

TETSWORTH SPORTS AND SOCIAL CLUB

CONSTITUTION

May 2015

1.0 TITLE AND COLOURS

The Title of The Club shall be 'Tetsworth Sports and Social Club', hereinafter called The Club.

1.2 The Club colours shall be as follows: -

Cricket: Maroon and White.

Football: Those colours chosen by the Current Sponsor.

1.3 Headquarters of The Club shall be 'The Clubhouse' Tetsworth.

1.4 Home ground shall be 'Tetsworth Village Green'.

2.0 OBJECT

2.1 The object of The Club shall be the provision, organisation and encouragement of Sport creation and Social activities for the people of Tetsworth and the surrounding district as defined under Section 3.0 'MEMBERSHIP'.

3.0 MEMBERSHIP

3.1 Conditions of Membership and Membership Fees to be reviewed annually at the Annual General Meeting of The Club.

3.2 Membership shall be divided into the following categories:

3.2.1 SOCIAL MEMBERSHIP

Applying to all Members aged 18 years and over who wish to use the facilities of The Club.

3.2.2 JUNIOR MEMBERSHIP

Applying to all Members aged between 16 years and 18 years who wish to use the facilities of The Club

3.2.3 CHILD MEMBERSHIP

Applying to all children under the age of 16 years.

3.3 MEMBERSHIP FEES

Social Membership To be set at the AGM to start the following year.

Junior Membership To be set at the AGM to start the following year.

Child Membership No Fee (Must be accompanied by a Social Member)

Sectional Membership To be set at Section's AGM.

NOTE: Receipts to state "includes payment for Membership to The Tetsworth Sports and Social Club".

3.4 Membership Fees to be paid annually by the following dates for existing Members:

TSSC: 1st April.

CRICKET: 1st April.

FOOTBALL: 1st August.

3.4.1 ADMISSION TO MEMBERSHIP

The power of election to Membership of The Club of all persons eligible thereto shall be vested in The Committee.

Club Membership is open to residents of Tetsworth, Postcombe, Adwell, Clare, Stoke Talmage, Wheatfield and South Weston as a right.

The name and address of each candidate for Membership together with the proposer's name and number shall be entered on the Application Form and handed to any Committee member for acceptance by The Main Committee.

Application Forms are to be obtained from The Club Secretary or from the Secretary of the Section for which Membership is being applied.

3.4.2 PRIVILEGES OF MEMBERSHIP

No person shall be admitted to the privileges of Membership of The Club without an interval of at least two clear days between their nomination/application for Membership and their admission.

3.5 Only fully paid up Social and Sectional Members aged eighteen years and over may vote at an A.G.M or an E.G.M.

3.7 It is required of the Members of The Club that they further the ambitions of The Club and conduct themselves in an acceptable manner at all times.

3.8 MEMBERSHIP CARDS

3.8.1 A list of names and addresses of all current Members to be kept on The Club premises.

3.8.2 All Members must produce their Membership Card if requested to do so by a Committee Member.

3.8.3 Membership cards are NOT transferable and any Member who purports to transfer their Membership Card to an un-authorized person shall be reported to The Committee who may expel the offending Member or take any other appropriate action.

3.9 CESSATION OF MEMBERSHIP

The following automatically shall cease to be members of The Club:

3.9.1 Members expelled under Clause 3.8.3.

3.9.2 Members who cease paying the agreed Annual Subscription fee as per Clauses 3.3 and 3.4.

3.9.3 Members who, in the opinion of The Committee, subject to 6.4.1 have failed to observe the rules of The Club to such an extent that suspension is deemed inappropriate.

4.0 ORGANISATION

4.1 The Organisation and Control of The Club shall be by elected Officers and a General Committee. Five Executive Officers of The General Committee to be elected at the Annual General Meeting. These Officers and Committee Members to hold office for a term of one year until the next Annual General Meeting.

The General Committee is empowered to form any sub- committee it may deem necessary. Member Sections in The Club will be responsible for the organisation, running and conduct of their own individual Sections.

- 4.2 The General Committee Members shall be resident in the Tetsworth residential district, the only exceptions being representatives of any Section.

5.0 MANAGEMENT COMMITTEE

- 5.1 The Club shall be managed by a Committee comprising the following officers: President, Chairman, Vice Chairman, Treasurer, Secretary, plus two other to be elected at the Annual General Meeting and two representatives from each Section.
- 5.2 The minimum Members required to form a quorum for The Representative Committee shall be:
- a. General Committee 4 Members plus one Chairman.
 - b. Sub-Committee Two thirds of Members.

6.0 GENERAL RULES

- 6.1 If the votes are even The Chairman shall have the casting vote.
- 6.2 The Chairman or his deputy shall sign all minutes as a true record.
- 6.3 The Chairman shall hold office at the Annual Meeting until the new Chairman has been elected.
- 6.4 DELETED
- 6.4.1 Members failing to observe rules of The Club or behave, in the opinion of The Committee, in a manner to bring The Club into disrepute, shall be subject to disciplinary action. The member shall be informed in writing 14 days prior of a Disciplinary meeting which will comprise a hearing controlled by the Vice Chairman and 2 Committee members, the member(s) in question, with or without a representative, plus member(s) making complaint.

During this period the member(s) will be suspended from the club.

The member will be notified in writing of the result, which will be either: ~ a warning, a suspension for an agreed time or dismissal from the club.

The member will have 14 days to appeal and an appeal board will be set up under the control of the Chairman plus 2 other committee members plus the member(s) in question, with or without a representative.

Non-attendance will be accepted as agreement of the decision

The Appeal Committee can reduce the recommendations but cannot increase them.

There will be no further appeal.

6.4.1a

In the event of a member causing a breach of the peace or acting in an aggressive manner to other members or a member of staff, at the discretion of the member of staff running the bar, they shall be removed from the club premises.

Subsequent action will be that the offending member will be immediately suspended from the Club for a period of time to be determined by the Committee.

Notification of their decision will be by letter.

Any decision by the Committee on this matter will be final with no appeal.

- 6.4.1.2 If a Junior member fails to observe rules of The Club or behave, in the opinion of The Committee, in a manner to bring The Club into disrepute, shall be subject to disciplinary action

A Junior members' parent or guardian shall be informed in writing 14 days prior of a Disciplinary meeting which will comprise a hearing controlled by the Vice Chairman and 2 Committee members, the member in question, with a representative, plus member(s) making complaint.

During this period the member will be suspended from the club

The Junior members' Parent or Guardian will be notified in writing of the result, which will be either: ~ a warning, a suspension for an agreed time or dismissal from the club

The member will have 14 days to appeal and an appeal board will be set up under the control of the Chairman plus 2 other committee members plus the member in question, with a representative.

Non-attendance will be accepted as agreement of the decision

The Appeal Committee can reduce the recommendations but cannot increase them.

There will be no further appeal.

- 6.4.2 If a member having either been given a warning or a suspension commits a further action bringing the club into disrepute they will be notified in writing of being automatically suspended for an agreed time or dismissal from the club.

The member will have 14 days to appeal and an appeal board will be set up under the control of the Chairman plus 2 other committee members plus the member(s) in question, with or without a representative

Non-attendance will be accepted as agreement of the decision.

The Appeal Committee can reduce the recommendations but cannot increase them.
There will be no further appeal.

- 6.4.2.2 If a Junior member(s) having either been given a warning or a suspension commits a further action bringing the club into disrepute their parent(s) or guardian(s) will be notified in writing of their being automatically suspended for an agreed time or dismissal from the club.

The member(s) will have 14 days to appeal and an appeal board will be set up under the control of the Chairman plus 2 other committee members plus the member(s) in question, with a representative.

Non-attendance will be accepted as agreement of the decision.

The Appeal Committee can reduce the recommendations but cannot increase them.
There will be no further appeal.

- 6.5 The General Committee and Sectional Committees shall keep an up to date inventory of equipment under their jurisdiction.

- 6.5.1 The General Committee will ensure that all the Terms and Conditions of the Security of Tenure Agreement are complied with.

6.6 All Records and Minutes of Meetings shall be kept by the Secretary and produced at all meetings. A copy of The Constitution to be kept at all times with these records and minutes in the official minute book of The Club. Any full Member has the right to inspect any records or Minutes on application to The Secretary.

6.7 EXCLUSION OF LIABILITY

Neither The Club nor any officer shall be liable to any Member or Guest of a Member for any loss or damage to any property occurring from any cause in or about The Club premises, The Green or any other location, nor any injury sustained whilst on or entering The Club premises. A notice to this effect shall at all times be displayed on The Club notice board.

6.8 All Child members using the Clubhouse must be accompanied by a Social Member. (A Social Member is deemed to be a person aged 18 and over)

7.0 MONIES AND FINANCIAL RECORDS

7.1 GENERAL COMMITTEE

7.1.1 All monies and records of transactions to be kept by The Treasurer.

7.1.2 The Club shall have both a current and deposit account.

7.1.3 All cheques, withdrawal demands, from the Bank or Building Society shall be signed by any two of the following: ~ Chairman, Vice-Chairman, Treasurer or Secretary. All withdrawals are also to be accounted for at monthly committee meetings in the same manner as above by two signatures on a monthly Bank or Building Society statement.

In the event of two of the above signatories being from the same family, only one of the signatories is eligible at any one time.

7.1.4 The Treasurer shall produce a balance sheet at the Annual General Meeting of The Club together with a statement from the Bank. The balance sheet is to be independently verified.

7.1.5 The Treasurer shall be held responsible for all monies entrusted to him in The Club's name.

7.1.6 In the event of The Club ceasing to exist: ~

(i) All monies shall be held on deposit by the club's bankers under the instructions of the Parish Council who will administer the fund to maintain "sporting and recreational" facilities for benefit of the Parishioners of Tetsworth.

(ii) The Clubhouse and facilities of the club will pass to the Parish Council as per memorandum signed by all interested parties, March 1999, who will negotiate with any interested parties to ensure that these facilities remain for the benefit of the Parishioners of Tetsworth for minimum of 25 years from the date of this document.

(iii) Should the Parish Council fail to make satisfactory arrangements for the continuation of the facilities as set out above, the National Playing Fields Association will be asked to assume responsibility for the administration of the facilities.

(iv) If the Club reforms, the Parish Council and or the National Playing Fields Association must be convinced that the Committee of the Sports and Social Club will be able to administer the facility to the highest possible standards.

- 7.1.7 Deleted.
- 7.1.8 The Treasurer will ensure that insurance policies for: ~ Building, Contents and Public Liability are paid.
- 7.1.9 The Treasurer will ensure that the annual rent for the building is paid to the Parish Council.
- 7.2 SECTION (This section as a whole is under review and will be updated before the next AGM)
- 7.2.1 Each Section to submit an annual budget for approval by The General Committee. The Cricket Section to submit their budget during January - the Football Section during June.
- 7.2.2 On approved budgets, monies shall be made available to the relevant Section when required, subject to the state of The Club's finances.
- 7.2.3 All Sections shall be held responsible for monies paid to them by The General Committee.
- 7.2.4 All Sections to produce an audited balance sheet, and any other associated documents asked for, to the General Committee by 28th of February of each year to enable The Main Committee balance sheet to be prepared prior to the Annual General Meeting.
- 7.2.5 DELETED

8.0 MEETINGS

- 8.1 The Committee shall meet monthly on the third Monday in the month or at a convenient day close to the third Monday.
- 8.1.1 The Committee may, if circumstances change, hold the monthly meeting on the first Monday of the month.
- 8.1.2 The Committee may forego holding a meeting if the level of business does not warrant holding a meeting.
- 8.2 The Annual General Meeting shall be held on the last Wednesday in May each year or on an agreed convenient date as close to that day as possible.
- 8.3 The Annual General Meeting shall be publicly announced on at least one Village notice board and in other public places.
- 8.4 An Extra Ordinary Meeting can be called by any of the following:
1. The Chairman.
2. Three Committee Members.
3. Six paid-up Members.
- 8.5 The Secretary shall be notified if any sub-clauses 8.4 (1), 8.4 (2) or 8.4 (3) be invoked and shall call a meeting to take place within 14 days of receiving such a request.

9.0 RULES CONCERNING SALES OF INTOXICATING LIQUOR

- 9.1 DELETED

- 9.2 The sale of intoxicating liquor shall be organised and controlled by The Wine Committee. The Wine Committee shall be elected at the Annual General Meeting and comprise at least 3 members from The General Committee plus a sufficient number of Members considered necessary by The General Committee to carry out the required duties. No person employed by the club to work the bar is to be elected to the Wine Committee.
- 9.3 The supply of intoxicating liquor in The Club's premises shall be in accordance with the Licensing Act 2003 or any subsequent amendment or Order thereto in so far as any such Statutory Instrument as shall relate to Registered Clubs.
- 9.3.1 The Committee shall have the authority to vary the hours but only within the Licensing Act referenced in Para 9 above.
- 9.4 No intoxicating liquor shall be sold to, or bought for, any Member under the age of 18 years.
- 9.5 The sale of intoxicating liquor for consumption off The Club premises is not permitted except to a Member in person.
- 9.6 Club Members may introduce three Guests only in any one day to The Club premises, including those rooms in which intoxicating liquor is supplied or consumed, in accordance with such BYE-LAWS as shall be made by The Committee, details of which shall be displayed on the notice board therein.
- 9.7 Members introducing Guests will be responsible for the conduct of their Guests whilst on The Club premises.
- 9.7.1 A guest may only be signed in 3 times in any Calendar year, thereafter they must become a Member or be refused admission.
- 9.7.2 Any Member or Guest, in the opinion of a Committee member, acting in a manner liable to bring the club into disrepute may be asked to leave the premises.
- 9.8 Members shall pay for any damage caused to The Club property due to their own or their Guest's carelessness or neglect.
- 9.9 Guests are strictly prohibited from paying for intoxicating liquor or any other excisable goods supplied by The Club.
- 9.10 There shall be kept on The Club's premises, a Visitor's Book which both the Member and their Guest or Guests shall sign having entered therein the full name and address of such Guest.
- 9.11 **TEMPORARY MEMBERS**
Teams visiting The Club for sporting activities shall be classified as TEMPORARY MEMBERS and have full facilities of The Club for the duration of their visit.
- 9.12 Intoxicating liquor may be sold to persons attending The Club premises for social or other functions organised by The Club provided always that the number of such functions shall not exceed twelve in any one year, but no function shall be permitted to which admission may be obtained by payment of money at the door whether for a ticket or otherwise.
- 9.13 The General Committee shall arrange the supply of intoxicating liquor by The Club to Members and to any persons on The Club premises and shall secure the due

observance of the provision of The Licensing Act 2003 and all other Acts relating thereto and of any conditions attached to any licence held by or on behalf of The Club for the supply of intoxicating liquor or to any Registration Certificate granted in respect of The Club's premises.

9.13.1 No intoxicating liquor shall be supplied to Members or to any other person on The Club premises otherwise than on behalf of The Club.

9.14 No person shall be paid at the expense of The Club any commission, percentage or similar payment with reference to purchases of intoxicating liquor by The Club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of The Club to Members or Guests, apart from any benefit accruing to The Club as a whole.

10.0 INTERPRETATION, AMENDMENTS AND BYE-LAWS

10.1 Interpretation of the Rules and any matter not covered thereby shall be decided by a Committee member.

10.2 Only the Annual General Meeting or an Extra Ordinary General Meeting shall have the power to amend or rescind any Rules of The Constitution and then only by a two-thirds majority of Members present. All amendments/revision proposals to be made in writing to The Secretary 28 days prior to the A.G.M or E.G.M and only those amendments or revisions published will be discussed.

10.3 The Committee may from time to time make, vary or revoke BYE-LAWS (not inconsistent with these Rules) for regulation of the internal affairs of The Club and the conduct of Members, and the BYE- LAWS for the time being in force shall be binding on all Members.

11.0 These Rules supersede any Rules previously issued.

SECRETARY _____
Glenn Marriott

DATE 14 May 2015

CHAIRMAN _____
Roger Benke

DATE 14 May 2015