

CORNWALL CROQUET CLUB
CONSTITUTION
As amended March, 2012

Note: Where "man" or "he" is used, equal reference to both genders is intended.

1. NAME

- 1.1. The Club shall be called **Cornwall Croquet Club**
- 1.2. The Club shall be an amateur, non-profit-making club where all surplus income or gains are required to be reinvested in the club. Surpluses or assets cannot be distributed to members or to third parties except where required in Clause 10 (Dissolution).

2. OBJECTS

- 2.1. The Club is established to provide facilities and to promote the playing of Croquet in all its forms as an amateur and social activity and in competition both within and outside the club. Membership shall be open to all members of the community regardless of sex, age, disability, ethnicity, nationality, sexual orientation or other beliefs except where there is likely to be damage to the lawns or equipment, e.g. through narrow-wheeled invalid chairs.
- 2.2. The Club shall take active steps to encourage beginners to the game by the provision of advice and coaching. Recruiting for the Club shall be active, through the use of Open Days and other appropriate means, including encouragement at secondary schools within the geographical area.
- 2.3. The Club shall from time to time hold social and other events for the membership and their guests.

3. MEMBERSHIP

- 3.1. The Club shall consist of as many members and categories of members as the Club Committee shall from time to time decide.
- 3.2. A person becomes a member by being accepted as such by the Committee and by paying an annual or other subscription to the Treasurer.
- 3.3. A person's membership shall be deemed to have lapsed if their subscription remains unpaid after the last day of April.
- 3.4. The Committee may expel any member whose conduct is, or has been, in their opinion contrary to the interest of or injurious to the reputation of the Club. If a member is so expelled, he will have the right of appeal, this being heard by a board of three independent persons to be appointed by the SW Federation of Croquet Clubs Committee.

4. PRESIDENT AND OFFICERS

- 4.1. The Owner of the land on which the club is situated shall be ex officio the President of the Club.
- 4.2. The officers of the Club shall be the Chairman, the Vice Chairman, the Secretary, the Treasurer and the Tournament Secretary. The officers shall be members of the club and be elected at an Annual General Meeting and shall hold office for three years. Upon any of these offices falling vacant for whatever reason, the Committee shall have the power to appoint a replacement to serve until the next Annual General Meeting. An officer, so appointed, may stand for election to that office at the next AGM.
- 4.3. An officer of the Club who is a non-croquet-playing member shall not be required to pay a subscription.

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5. DUTIES

5.1. **The President.** The President shall have the right to attend and to speak and vote at all General Meetings of the Club and all meetings of the Committee. He has all the rights and privileges of Membership but does not pay a subscription.

5.2. The Chairman

5.2.1. The Chairman shall take the chair for all meetings of the Committee and of the Annual General Meeting. In his absence, the Vice Chairman shall take the chair. In the absence of both the Chairman and Vice Chairman, an Acting Chairman shall be appointed by those Committee members present by a show of hands and shall take the chair until the Chairman or Vice Chairman is next present.

5.2.2. He shall be a cheque signatory.

5.2.3. He shall be empowered to make decisions in the event of an emergency when a meeting of the Committee is impractical. He should normally consult with the other officers of the Club at his discretion.

5.2.4. He may approve applicants for membership, subject to confirmation by the Committee at their next meeting.

5.2.5. He shall be the Club's Child Protection Coordinator.

5.2.6. The Chairman shall liaise with the Tournament Secretary to appoint Team Managers for each of the club's league teams.

5.3. The Vice Chairman

5.3.1. The Vice Chairman shall deputize for the Chairman in the absence of the Chairman and when otherwise required.

5.3.2. He may be a cheque signatory.

5.4. The Secretary

5.4.1. The Secretary shall conduct the correspondence of the Club, shall have the custody of all documents belonging to the Club except those for which the Treasurer is responsible, and shall keep the minutes of all meetings.

5.4.2. He may be a cheque signatory.

5.4.3. He shall maintain a list of members and arrange for the election of new members. At the end of each playing season, he is to compile a Membership State for the AGM.

5.5. The Treasurer

5.5.1. He shall keep the accounts of the Club and shall make up the Annual Statement of Accounts of the Club to the 31st December each year which shall, after independent examination by a person appointed at an AGM, be printed and distributed to all members together with the notice of the Annual General Meeting.

5.5.2. He shall be responsible for the operation of the Club's bank account, shall hold the cheque book and shall be a cheque signatory. All cheques shall require two signatures, the signatories being the Chairman, Vice Chairman, Secretary and Treasurer of the Club, or a member of the

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Club appointed by the Committee.

5.5.3. He shall arrange for the collection of subscriptions and payment of relevant fees.

5.5.4. At the Committee's discretion, he may settle accounts using Internet banking; in which case the Committee shall, from time to time, review the ceiling above which he must first get authority to pay from one of the nominated cheque signatories or a minuted Committee decision. Authority must be in writing; an e-mail or endorsement of the invoice or receipt (already paid by others) being acceptable.

5.6. The Tournament Secretary

5.6.1. He shall be responsible for arranging the annual Club competition and tournament programme for approval by the Committee.

5.6.2. He shall be responsible for the Club entry to all inter-Club leagues, matches and tournaments, for the arrangement of payment of the appropriate entry fees and for the internal organization for the provision of teams.

5.6.3. He shall be responsible for any C.A. tournaments organized by the Club, that the appropriate entry is provided for the annual Fixtures Calendar and that the appropriate fees are paid to the C.A.

5.6.4. He shall be responsible for compiling lists of entrants to club tournaments and for the collection of appropriate fees. He should also ensure that someone is appointed to organize and/or manage each event and furnish that person with a list of entrants.

6. COMMITTEE

6.1. The Committee shall consist of the five Officers of the Club and five ordinary members, duly elected at an A.G.M. Other Club members may be co-opted as members of the Committee and may then serve until the next Annual General Meeting. Three members shall make a quorum providing that at least one is an Officer of the Club.

6.2. The Committee shall be responsible for all aspects of running the Club except that it is not empowered to alter these rules. It may however make such bylaws as it considers necessary. Such bylaws shall be binding on all members until set aside by a simple majority at a General Meeting. These bye-laws shall be displayed on a suitable notice board where they are most likely to be seen by members.

6.3. The duties of Committee Members apart from the officers shall be determined by the Committee itself. Committee Members shall at all times act in accordance with the directions of the Committee as a whole. In other words, they shall accept collective responsibility.

6.4. The Committee is authorized to borrow or raise money to further the Club's Objectives in such manner as it may see fit provided such sums are within the Club's approved budget for that year. Any monies required that are not within the Club's approved budget should be approved by the Club through an EGM.

6.5. The Committee shall meet as required but a minimum of once per year.

6.6. The members of the Committee shall serve a 3 year term unless otherwise agreed on their election at an AGM

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7. ELECTION OF OFFICERS AND COMMITTEE MEMBERS

- 7.1. The Officers and Committee Members of the Club shall be elected at the Annual General Meeting. Retiring members shall be eligible for re-election. Elections are normally to be staggered so that, as far as possible, one third of the Officers and Committee Members come up for election each year.
- 7.2. Candidates for election shall be proposed and seconded by any two members of the Club who shall forward such nominations to the Secretary at least fourteen days before the Annual General Meeting, nominations received after this date will not be considered. Voting for elections shall normally be by a show of hands. However any member may request a secret ballot and such a request is to be met.

8. GENERAL MEETINGS

- 8.1. The Annual General Meeting shall be held in March to pass the accounts for the previous calendar year, to elect Officers and Committee Members, to appoint the Independent Examiner and to conduct the business of the Club. A General Meeting may be called at any time by the Committee or by a written request signed by six full members. Items for the agenda should normally reach the Secretary at least three weeks before the meeting so that they can be publicized beforehand.
- 8.2. At least 14 days' notice is to be given of any General Meeting to all members, using any appropriate means of communication. An agenda is to be published at the same time. A quorum shall consist of at least half the Ordinary Members of the Club.
- 8.3. Any Member entitled to a vote may appoint a proxy to act on his behalf at any General Meeting.
- 8.4. The business at a General Meeting called as a result of a member's petition shall be limited to that which is stated in the notice of the meeting.

9. CLUB PROPERTY

- 9.1. All members are responsible for the safekeeping and proper use of playing equipment and other property. Misuse of such property will not be tolerated and all damage must be reported without delay to the Secretary.
- 9.2. Three Trustees of the Club may be appointed at a General Meeting as considered necessary. All property of the Club shall be held by the Trustees for the time being, in their own names as far as necessary and practical, for the use and benefit of the Club. The Trustees shall act in regard to any property held by them in trust in accordance with directions of the Committee.
- 9.3. As far as may be practical, playing equipment will be available for the use of members at all reasonable times for play or practice on the Club lawns. In cases of conflict, organized Club events shall take precedence over informal games between members but consideration should be given, where possible, to maintain one of three lawns for general use.
- 9.4. A policy for winter closures of lawns will be decided by the Committee before the closure of the season and circulated to club members. Authority to amend this policy, in given circumstances, may be vested in a nominated small sub-committee.

10. DISSOLUTION

- 10.1. In the event of dissolution, any assets after all liabilities have been discharged including the repayment of any outstanding loans by members, shall be divided as decided by the Committee between the Croquet Association and any other affiliated Croquet Club that qualifies as a Community Amateur Sports Club (CASC).

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11. CLASSES OF MEMBERSHIP

11.1. The Committee may create classes of membership as may be deemed to be required from time to time.

11.2. New classes of membership are to be approved at the next Annual General Meeting.

11.3. Temporary Members

11.3.1. Unless otherwise decided by the Committee, a prospective member who has not hitherto played croquet may be offered a trial period, normally one month, as a Temporary Member without paying a subscription. At the end of the month he must then opt either not to join the Club or to offer himself for election as an Ordinary Member of the Club. At this point he will pay a subscription for the remainder of the playing year on the basis laid down under Annual Subscriptions.

11.4. Honorary, Associate and Life Members

11.4.1. The Committee may elect persons to hold Honorary Membership of the Club for a period of three years.

11.4.2. Members of other Croquet Clubs who wish to play at the club on an occasional basis may be accepted as Associate Members with the following conditions: -

: Their number is not to exceed one fifth of the Playing Membership.

: They may not book a lawn in advance.

: Green fees as laid down by the committee must be paid.

11.5. **Life member.** A Member who has performed outstanding service to the Club may be elected a Life Member. He shall then have all the privileges and obligations of Membership without paying any subscription for the duration of his life or until he resigns his membership.

11.6. **Founder member.** A member whose membership dates from the first day of the 2004 playing season and who donates a founding gift to the Club of £500 or more shall be known as a Founder Member and listed as such on any List of Members.

12. VISITORS

12.1. Members may introduce their friends or relatives to the Club. Green fees as laid down by the committee must be paid.

13. ANNUAL SUBSCRIPTIONS

13.1. The rates of subscription for the differing classes of membership shall be fixed by the Committee at the final meeting before the AGM and shall be subject to confirmation by the following Annual General Meeting.

13.2. Reduced rates may be applied to those who join the Club later in the year providing they have not been Members within the previous five years.

14. ELECTION OF MEMBERS

14.1. Candidates for membership shall normally be proposed and seconded by existing members. In this case, membership may be confirmed by the Committee at its next meeting. Where particular circumstances exist, a proposal by a single member may be approved by the Committee or, conversely, the Committee may decide to ballot all members. In the latter case, "no" votes by 10% of those voting will be sufficient to bar the candidate from membership.

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14.2. Where a candidate has been barred from membership, he shall not be eligible to be reconsidered for a minimum of one calendar year.

15. EXCLUSION OF LIABILITY

15.1. Neither the Club nor any officer thereof shall be liable to any member or guest of a member for any loss or damage to any property occurring, from whatever cause, in or about the Club's lawns or other premises, nor for any injury sustained by any such person whilst on or entering or leaving such premises.

16. ALTERATION OF THE CONSTITUTION

16.1. Any addition or alteration to, or revocation of any part of this Constitution must be agreed by a two thirds majority vote at a General Meeting in the notice of which the intention to make such changes has been clearly given.

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Adopted 25 March 2012.

Amendments: -

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|------------|--|------------|----------------------|
| 16.03.2004 | Clause 1.2 added. | | |
| 16.03.2004 | Clause 2.1.replaced | 25.03.2012 | Clause 2.1 amended |
| 16.03.2004 | New Clause 4.1 inserted | 25.03.2012 | Clause 4. amended |
| 16.03.2004 | Clause 4.3 added | 25.03.2012 | Clause 4.2 amended |
| 16.03.2004 | New Clause 5.1 inserted | 25.03.2012 | Clause 5.2.3 amended |
| 16.03.2004 | Clause 10.1 amended | 25.03.2012 | Clause 5.2.6 added |
| 16.03.2004 | Clauses 1.1.3 through 1.1.8 added | 25.03.2012 | Clause 5.3.2 amended |
| 16.03.2004 | Clause 12.1 amended | 25.03.2012 | Clause 5.4.2 amended |
| 16.03.2004 | Clause 13.1 amended | 25.03.2012 | Clause 5.5.1 amended |
| 16.03.2004 | Clause 13.2.amended | 25.03.2012 | Clause 5.5.2 amended |
| 16.03.2004 | Clause 13.3 deleted | 25.03.2012 | Clause 5.5.3 amended |
| 20.03.2005 | Clause 4.2 amended | 25.03.2012 | Clause 5.5.4 added |
| 20.03.2005 | Clause 4.3 amended | 25.03.2012 | Clause 5.6.4 added |
| 20.03.2005 | Clause 5.2.1 amended | 25.03.2012 | Clause 7.2 amended |
| 20.03.2005 | New Clause 5.2.5 | 25.03.2012 | Clause 9.3 amended |
| 20.03.2005 | Clause 5.5.2 amended | 25.03.2012 | Clause 9.4 added |
| 20.03.2005 | Previous Clause 5.5 becomes Clause 5.6 | | |
| 20.03.2005 | Previous Clause 5.4 becomes Clause 5.5 | | |
| 20.03.2005 | Previous Clause 5.3 becomes Clause 5.4 | | |
| 20.03.2005 | New Clause 5.3 inserted | | |
| 20.03.2005 | Clause 6.1 amended | | |
| 20.03.2005 | New Clause 6.6 inserted | | |
| 20.03.2005 | Previous Clause 11.3 deleted | | |
| 20.03.2005 | Previous Clause 11.4 deleted | | |
| 20.03.2005 | Previous Clause 11.5 becomes Clause 11.3 | | |
| 20.03.2005 | Previous Clause 11.6 becomes Clause 11.4 | | |
| 20.03.2005 | Previous Clause 11.7 becomes Clause 11.5 | | |
| 20.03.2005 | Previous Clause 11.8 becomes Clause 11.6 | | |
| 20.03.2005 | Clause 12.1 amended | | |
| 20.03.2005 | Previous Clause 13.1 deleted | | |
| 20.03.2005 | Previous Clause 13.2 becomes Clause 13.1 | | |
| 20.03.2005 | Previous Clause 13.3 becomes Clause 13.2 | | |
| 26.03.2006 | Clause 5.6.1 amended | | |
| 26.03.2006 | Clause 5.6.2 amended | | |
| 26.03.2006 | Clause 6.1 amended | | |
| 26.03.2006 | Clause 6.4 amended | | |
| 26.03.2006 | Clause 9.1 amended | | |
| 26.03.2006 | Clause 9.2 amended | | |
| 26.03.2006 | Clause 13.2 amended | | |