



CONSTITUTION

(As adopted at the AGM of 28 October 2023)

1. This Constitution supersedes all previous Rules.
2. The **NAME** of the Club shall be "Hunstanton Croquet Club". The **OBJECTS** of the Club shall be to provide facilities for and to promote the amateur sport of croquet in Hunstanton and community participation therein. All surplus income shall be reinvested in the Club. No surpluses or assets shall be distributed to Members or third parties.
3. **MEMBERSHIP** of the Club shall be open to anyone interested in the sport on application, regardless of sex, age, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities shall be allowed on a non-discriminatory basis. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The classes of membership shall be: FULL Members who pay the full subscription. COUNTRY Members resident more than 25 miles from the Club. JUNIOR Members under 18 years of age or in full-time education. SOCIAL Non-playing Members. HONORARY Members who have given exceptional service to the Club. Clause 9 refers. TEMPORARY Visitors from other organisations, recognised clubs competing in matches, tournaments and other competitions. Members shall be permitted to invite occasional guests to the Club subject to the By-Laws.
4. **MANAGEMENT.** The day-to-day management of the Club shall be vested in a Committee comprised of three Officers and no more than six Ordinary Members. A quorum for meetings shall be five Committee Members to include at least two Officers. The Committee may fill by co-option any vacancies for Officers and Ordinary Members that remain after the Annual General Meeting (AGM) or arise during the year. In the case of a full Committee not being elected then the quorum may be reduced to four of those elected or co-opted of which two must be Officers.
5. **The COMMITTEE** shall meet as decided by the Chairman or in need an Officer. The Secretary shall give Committee Members not less than seven days' notice of each meeting. Committee Members present shall be entitled to vote on each proposal, but must declare any interest and shall not be able to participate in any voting. All voting shall be decided by a simple majority. In the event of a tie the Chairman of the meeting shall have a casting vote. A copy of the minutes of each meeting shall be made available for inspection by Members.

6. **The OFFICERS** shall be elected at each AGM by Members only and shall hold office until the next AGM when they shall be eligible for re-election.

The **CHAIRMAN** shall be the chief executive and shall preside at all meetings and function save the AGM and any Special General Meeting (SGM), when the President shall preside. A Chairman shall not normally hold office for more than five consecutive years.

The **SECRETARY** shall arrange meetings, prepare agendas and keep minutes. In addition, the Secretary shall attend to correspondence, maintain a register of Members and advise the Committee on any matters concerning procedures and rules.

The **TREASURER** shall keep the accounts of the Club and be responsible for all monies belonging to the Club or payable by the Club and shall place before the Members at the AGM a Statement of Income and Expenditure (the Accounts) for the preceding year. The Accounts shall be in a form agreed by the Committee and duly approved and signed by the Scrutineer. Banking and other financial arrangements shall be reviewed by the Committee at least once a year.

7. **ORDINARY COMMITTEE MEMBERS** shall be elected at each AGM by Members only and shall hold office until the next AGM when they shall be eligible for re-election.
8. A **PRESIDENT** shall be appointed at an AGM to hold office for a term of five years if those Members present vote in favour. Honorary Membership for the term of office shall be conferred on a President so elected. A President shall preside at all General Meetings and may attend Committee Meetings *ex officio* in an advisory and non-voting capacity.
9. **HONORARY** Membership for any period including life may be conferred on a Member on the recommendation of the Committee, if those Members present at an AGM vote in favour. Honorary Members shall not be required to pay subscriptions.
10. **ANNUAL GENERAL MEETING** (AGM) shall be held at a suitable local venue at the end of the playing season, the date and time to be decided by the Committee. The meeting shall be:
 - (a) To confirm the Minutes of the previous AGM and any other Special General Meeting (SGM).
 - (b) To receive the Reports of the Committee.
 - (c) To receive and consider the Accounts and the Report of the Treasurer.
 - (d) To decide rates of subscription.
 - (e) To elect the Officers and Ordinary Committee Members.
 - (f) To consider any proposals by Members submitted in terms of clause 10(j)
 - (g) To appoint a Scrutineer.
 - (h) To consider any other business.

The following procedures shall apply:

- (i) A Preliminary Notice shall be posted on the Notice Board eight weeks prior to the AGM.
- (j) Proposals by Members consistent with this Constitution for consideration at the AGM shall be delivered to the Secretary at least six weeks prior to the AGM.

- (k) A Final Notice giving the date, time and venue for the AGM and the agenda, detailing vacancies to be filled shall be posted on the Notice Board at least four weeks prior to the AGM. Copies shall be circulated to all Members by means decided by the Secretary.
 - (l) Nominations of Members for election shall be on the prescribed form duly proposed and seconded by Members with the agreement of the nominee. Such nominations shall be delivered to the Secretary at least two weeks prior to the AGM and details posted on the Notice Board. No Member may hold more than one office at any one time.
 - (m) Amendments proposed by Members to items on the Agenda shall be delivered to the Secretary at least two weeks prior to the AGM. Copies shall be posted on the Notice Board and circulated to Members.
 - (n) At the AGM every Member present shall be entitled to vote on each and every proposal. All voting shall be decided by a simple majority (except as provided in Clauses 19 and 22 of this Constitution) on a show of hands or by ballot at the discretion of the Chairman at the meeting. In the event of a tie the Chairman shall have a casting vote.
 - (o) If written nominations are insufficient to fill vacancies for Officers or Ordinary Committee Members the Committee may fill any vacancies by co-opting Members (Clause 4 refers).
 - (p) Minutes of the Meeting shall be circulated to all Full Members by a means decided by the Secretary.
 - (q) A quorum for the meeting shall comprise 20% of Members.
11. A **SPECIAL GENERAL MEETING** may be called by the Committee or by 10 Members on submission of a request to the Secretary in writing stating the purpose for which a meeting is required and any resolution(s) to be voted on. Such a meeting shall take place within six weeks, but shall not be held outside of the playing season unless circumstances dictate. The conditions and procedures shall follow those for an AGM insofar as these are relevant and compatible.
 12. **APPLICATIONS FOR MEMBERSHIP** shall be submitted to the Secretary on the prescribed form, accompanied by the subscription. There shall be an interval of at least two days before membership is granted. The Committee shall scrutinise all applications.
 13. **SUBSCRIPTIONS** shall be due and payable on 1st January each year. Any member who has not paid by 31st March may no longer use Club facilities and membership shall lapse. The Club shall keep subscriptions at levels that will not pose a significant obstacle to persons participating in the sport.
 14. **CONDUCT OF MEMBERS.** The Committee may revoke Membership or remove it only for good cause, such as conduct or character likely to bring the Club or the sport into disrepute. Appeal may be made by the Member at a General Meeting.
 15. **PERSONAL DATA.** Membership of the Club shall constitute consent to the Club holding relevant personal data and to its use in the compilation and publication of lists of Members and reports and for other purposes pertaining to the normal activities of the Club. The Secretary shall act as Data Controller in terms of the relevant Data Protection legislation. The use of such personal data will only be permitted with the written permission of the Member.
 16. **INDEMNITY.** A Committee Member who acts within express or implied powers on behalf of the Club shall be indemnified out of Club funds in respect of any claim arising provided such claim or possible claim is reported to the Committee immediately and the instructions of the Committee in dealing with that claim are followed.

17. **PAYMENTS TO MEMBERS** may be made for the supply to the Club for goods or services provided the terms and conditions are approved by the Committee in accordance with Clause 5.
18. **ALCOHOL** shall be supplied only to Members and Guests. The purchase of alcohol for the Club and the supply of alcohol by the Club shall be managed by the Committee, who shall observe the provisions of the Licensing Act 2003 and any conditions attached to the Club Premises Certificate issued by the relevant Licensing Authority.
19. **DISSOLUTION.** The Club may be dissolved only by a resolution of a General Meeting passed by at least three-quarters of those Members present. In the event of dissolution, the Committee shall appoint a sub-committee to realise assets and wind up the Club in a proper legal manner. Any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered Charity or Croquet England for use by them for community related sports.
20. **BY-LAWS.** The Committee shall make such By-laws as it considers necessary to control the use of the Clubhouse, lawns, equipment, maintenance thereof and the conduct of the members.
21. This **CONSTITUTION** and the By-laws shall be permanently displayed on the Notice Board and the Club's web site. Any Member may obtain a copy from the Secretary on request. All Members shall be deemed to know this Constitution and the By-laws and shall be bound by the conditions contained therein.
22. This **CONSTITUTION** may be abrogated, altered or added to only by a resolution of a General Meeting and passed by at least three-quarters of those Members present.

By Order of the AGM.

Caroline Harper
Chairman
28/10/2023

Grenville Perry
Secretary
28/10/2023