b. To foster an inclusive environment for women and girls from all sections of the community.
- c. Operate on a not-for-profit basis, with all income reinvested into team activities for, but not limited to, hiring facilities, equipment or coaching.
- d. Seek membership of the appropriate National Governing Body (NGB) for the sport for the purpose of registering members, all registered members will be covered under the NGB’s personal accident insurance policy for any NGB approved activities.
- e. The provision of training and playing facilities for its members.
- f. The organisation, management and development of the sport and the organisation of games, tournaments and charity events for all members of the club.
- g. Promoting and maintaining the highest standards of technical competence and safety in the sport.
- h. Upholding the rules and promotion of the sport.

- i. The club on affiliation and all members on registration with the NGB, will comply with all NGB rules, policies and procedures.

3. Affiliation

The club shall seek membership of and affiliation with the NGB, Scottish Ice Hockey (SIH).

4. Membership

All members are subject to the constitution of the club and regulations of the National Governing Body.

- a. Playing/competing membership (see Rule 4g) is reserved for women and girls. Non-playing/associate membership, coaching, officiating and life membership roles may be open to all, provided they support the objectives of the club.
- b. There will be no discrimination on grounds of age, disability, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation, political or other opinion.
- c. All applications for membership shall be accompanied by the appropriate annual membership fee, which shall thereafter be payable on demand.
- d. Each fully paid member shall be entitled to attend and vote at General, Annual General or Extraordinary General Meetings.
- e. Fully paid-up members may be elected and serve on the Management Committee.
- f. All members will receive a copy of the relevant Code of Conduct and a copy of the constitution.
- g. Members shall be enrolled in one, or more, of the following categories:
 - i. Playing / competing member
 - ii. Non-playing / associate member
 - iii. Coach (qualified)
 - iv. Official (qualified)
 - v. Life Member

The committee will hold a register of all members indicating their category of membership.

- h. At no time will the number of non-playing members exceed one third of the membership.
- i. A limit on the number of playing members will be agreed for each coming season by the membership at the AGM.
- j. Playing members under the age of 14, whose registration with the National Governing Body is effected through a partner club pending the availability of junior registration through the club's own affiliation, are full playing members of the club for all purposes under this constitution.

5. Suspension, Refusal or Termination of Membership

- a. The management committee shall be entitled to:

- i. Refuse any application for membership on the grounds that such membership would be prejudicial to the objectives of the club as set out in Rule 2 of this constitution.
 - ii. For good and sufficient reason to refuse renewal of existing membership or terminate or suspend any membership provided that the member concerned shall have the right to be heard by the full management committee before a final decision is made.
- b. The member may apply for reinstatement at the next General Meeting.
- c. Any member who fails to pay their fees by the date required shall forfeit their right to representation on the management committee and at general meetings and shall be suspended from taking part in any event under the control of the club until such fees are paid.
- d. Any member under suspension shall be barred from taking part in any match or event under the control of the club.
- e. The management committee shall inform the member in writing of any decision to terminate their membership.
- f. Notification of the termination of a membership will be forwarded to the NGB.

6. Annual General Meeting (AGM)

The AGM shall be held each year at such time and place as determined by the management committee, at approximately twelve-monthly intervals, but no more than fourteen months after the date of the previous AGM. At each AGM the following business shall be conducted:

- i. Receive and confirm the minutes of the previous AGM.
- ii. Presentation of the club's financial accounts for the year.
- iii. Presentation of clubs projected financial situation for the forthcoming year, and the setting of all fees.
- iv. Presentation of Chairpersons report.
- v. Election of officers to the management committee.
- vi. Any other business brought before the meeting which has been submitted in writing to the secretary not less than seven days prior to the AGM, and any other business deemed relevant by the chairperson.

Notice for an AGM shall be a minimum of 21 days.

A quorum for an AGM shall be 10 members.

7. Extraordinary General Meeting (EGM)

An EGM may be called upon the written demand of:

- i. 33% of the membership.
- ii. The Chairperson
- iii. 2/3 majority of the management committee.

Notice for an EGM shall be of a minimum of fourteen days' notice and stating the business to be discussed.

8. Rules for General Meetings

- a. A minimum of twenty-one days' notice in writing shall be given to all members, except in the event of an EGM where the notice shall be a minimum of fourteen days.
- b. The Chairperson shall chair the meeting, or in their absence one of either the Team Manager, Secretary or a nominee from the committee in the event of all those mentioned being absent.
- c. All members shall register with the secretary prior to the start of the meeting.
- d. Each member shall have one vote.
- e. All votes shall be determined by a simple majority. In the event of a tied vote, the Chair may exercise a casting vote.
- f. The quorum shall be one quarter of those eligible to vote, or six such members, whichever is the smaller.
- g. The secretary shall keep the minutes of the meetings and record all proceedings and resolutions.
- h. Only members aged 16 or over may exercise a vote in person at General, Annual General or Extraordinary General Meetings.
- i. The vote of a fully paid-up member under the age of 16 may be exercised on their behalf by a representative aged 16 or over, nominated by the member's parent or guardian and registered with the Secretary before the start of the meeting. A representative may act for more than one member under 16, and may do so in addition to exercising any vote they hold in their own right.
- j. A member under the age of 16 shall count towards the quorum of any meeting where their nominated representative is present and registered with the Secretary. Representatives who are not themselves members shall not count towards the quorum, and no person shall be counted towards the quorum more than once in any capacity.

9. Election of Officers to the Management Committee

- a. The members of the management committee shall be drawn from the membership, as defined in rule 4 of this constitution.
- b. Candidates shall be elected by paper ballot at the AGM and shall be members of the management committee from the conclusion of that AGM until the conclusion of the following AGM.
- c. All nominations of candidates for election shall: have the consent of the nominee; be in writing; be seconded; be received by the secretary not less than fourteen days before the AGM.
- d. Uncontested posts may be filled by nomination(s) and election at the AGM.
- e. The secretary shall send all members a list of all nominations not less than seven days prior to the AGM.
- f. Where more than two candidates are nominated for an office capable of being held jointly, each member entitled to vote shall have two votes for that office, and the two candidates receiving the highest number of votes shall be elected. Where two or fewer candidates are nominated for such an office, they may be elected in accordance with Rule 9d.

10. Members of the Management Committee

- a. The Management Committee shall consist of the following officers:

- i. Chairperson
 - ii. Secretary
 - iii. Treasurer
 - iv. Team Manager
 - v. Fixtures Secretary
 - vi. Registration Secretary
- b. The management committee members must meet the NGB requirement for a Recreational club and must have 3 people, from 3 different households.
 - c. Each management committee position shall be entitled to one vote each at General meetings, except the Chair.
 - d. The committee may co-opt any member to any unfilled post until the conclusion of the following AGM, providing that the number of co-optees shall not exceed one third of the total number of persons serving on the committee at that time.
 - e. The management committee may appoint any sub-committees it may deem necessary to deal with the matters of the club, until the conclusion of the following AGM. The proceedings of all such committees shall report to the management committee by a representative elected by that sub-committee.
 - f. Any office listed at Rule 10a, with the exception of the Chairperson, may be held jointly by two members. The office of Chairperson shall be held by one member only. No office may be held by more than two members.
 - g. Where an office is held jointly, the office shall carry one vote, which may be exercised by either holder. Both holders may attend and take part in meetings of the Management Committee, but the office shall not cast more than one vote on any question.
 - h. Where an office is held jointly, the office shall count once towards the quorum at Rule 11d, and shall be treated as represented where either holder is present.
 - i. Where one of two joint holders of an office ceases to hold that office, the remaining holder shall continue as sole holder, and the Management Committee may co-opt a member to the vacancy in accordance with Rule 10d.

11. Rules for the Management Committee

- a. The Chairperson shall chair the meeting, or in their absence one of either the Team Manager, Secretary or a nominee from the committee in the event of all those mentioned being absent.
- b. Fourteen days' notice of any meeting of the management committee shall be given by the Secretary, except when:
 - i. The date of the meeting had been agreed at the previous management meeting, in which case seven days' notice shall be given.
 - ii. In an emergency, the Chairperson may call a meeting at four days' notice.
- c. All committee members must declare any potential conflicts of interest. Where a conflict arises, the member must abstain from related discussions and decisions.
- d. The quorum shall be four of those Officers entitled to vote, as listed at Rule 10a.

- e. All members of the management committee as listed at Rule 10a shall be entitled to vote.
- f. All votes shall be determined by a simple majority. In the event of a tied vote, the chair may exercise a casting vote.
- g. Meetings shall be open to all members of the club who have the status of observer. Active participation shall be at the discretion of the Chair, where this will not delay the business of the committee.
- h. The management committee will meet on no less than nine occasions per year at intervals no longer than six weeks during the playing season.

12. Finance

- a. The income and property of the club, however derived, shall be applied solely towards the objectives of the club as set out in Rule 2 of this constitution.
- b. The club shall have the power to raise money by means of membership fees, training/game fees, fundraising activities and sponsorship or by any means as determined by the Management Committee at the AGM.
- c. The club shall maintain a bank account and may operate a PayPal account in the name of the club for the purpose of collecting fees and making payments.
- d. The Chairperson and Treasurer shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be required.
- e. The Chairperson and Treasurer shall be authorised to perform digital payments, online banking or PayPal transactions on behalf of the club.
- f. All cash income shall be lodged in the bank account in the name of the club.
- g. All income and expenditure, both cash and digital transactions, shall be recorded and reported in the club's financial statements.
- h. The financial year of the club shall run from 01st August to the 31st July.
- i. The club's accounts shall be reviewed annually by an independent person not on the committee. Financial statements will be presented at the AGM and the must be made available to the members upon request, within an agreed timescale but no more than 7 days.
- j. Where the office of Treasurer is held jointly, the two signatories required at Rule 12d shall be the Chairperson and one holder of the office of Treasurer. Two joint holders of the same office shall not together constitute the two signatories required.

13. Safeguarding

- a. For rules relating to safeguarding, refer to the Scottish Ice Hockey handbook.
- b. Membership of the PVG scheme is required for all committee members and coaches.

14. Amendments to the Constitution

This constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an AGM or EGM.

15. The Dissolution of the Club

Any resolution to dissolve the club may be passed at any General Meeting provided that:

There is a majority vote in favour and in the event of a tied vote, the Chair may exercise a casting vote.

- a. If, upon winding up or dissolution of the club there remains any property or funds after the satisfaction of all the club's debts and liabilities. The same shall be given or transferred to another organisation or organisations having objects (that is, aims, activities and not-for-profit) similar to the objects of the Club by resolution passed at a General Meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.
- b. The NGB must be notified of the winding up or dissolution of the club.

16. Declaration

It is hereby certified that this document represents a true and most up to date version of the Constitution of The Fife Arctic Foxes Ice Hockey Club, approved by the office bearers on the cover page.