

# **HIGH WYCOMBE CROQUET CLUB**

## **CONSTITUTION (Feb 2023)**

### **1. TITLE**

- 1.1 The Club is called High Wycombe Croquet Club ('the Club') and shall be a member of the Southern Croquet Federation and a Member Club of the Croquet Association.
- 1.2 The management of the Club shall be conducted by a committee known as 'the Club Committee'.

### **2. OBJECTS**

To foster, promote, improve and develop the sport of croquet at all levels, providing opportunities for recreation and competition.

### **3. MEMBERSHIP**

- 3.1 Club membership is open to any person who submits either a completed "Membership renewal application form" or "New member application form" together with payment of the relevant subscription fee as determined by the Annual General Meeting of members ('AGM').
- 3.2 There shall be three classes of membership available. These are:
  - 3.2.1 Full Member (including Country and Half-yearly membership).
  - 3.2.2 Student Member (age limits at the discretion of the committee).
  - 3.2.3 Affiliate Member.

Only Full Members and Student Members aged 16 or over are eligible to vote at the General Meetings or shall be included in the count of a quorum.

- 3.3 The Club Committee may stipulate conditions on which any person under the age of 16 years who applies for membership is accepted as a student member.
- 3.4 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. 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.
- 3.5 The Club Committee may from time-to-time introduce new types of membership.
- 3.6 The membership year shall run from 1st April to 31st March.

- 3.7 At the discretion of the committee, if membership numbers reach a level where demand for lawns is deemed to be excessive to the point that it is routinely and negatively impacting membership benefits then a carefully worded cap will be applied. If a cap is applied, this will be communicated to current members who will be given priority when memberships are due for renewal.

#### 4. **PRESIDENT AND OFFICERS**

- 4.1 The Full Members may (but shall not be obliged to) elect an Honorary President who in his capacity as President shall be entitled to attend all Committee and other meetings and functions of the Club. For the avoidance of doubt the Honorary President shall not be entitled to a vote on the Committee in his capacity as Honorary President but shall not be precluded from being nominated for election as a Committee Member or Officer of the Club.
- 4.2 The Officers of the Club shall be Chairman, Secretary and Treasurer.
- 4.3 The Club Committee may from time-to-time designate members of the Club Committee as holders of other club positions including but not limited to club captain, club handicapper, equipment officer and social secretary.

#### 5. **ELECTION OF PRESIDENT AND OFFICERS**

- 5.1 The Honorary President (if one is elected) shall hold office for life or for such lesser period for which he or she may be elected as shall be determined by the full Members of the Club at the AGM at which he or she is elected Honorary President.
- 5.2 All Officers shall be elected at the AGM from, and by, the full Members of the Club.
- 5.3 All Officers are elected until the next AGM and may then be re-elected to the same office or another office. Any office becoming vacant shall be filled by co-option by the Club Committee.
- 5.4 No one should serve as Chairman for more than three years consecutively but should the existing Chairman wish to stand for more than three years consecutively, they may so long as no other member is nominated. Should another member be nominated for Chairman in addition to the existing Chairman wishing to stand again, a vote should take place at the AGM between the existing Chairman and the nominee to elect the Chairman.

#### 6. **THE CLUB COMMITTEE**

- 6.1 The Club Committee shall comprise the Officers of the Club and up to six other Members elected from, and by, the Full Members of the Club. The

Club Committee shall meet at agreed intervals and not less than three times per year. It may appoint sub-committees.

- 6.2 A quorum for Club Committee meetings shall be at least four of those Committee members entitled to vote and shall include at least one Officer of the Club. Decisions made at Committee meetings shall be by a simple majority of votes from those Committee members attending the Committee meeting entitled to vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.
- 6.3 In furtherance of the objects but not otherwise the Committee shall have the following powers and duties:
  - 6.3.1 To control the affairs of the Club on behalf of the Members.
  - 6.3.2 To hire or lease and maintain such land and property and to buy for the Club and thereafter maintain such equipment as the Club Committee may consider necessary for the proper running of the Club provided however that the Club Committee shall not commit the Club to the lease of any land without the approval of a majority of such full Members of the Club as attend an AGM or SGM properly convened in accordance with Clause 7 hereof.
  - 6.3.3 To raise funds provided that in doing so the Committee shall not undertake any substantial permanent trading activities.
  - 6.3.4 To borrow money provided however that no borrowing shall in aggregate exceed £200.00 without the approval of a majority of such full Members as attend an AGM or SGM properly convened in accordance with Clause 7 hereof.
  - 6.3.5 To make such rules for the management and day to day running of the Club as may be reasonably necessary.
  - 6.3.6 To keep accurate accounts of the finances of the Club which shall be available for reasonable inspection by Members.
  - 6.3.7 To maintain bank accounts and to specify the requirements for authorised signatories.
  - 6.3.8 To co-opt from Club members such additional members of the Committee for such period (but not beyond the next AGM) as the Committee considers necessary. Any such co-opted member shall not be entitled to a vote on the Committee unless he/she has been co-opted to replace a member who has died or has resigned or (not already being a Club Committee Member) has been co-opted as an Officer to fill a vacancy. They should hold office until the next AGM.
  - 6.3.9 To appoint and constitute such ad hoc advisory committees as the Club Committee thinks fit.

6.3.10 To suspend or terminate the membership of any Member who has in the opinion of the Club Committee failed to maintain good standards of behaviour towards other players, officials, equipment, courts or spectators or conducted themselves in a manner likely to bring the Club or its objectives into disrepute. Any Member whose membership is suspended or terminated by the Club Committee has the right to appeal against the decision of the Club Committee by notice in writing sent to the Secretary of the Croquet Association within 14 clear days of being notified in writing of the Club Committees' decision.

6.3.11 To arrange:-

- (i) Tournaments for Club members only (internal tournaments).
- (ii) Tournaments for Club Members and other croquet players (external tournaments).
- (iii) Matches with other clubs.
- (iv) Club croquet sessions for Club members and their visitors.
- (v) Social events.

6.3.12 To make revision to the club's Children and Vulnerable Adults Safeguarding Policy that might be agreed from time-to-time at a Committee meeting and subsequently recorded in the meeting's minutes.

## 7. **GENERAL MEETINGS**

In this Clause references to General Meetings shall unless the context otherwise requires refer to both AGMs and Special General Meetings (SGMs).

7.1 The AGM of the Club shall be held each year not later than 14 days before the new season is due to commence. 14 clear days written notice shall be given to Members of the AGM by posting or delivering a copy of the notice to every member at their home address (here meaning the last address of the Member notified by him/her in writing to the Club Secretary). The said notice of AGM shall include the agenda for the AGM. Members must advise the Secretary in writing at least 7 days before the AGM of any business not already specifically included on the agenda.

7.2 The form of the AGM

7.2.1 The form of the AGM can be in person, Online, Email or a combination as determined by Committee and notified to Members.

7.2.2 Nominations for election to Committee can be in writing, by email or other electronic formats.

7.2.3 Email and other electronic formats used for voting count towards an AGM being considered quorate and able to make decisions.

- 7.2.4 Emails and other electronic formats used for voting must be received no later than 24 hours before the AGM. This allows reasonable time for such votes to be processed.
- 7.3 The business of the AGM shall be to
- 7.3.1 Confirm the minutes of the previous AGM and any other general meetings held since the last AGM.
- 7.3.2 Receive the annual report of the Secretary.
- 7.3.3 Receive the annual accounts and the report of the Treasurer.
- (i) To receive the reports of any other Committee Member to whom specific responsibilities have been delegated.
- (ii) Elect a President (if appropriate) and the Officers of the Club and the other Members of the Club Committee.
- 7.3.4 Fix Club subscription rates. A Member who has not paid his subscription by such default date as the Committee prescribes may at the discretion of the Committee be deemed to have resigned.
- 7.3.5 Transact such other business notice of which has been received in writing by the Secretary from Members at least 7 days prior to the meeting.
- 7.3.6 Transact such other business except business for which a Special General Meeting is required (e.g. dissolution) as by common consent of the meeting the Chairman (or in the absence of the Chairman his or her deputy duly appointed in accordance with 7.5 hereof) in his/her discretion admits.
- 7.4 Special General Meetings may be convened by the Club Committee or on receipt by the Secretary of a request in writing from not less than 40% of the Full Members of the Club At least 21 days' notice of the meeting shall be given.
- The business to be considered at the meeting shall be specified in the notice convening the meeting.
- A quorum for an SGM shall be at least 25% of the Full Members and shall include at least two Committee Members at least one of whom shall be an Officer of the Club.
- 7.5 Nomination of candidates for election as Officers shall be made in writing to the Secretary at least 7 days in advance of the date of the AGM. Nominations can only be made by Full Members and must be seconded by another Full 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.

- 7.6 At all General Meetings the chair will be taken by the Chairman, or, in his or her absence by a deputy appointed by Full Members attending the Meeting.
- 7.7 Except as hereinafter specifically provided in Clauses 9 and 11 hereof decisions made at AGMs shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairman shall be entitled to an additional casting vote or alternatively in his/her discretion he/she may direct a written poll.
- 7.8 A quorum for an AGM shall be at least 25% of the Full Members and shall include at least two Committee Members at least one of whom shall be an Officer of the Club.
- 7.9 Each Full Member of the Club shall be entitled to one vote on any separate issue at General Meetings.

## **8. CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY**

As of 18th March 2019, the club has adopted into this constitution its Children and Vulnerable Adults Safeguarding Policy.

## **9. ALTERATIONS TO THE CONSTITUTION**

Any proposed alterations to the Club Constitution may only be considered at a duly convened AGM or SGM. Any alteration must be proposed by a Full Member of the Club and seconded by three other Full Members. Such alterations shall be passed if supported by not less than two thirds of those Full Members present at the meeting and voting.

An abstention shall be recorded but shall not count as a vote.

A draft of the proposed alterations shall accompany the required notice convening the meeting.

## **10. GIVING OF NOTICES BY E-MAIL**

Notwithstanding any of the provisions herein, notices of meetings or otherwise to be given in writing to last notified addresses of Members. Any such notices shall be deemed properly served on any Member who notifies his or her e-mail address to the Secretary and consents in writing or by e-mail to receiving notices by e-mail.

## **11. DISSOLUTION**

- 11.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene an SGM of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

- 11.2 If at that SGM, the resolution is carried by at least two thirds of the Full Members present at the meeting and voting the Club 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 provided however that the Club Committee shall not be required to sell all or any of the croquet equipment of the Club.

An abstention shall be recorded but shall not count as a vote.

- 11.3 After discharging all debts and liabilities of the Club, the proceeds of the assets realised shall be applied as follows:- the remaining assets (including any items of croquet equipment not sold) shall not be distributed amongst the Full and/or Junior Members of the Club, but shall be divided equally between the local Federation (if the Club is a member of it) and the Croquet Association. If the Club is not a member of the local Federation all such 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.
- 11.4 In no circumstances shall the assets of the Club be distributed to the membership at any time. All surplus income or profits are reinvested in the Club. The club's assets may only be distributed at Club dissolution in accordance with the provisions at Clause 11.