

STAPLEHURST CRICKET & TENNIS CLUB

The Clubhouse, Frittenden Road, Staplehurst, TN12 0DH
www.staplehurstcricket.com www.staplehursttennis.com

CLUB CONSTITUTION

THE CLUB

1. The Club shall be called **“THE STAPLEHURST CRICKET & TENNIS CLUB”**.
2. The object of the Club shall be to provide facilities for and promote participation of the whole community in the sports of cricket and tennis.
3. The Club shall consist of not less than 25 Playing Members, and in addition:
 - (a) Non-playing Members;
 - (b) Honorary Life Members;
 - (c) Vice Presidents
 - (d) Young Persons aged 23 and under
4. The Officers of the Club shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer, a Marketing & PR Officer, a Property Officer and a Fundraising Officer.
5. Every Member shall be bound by and submit to the Rules and bye-laws of the Club.
6. No alteration in these Rules shall take effect unless and until approved at an Annual General Meeting or at a Special General Meeting convened for the purpose. In the case of a proposed change to Rules 1-6 hereof inclusive in excess of 75% of the Members present at a General Meeting of the Club shall vote in favour of the change, and such change shall have unanimous approval of the Trustees, before the change shall become effective. In addition, in the case of a proposed change in Rule 2 to delete reference to the Playing of Cricket and/or Tennis in excess of 75% of the Cricket and/or Tennis Playing Membership respectively, shall vote in favour of the change before the change shall become effective. In the case of a proposed change to Rules 7-28 hereof inclusive, in excess of 50% of the Members present shall vote in favour of the change before the change shall become effective.

THE GENERAL COMMITTEE

7. The general management of the affairs of the Club shall, subject to these Rules be vested in a General Committee ('the Committee') which shall consist of Officers of the Club in Rule 4 above and Chairman of Cricket Committee (or nominated deputy). Five members shall form a quorum. In addition, the President, the Trustees, Club Welfare Officer and any Assistant Secretary, Assistant Treasurer or Assistant Membership Secretary shall be ex-officio members of the Committee. Any Assistant Secretary, Assistant Treasurer or Assistant Membership Secretary will have to be properly elected at an AGM (or EGM). Any such Assistant Officer will not automatically become an "Officer of the Club" as defined under Clause 4.
8. The Secretary shall conduct the correspondence of the Club, and shall keep full and correct Minutes of all General Meetings of the Club and of the meetings of the Committee.
9. The Treasurer shall keep the accounts of the Club and shall make up the Financial Statements of the Club to 30th September in each year, which shall, after being independently reported on, be printed and made available to Members prior to the Annual General Meeting.
10. The Committee shall have the power to appoint sub-committees, to fill casual vacancies on the Committee and to make bye-laws for regulating the conduct and affairs of the Club, provided the same are not inconsistent with these Rules. Such bye-laws shall be posted in some conspicuous part of the Club premises and shall be binding on all members.
11. The Officers of the Club are empowered to recruit and appoint servants on terms and conditions consistent with these Rules for the purposes of meeting the Club's objectives and in conducting the Club's business. The Club servants shall be under the orders of and directly accountable to the Officers and no Member shall reprimand a Club servant. If a Member has any cause for complaint the matter shall be brought before the Committee in writing.

CLUB COMMITTEES

12. All Officers and Committee Members shall be Club Members of at least six months standing at the time of election with the exception of the Chairman, Vice-Chairman, Treasurer and Secretary who shall be members of at least 2 years standing at the time of election. The Club Committees shall be:

Cricket Committee:	the Captains and 4 other players. The Cricket Director and Junior Cricket Director will be ex-officio members;
Tennis Committee:	Captain, Vice-Captain, Junior Captain, Match Secretary, 1 Non-Playing member and 8 Players;
Social & Fundraising Committee:	8 Members.

Four members shall form a quorum for any of the above Committees, who are empowered to fill any casual vacancies in their membership.

All affairs relating to the Bar and Licence will come under the "Finance Sub-Committee" which comprises: Chairman, Vice-Chairman, Treasurer, Assistant Treasurer (if appointed), Cricket Committee Chairman, Tennis Committee Chairman.

TRUSTEES

13. The property of the Club (other than cash, which shall be under the control of the Treasurer) shall be vested in four Members of the Club appointed as Trustees of the Club, to be dealt with by them as The Committee shall from time to time direct by resolution (of which entry in the Minute Book shall be conclusive evidence). The Trustees shall be indemnified against risk and expense out of the Club property. For the purpose of giving effect to a nomination the President is hereby declared to be the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustees Act 1925 and shall by Deed duly appoint the person or persons so nominated by the Committee as the new Trustee or Trustees of the Club and the provisions of the Trustees Act 1925 shall apply to any such appointment. Any statement of fact in any such Deed of Appointment shall in favour of a person dealing bona fide and for value with the Club or the Committee by conclusive evidence of the fact so stated. The trustees shall hold office until death or resignation or until removed from office by resolution passed at an Annual General Meeting. If by any reason of any such death, resignation or removal, it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed or if the Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Committee shall by resolution nominate the person or persons to be appointed. An appointment shall be confirmed at the next Annual General Meeting of the Club following a recommendation from the Committee.
14. All surplus income or profits are reinvested in the Club. No surpluses or assets will be distributed to members or third parties. Upon dissolution of the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, registered charity or the sports' governing bodies

ANNUAL GENERAL MEETING

15. An Annual General Meeting of the Club shall be held in January to:
 - (a) receive and, if approved, adopt a statement of the Club accounts to the end of the preceding financial year;
 - (b) appoint an independent person who shall report on the Annual Financial Statements of the Club.

- (c) elect the Officers of the Club (as in Rule 4), members of the Committees, and Cricket Vice-Captains (who shall be Club Members of at least six months standing at the time of election with the exception of the Chairman, Vice-Chairman, Treasurer and Secretary who shall be members of at least 2 years standing at the time of election) who shall hold office until the next Annual General Meeting, but shall be eligible for re-election from year to year;
- (d) on nomination of the incumbent President, as endorsed by the General Committee, elect a President (who shall hold office for two years)
- (e) elect Vice-Presidents
- (f) determine the annual subscription for all classes of membership;
- (g) consider and, if approved, sanction any duly made alteration of the Rules;
- (h) consider any special matters which the Committee or Members desire to bring before the Meeting.

Notice convening any General Meeting shall be posted on the Club noticeboard and sent to Members, by email, not later than 14 days before the Meeting, and shall specify the matters for consideration. Members requiring posted copies of such notices should inform the Club Secretary in advance who will maintain a register of requests.

- 16. Full Playing and Non-Playing Members and Honorary Life Members only shall be eligible to vote at General Meetings.
- 17. Nomination sheets for election to the Committee and the Club Committees or as Cricket Vice-Captains shall be prepared to show the name of each Member so nominated, and the name of the proposer and seconder, and shall be sent to the Secretary in writing seven days at least before the Annual General Meeting. At the Annual General Meeting balloting lists shall be prepared containing the names of the candidates only, and each full Member present may vote for any number of such candidates not exceeding the number of vacancies. In the case of Cricket and Tennis nominations, only respective section Members shall vote. The candidates up to the number of vacancies who shall receive the most votes shall be declared elected, and in the case of two or more candidates receiving an equal number of votes, the Chairman of the Meeting shall select by lot from such candidates the candidate or candidates who are to be Members of the respective Committee. The election procedure also applies to the "Officers of the Club" as defined in Clause 4.

EXTRAORDINARY GENERAL MEETING

18. An Extraordinary General Meeting may be convened at any time by the Committee, or upon receipt of a written request signed by not less than ten Members, specifying the object of the Meeting, for any of the following purposes:
- (a) to consider alterations of the Rules;
 - (b) to consider any special matter which the Committee may desire to place before the Members, including the expulsion of a Member;
 - (c) to receive the resignation of the Committee or to remove any Member thereof from office and to fill any vacancy caused thereby;
 - (d) to consider any special matter which the Members requiring the Meeting may desire to place before the Club.

MEMBERSHIP

19. The Club is committed to ensuring that equity is incorporated across all aspects of its development. Membership of the Club is open to all, in line with our adoption of the Sport England definition of sports equity, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. Furthermore, we believe sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
20. The Club has adopted the England & Wales Cricket Board's 'Safe Hands – welfare of young people in cricket' guidelines.
21. Applications for Membership shall be made in writing on the specified form. No person shall be elected to membership within two days of a valid application being received and the name and address of any person proposed for membership shall be displayed in a prominent place in the Club premises for not less than two days before such election.

22. The Committee may propose as an Honorary Life Member, any Member who shall in the opinion of the Committee have rendered services to the Club, but the election shall not take effect unless and until the same is confirmed by the next Annual General Meeting. The number of Honorary Life members shall not at any time be significant in the proportion to the total Membership of the Club.
23. Every Member shall ensure that the Secretary is informed of his current address, which shall be inserted in the Register of Members. All notices sent by post to such address shall be deemed to have been duly delivered.
24. The names of all Members whose current subscription shall not have been paid before the 31st day of May in any year and who fail within 14 days of that date to comply with a written request for payment shall be posted on a Notice Board of the Club. Such Members shall cease to be Members on the expiration date of 14 days, unless a reason satisfactory to the Committee shall be given for the delay, until the annual subscription for that year, together with any additional sum, as from time to time determined at the Annual General Meeting, has been paid.
25. The Committee shall have the power to expel any Member whose conduct shall in the opinion of the Committee contravenes the Club code of conduct. Before any such Member is expelled the Secretary shall give the Member seven days written notice to attend a Meeting of the Committee and shall inform him/her of the complaints made against him/her. No Member shall be expelled unless at least two thirds of the Committee Members at the meeting vote in favour of expulsion. No person whose Membership has been terminated under this Rule shall be introduced by any other Member as a visitor to any part of the Club premises.
26. The Club may refuse membership or expel from membership only for good and sufficient cause. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
27. The spouse of a Full Playing Member or parent of a Junior Member shall be deemed to be a Non-Playing Member in order to use the facilities of the Club for social purposes, but in that capacity shall not be eligible for election to any Club Committee, nor be entitled to vote at any General Meeting of the Club.
28. In accordance with the Club Code of Conduct, Playing Members will wear appropriate clothing and footwear when playing cricket or tennis but there is no stipulation on style or colour.

THE CLUB PREMISES

29. The Secretary shall be responsible for the Club's compliance with the licensing legislation and will represent the Club in any Court proceedings in these matters.
30. Intoxicating liquor may be supplied on the Club's premises in accordance with licensing legislation. The hours of opening of the Club Bar will be determined by the Bar Steward. Normal opening hours will be published in the Membership Card. Additional hours of opening will be at the discretion of the Bar Steward, prior notice of which will be given in the Club Bar.

31. Temporary Members may be admitted to the Club premises, except at such time as the Committee may direct, and there may be sales of intoxicating liquor for consumption on the premises to:
- (a) the guests of Members as signed in to a register held in the Clubhouse;
 - (b) employees of the Club and persons employed on the Club premises;
 - (c) members of visiting teams playing or practising on the premises and their guests and officials;
 - (d) persons attending Committee approved functions on the premises where a list of such attendees is provided by the Club member acting as host accepting responsibility for their conduct.
32. The Bar Steward shall have discretion to refuse service or admit members or guests to the bar where it is deemed a breach of the license or Club Code of Conduct is likely.
33. No person shall be admitted as a guest at the Club more than six times in any period of one year. Each member is responsible for the conduct of his/her guest.
34. Any Member or other person admitted to the Club who is guilty, in the opinion of the majority of the Members of the Committee present (or a single Committee Member if only one is present) of conduct which contravenes the Club code of conduct, shall leave the Club premises if so directed by those Committee Members or that Member. Such incident shall be reported at the next Meeting of the Committee.

**Certified as a true copy of the Club rules
as amended at a General Meeting
on 28th January 2016.**

**Joy Henson
Chairman**

**Chris Saunders
Secretary**