Chelmsford Croquet Club Constitution

1 Title

1.1 The Club shall be called The Chelmsford Croquet Club.

2 Objects

2.1 To foster and promote the sport of croquet at all levels, providing opportunities for recreation and competition and associated social activities.

3 Membership

3.1 There shall be 5 classes of membership available. These are:

3.1.1 Ordinary Membership

Shall be open to any person aged 16 years or over who for the annual subscription shall enjoy all the facilities of the Club. They shall be entitled to a vote at General Meetings of the Club

3.1.2 Off-peak Membership

Shall be open to any person aged 16 years or over who for half the annual subscription for ordinary members (though with no first year or late season joining discount) shall enjoy all the facilities of the Club on any evening after 1700 hrs and at any time on Sundays, subject to the lawns not being needed for any club event or booked by an outside organization. Associate members would be entitled to attend the AGM but would have no vote.

3.1.3 Student Membership

Full time students under 25 years of age shall pay a subscription 50% of the ordinary rate. They shall not be entitled to a vote at General Meetings.

3.1.4 Junior Membership

Children and young people under the age of 16 who will pay a subscription as determined from time to time. They shall not be entitled to a vote at General Meetings.

3.1.5 Honorary Membership in recognition of services to the Club.

Honorary members may be elected at the AGM, on the recommendation of the Committee. They shall be entitled to the full rights and facilities of the Club and be entitled to vote at General Meetings.

3.2 A member (other than a new member in his/her first year) who has not paid his subscription by 1 June may, at the discretion of the Committee, be deemed to have resigned.

3.3 A member who is found, by vote carried at a Special General Meeting called in accordance with clause 7.8, to have behaved in a manner likely to bring the club into disrepute or cause substantial prejudice to it may be expelled from the club. Provided that:

a) the resolution must be carried by two thirds of those attending and voting

b) before putting the motion to the vote the member shall have a full opportunity to address the meeting.

3.4 The member expelled may appeal by notice in writing sent to the Secretary of the Croquet Association within 14 clear days, who shall within 14 days thereafter convene a meeting of the Chairperson (or in their absence the Vice-chairperson) of the Council and two members who shall decide the appeal and shall not be required to give reasons.

4 Officers

4.1 The Officers of the Club shall be as follows:

President	} Non-Executive
Vice Presidents	} Officers
Chairperson	}
Secretary	} Executive Officers
Treasurer & Membership Secretary	}

5 Election of Officers

5.1 All Executive Officers shall be elected at the Annual General Meeting of the Club from and by the ordinary members of the Club.

5.2 Executive Officers are elected for a period of three years but may be re-elected for a second term of office. (Only if no other candidates stand for election may an Executive Officer serve for more than two consecutive terms.)

6 Committee

6.1 The affairs of the Club shall be controlled by a Committee comprising the Executive Officers and up to 5 other members elected from, and by, the ordinary members of the Club. Committee members are elected for a period of three years but may be re-elected for a second term of office. (Only if no other candidates stand for election may committee members serve for more than two consecutive terms.)

6.2 The Committee shall meet as necessary, but not less than twice a year. It may appoint sub-committees.

6.3 The duties of the Committee shall be to:

6.3.1 Control the affairs of the Club on behalf of the members.

6.3.2 Receive a report from the Treasurer at every meeting and make arrangements for the end of year accounts to be checked before presentation to the subsequent AGM**.**

6.3.3 Co-opt additional members to the Committee as the Committee feels necessary. Co-opted members shall not be entitled to a vote on the Committee unless they have been co-opted to replace a member who has died or has resigned. They shall hold office until the next AGM.

6.3.4 Make decisions on the basis of a simple majority vote. In the case of equal votes the Chairperson shall be entitled to an additional casting vote.

6.3.5 Appoint an Ordinary Member who is not on the Committee to examine the accounts.

7 Finance

7.1 The Treasurer shall keep the accounts which should be available for reasonable inspection by members.

7.2 The Club shall maintain a bank account and the following Officers shall be authorised to sign cheques: two from the Chairperson, Treasurer and Secretary (subject to the immediate past holders of those offices being authorised to sign cheques for three months after ceasing to hold office).

7.3 Where payment is to be made online the Treasurer shall email the details to either the Chairperson or Secretary and await a confirmatory email before making the payment.

7.4 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties other than in the event of the dissolution of the Club – see section 10 below.

8 General Meetings

8.1 The Annual General Meeting of the Club shall be held not later than the end of March each year. Twenty-one clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the notice to every member at their home address or by email and posting the notice on the Club notice board. Members 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 not less than 7 days before the meeting.

8.2 The business of the Annual General Meeting shall be to:

8.2.1 Confirm the minutes of the previous Annual General Meeting and any other General Meetings.

8.2.2 Receive the annual accounts.

8.2.3 Receive the annual report of the Chairperson.

8.2.4 Elect the Officers of the Club (i.e. Chairperson, Secretary, Treasurer and Membership Secretary) and other Committee Members.

8.2.5 Fix subscription rates.

8.2.6 Transact such other business received in writing or via email by the Secretary from members 14 days prior to the meeting and included on the agenda.

8.2.7 Conduct such other business except business for which a Special General Meeting is required (i.e. expulsion or dissolution) as by common consent of the meeting the Chairperson in his/her discretion admits.

8.3 Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations may only be made by ordinary members and must be seconded by another ordinary member. (In the absence of nominations prior to the meeting, nominations may be taken from the floor. All nominations shall have the consent of the nominee.)

8.4 At all General Meetings the chair will be taken by the Chairperson or, in his/her absence, by a deputy appointed by the ordinary members attending the meeting.

8.5 Decisions made at a General Meeting shall be by a simple majority of votes from those members attending the meeting. In the event of equal votes the Chairperson shall be entitled to an additional casting vote or alternatively at his/her discretion he/she may direct a written poll.

8.6 A quorum for a General Meeting shall be 10 ordinary members or two thirds of the membership, whichever is the lower, including two from the Chairperson, Secretary and Treasurer.

8.7 Each ordinary member shall be entitled to one vote on any separate issue at General Meetings.

8.8 Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than 5 ordinary members of the Club. At least 21 days notice of the meeting shall be given. (The business to be considered at the meeting to be specified in the notice convening the meeting.)

9. Alterations to the Constitution

9.1 Any proposed alterations to the Constitution may be considered only at an Annual or Special General Meeting, convened with the required notice of the proposal. Any alteration or amendment must be proposed by an ordinary member of the Club and seconded by another ordinary member. Such alterations shall be passed if supported by not less than two thirds of those ordinary members present at the meeting and voting, assuming that a quorum has been achieved. An abstention shall be recorded but shall not count as a vote.

10 Dissolution

10.1 If at any General Meeting of the Club a resolution be 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.

10.2 If at that Special General Meeting the resolution is carried by at least two thirds of the ordinary members 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.

10.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the members of the Club but shall be divided equally between the East Anglian Croquet Federation (if the Club is a member of it) and the Croquet Association. If the Club is not a member of the Federation all assets on dissolution shall vest in the Croquet Association. Without in any way fettering the absolute discretion of the Croquet Association in the disposal thereof, first consideration may be given to support of other clubs in the vicinity of the dissolved club.