

# **SWANAGE CROQUET CLUB**

## **CONSTITUTION**

### **1. TITLE**

The name of the club is the Swanage Croquet Club, hereinafter referred to as “**The Club**”.

### **2. OBJECTIVES**

The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of Croquet.

It will support the Club’s croquet by obtaining facilities and equipment; and staff/volunteers necessary to service those facilities, and raising/disbursing money (partly through membership subscriptions) to support the aims of the club and any social activities/facilities, which support the members.

### **3. PROPERTY & ASSETS**

The Club, its property and other assets shall be administered in accordance with this Constitution by members of the Management Committee, herein referred to as the “Committee”.

### **4. MEMBERSHIP**

4.1 Membership of The Club shall be open to anyone interested in the sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Croquet.

New applicants shall complete the Club’s application form, and pay the relevant subscription as determined at the Annual General Meeting of The Club.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to members.

In the case of appeal, an Appeal Committee of 3 club members will be created by the Committee; no member previously involved in the decision to refuse or remove membership may be part of any Appeal Committee.

4.2 Membership subscriptions are not refundable **unless the Club has refused membership for good reason (e.g. the membership list supported by the lawns is full)**

4.3 A Member of The Club or applicant who has not paid his/her subscription by such default date as the Committee prescribes may at the discretion of the Committee be deemed to have resigned or withdrawn their application.

4.4 An Applicant agrees to abide by this Constitution and any membership conditions properly imposed by the Committee..

4.5 Each Member of The Club shall be entitled to one vote on any separate issue at General Meetings.

## 5. **OFFICERS**

The Officers of The Club shall be:

**Chairperson: To provide leadership to the Club and chair General Meetings and the Committee.**

**Secretary: To maintain the (non-financial) records of the club, including all General Meetings and internal and external communications; to organise general meetings and be the main conduit for general communications.**

**Treasurer: To maintain the financial records of the club, run its bank account and ensure that the financial aspects of the constitution and those of a CASC are adhered to. To present the financial records to an independent examiner and then (summarised) to the Annual General Meeting.**

## 6. **ELECTION OF OFFICERS**

6.1 All Officers shall be elected at a General Meeting of The Club from Members of the Club and by the Members of The Club.

6.2 All Officers are elected for a period of one year or until the subsequent Annual General Meeting, whichever is the sooner.

## 7. **THE FINANCIAL YEAR**

The financial year shall be from **1st January to 31st December**

## 8. **THE COMMITTEE**

8.1 The Committee shall comprise the Officers of The Club and a minimum of three and a maximum of eight other elected Members of The Club. Committee Members shall ordinarily be elected from, and by Members of The Club at General Meetings.

8.2 Standing Officers and Members of the Committee are subject to re-election at each Annual General meeting.

8.3 In the event that a vacancy arises before a General Meeting the Committee may by a majority vote appoint a Member of the Club. An appointed Member will only be eligible to

remain on the Committee until the next Annual General Meeting. An appointed Member will be eligible to vote on committee business.

8.4 The Committee may co-opt up to two additional Committee Members and each such co-opted member shall be eligible to vote at committee meetings.

8.5 The Committee shall meet at agreed intervals and not less than four times per year. It may appoint sub-committees. Such sub-committees shall be directly responsible to the Committee.

8.6 A Quorum shall comprise three Committee Members of whom at least one shall be an Officer.

8.7 The immediate past Chairperson shall be eligible to become a non-voting ex officio member of the Committee for the following year.

8.8 The Committee shall:

8.8.1 control the affairs and assets of The Club;

8.8.2 ensure that the Treasurer maintains accurate accounts of the finances and assets of The Club and that all payments are properly supported by supplier's invoices or other documentary evidence. The financial records shall be available for reasonable examination by Members of The Club and shall be subjected to independent examination at the end of each financial year;

8.8.3 maintain a current bank or building society account in The Club's name. Cash payments of up to £100 (one hundred pounds) may be made solely by the Treasurer from petty cash. For cheque payments not exceeding £100 (one hundred pounds) the sole signature of the Treasurer shall be accepted. Cheque payments above £100 (one hundred pounds) shall require the additional signature of an approved signatory. For internet or telephone banking payments, the Treasurer can make sole payments up to and including £100 (one hundred pounds) but shall require email or written authority of a second Club Officer for any payment above £100 (one hundred pounds).

**8.8.4 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.**

8.8.5 keep accurate minutes of The Club's business dealt with by the Committee including all decisions and resolutions. Such minutes shall be subject to the approval of the Committee and be made available to Members of The Club on request;

8.8.6 make decisions based on a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to a casting vote.

## **9. CESSATION OF OFFICE – COMMITTEE MEMBERS**

1. A Member shall cease to hold office if he/she:

1. becomes incapable for any reason of managing his/her own affairs;
2. is absent from three consecutive meetings without the agreement of the Committee and the Committee resolves that his/her position is vacant;
3. is removed by resolution of the Committee for significant misconduct;

4. notifies the Secretary of his/her resignation;
5. ceases to be a Member of The Club.

10. **GENERAL MEETINGS**

1. The Club shall hold a General Meeting at least annually. The Annual General Meeting shall be held within three months after the financial year. Twenty one clear days written notice of the date of the Annual General Meeting shall be given to Members of The Club by circulating a copy of the notice to every Member of The Club at their email or other nominated address (as shown on their membership application form). Members of The Club must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members of The Club not less than 7 days before the meeting.
2. The agenda shall include the names of all nominated Committee Members and in the case of those seeking re-election shall show the length of time each individual has already served. Any Committee Member who has served four years or longer in any one position shall stand down at the next Annual General Meeting. If there are no nominations to fill the vacancy the Members may re-elect a retiring Committee Member for the following year. A retiring Committee Member may serve a further four year term as an Officer.
3. The business of the Annual General Meeting shall be to:
  1. confirm the minutes of the previous Annual General Meeting and any other General Meetings;
  2. receive the Officers' annual reports;
  3. receive and approve the examined accounts;
  4. appoint an Examiner of Accounts for the forthcoming year;
  5. elect the Officers of The Club and other Committee Members;
  6. determine Club subscription rates;
  7. transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
4. Nomination of candidates for election of Officers and Committee Members shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Members of The Club and must be seconded by another Member of The Club. At the Chairperson's discretion, nominations may be taken from the floor. All nominations shall have the consent of the nominee.
5. The Club may also hold Special General Meetings. Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than ten Members of The Club. At least 21 days notice of the meeting shall be given. The business to be considered at the meeting is to be

specified in the notice convening the meeting and may include removal of the members of the Committee or specific officers

6. At all General Meetings, the Chair will be taken by the Chairperson, or, in their absence, by a deputy appointed by The Club or by Members of The Club attending the meeting.
7. Decisions made at a General Meeting shall be by a simple majority of votes from those Members of The Club attending the meeting. In the event of equal votes, the Chairperson shall be entitled to a casting vote or alternatively at his/her discretion may direct a written poll.
8. A quorum for any General Meeting shall be ten Members of The Club.

#### **11. RECORD OF ATTENDANCE**

All persons attending any General Meeting shall record their attendance with the Secretary.

#### **12. INDEPENDENT EXAMINER OF ACCOUNTS**

The Examiner shall be appointed by Members of The Club at Annual General Meetings and may be a Member of The Club but shall not be an Officer or any Committee Member. Should a vacancy arise the Committee shall have the power to appoint a new Examiner who will hold office until the next Annual General Meeting.

#### **13. EXPULSION**

Any Membership may be terminated for any fair and proper reason by a two-thirds majority of all Committee Members provided that the individual is informed of the reason and given the right to be heard by the Committee before a final decision is made. The individual may be accompanied by a Member of The Club at the Committee hearing. (see also clause 4.1)

#### **14. ALTERATIONS TO THE CONSTITUTION**

1. Any proposed alterations to The Club Constitution may be made only at an Annual or Special General Meeting, convened with the required written notice. Any alteration or amendment must be proposed by a Member of The Club and seconded by another Member of The Club. Such alterations shall be passed if supported by not less than two thirds of those Members of The Club present at the meeting and voting, assuming that a quorum has been achieved.
2. An abstention shall be recorded.

#### **15. DISSOLUTION**

1. If at any General Meeting of The Club, a resolution were passed calling for the dissolution of The Club, the Secretary shall immediately convene a Special General Meeting of The Club to be held not less than one month thereafter to discuss and vote on the resolution.
2. If at that Special General Meeting, the resolution is carried by at least two thirds of the Members of The Club present at the meeting and voting the Committee shall thereupon, or at such date as shall have been specified in the resolution,

proceed to realise the assets of The Club and discharge all debts and liabilities of The Club. Abstentions shall be recorded but shall not count as a vote.

3. Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity, or the sport's governing body for use by them in related community sports.

## 16. **DECLARATION**

The Club hereby adopts and accepts this as the current Constitution regulating the actions of all Members of The Club .

SIGNED (CHAIRPERSON)

NAME

DATE

SIGNED (SECRETARY)

NAME

DATE

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with proposed amendments 5/25