

# NOTTINGHAM CROQUET CLUB

Highfields—University Boulevard

**Rules Adopted in 1979, as amended to April, 2016.**

## **1 Name and Objects**

The Club, founded in 1929, shall be named the “Nottingham Croquet Club”. Its objects shall be the encouragement of, and provision of facilities for, playing croquet; and the organization of social activities for its members.

## **2 Officers**

- a) The Officers of the Club shall be a President, Chairman, Secretary and Treasurer. All shall be Honorary.
- b) The President, Chairman, Secretary and Treasurer shall be elected at the A.G.M. and hold office until the next A.G.M., but shall be eligible for re-election. The Committee shall have power to fill casual vacancies until the next A.G.M.
- c) The duties of these officers shall be as follows:
  - i) The President shall preside at general meetings and Club functions.
  - ii) The Chairman shall lead the Club in developing and fulfilling its strategy, chair meetings of the Committee and act on behalf of the President when necessary.
  - iii) The Hon. Secretary shall keep the minutes of the general and committee meetings, maintain a register of members and act as directed by the committee. An Assistant Secretary may be appointed by and co-opted to the committee to share in these duties.
  - iv) The Hon. Treasurer shall be responsible for all monies belonging to, due to or payable by it, and shall lay before the A.G.M. a statement of accounts approved and signed by the Hon. Examiner, for the year ending the previous 31st December.

## **3 Vice Presidents**

A Vice-President is a position of honour, with no specific duties or privileges, granted by way of recognition for special service to the Club. Any person so fitted may be created a Vice-President, for life or any lesser period, by a resolution of a general meeting, proposed by the Committee and approved by not less than two thirds of those voting upon it.

## **4 Committee**

- a) The affairs of the Club shall, except as provided elsewhere in these Rules, be managed by a Committee consisting of the President, Chairman, Secretary, Treasurer and not more than four other elected members.

- b) The members of the Committee (other than the Officers) shall be elected at the A.G.M. to serve until the next A.G.M. They shall be eligible for re-election, but may serve no more than three consecutive terms, after which they shall not be eligible for one year. The Committee may fill casual vacancies until the next A.G.M.
- c) The Committee shall meet as soon as is convenient after the A.G.M. and thereafter when necessary as decided by the Chairman, who shall be bound to call a meeting within 21 days of the receipt by the Hon. Secretary of a written requisition signed by any three of its members. The Hon. Secretary shall arrange meetings and shall give not less than seven days notice of the time, place and business to be conducted to those entitled to attend. Four members of the Committee shall constitute a quorum. All members of the Committee (including the Chairman) shall be entitled to vote. A simple majority shall be decisive on all questions; in the event of a tie the Chairman shall exercise a casting vote.
- d) The Committee shall appoint a suitably qualified member to act as Tournament Secretary and may co-opt the person appointed onto the Committee. The appointment shall be reviewed annually.
- e) The Committee shall, at its first meeting, appoint suitably qualified members of the Club to form a Handicap Sub-Committee, which shall have power to determine members' handicaps. The Sub-Committee shall appoint its own Chairman, who shall be responsible for calling meetings when required and notifying the Secretary of its decisions.
- f) If the Club holds a premises certificate under the Licensing Act, 2003, the Committee shall, at its first meeting, appoint from among its members a Bar Sub-Committee, to control the purchase and supply, to ordinary members, or sale, to their guests and temporary members, of intoxicating liquor subject to the provisions of that Act. The Sub-Committee shall determine when intoxicating liquor is to be supplied within the permitted hours of the Club as specified on the certificate.
- g) The Committee may appoint individual club members or establish Sub-Committees to deal with matters other than those covered in sub-sections (e) and (f) above. The persons appointed to each Sub-Committee shall include at least one member of the Committee, who shall be responsible for liaising with it. Any appointments and the existence and membership of Sub-Committees shall be reviewed annually.
- h) The Committee and any sub-committees may invite people to attend and speak, but not vote, at their meetings.

## 5 General Meetings

- a) General meetings of the Club shall normally be chaired by the President or the Chairman. If neither are present, the meeting shall elect a Chairman. Fifteen members, or one quarter of the total number of full and country members, whichever is the smaller, shall constitute a quorum. Voting shall be by show of hands, except where otherwise provided in these Rules or at the discretion of the Chairman, when a secret ballot shall be taken. Members unable to attend may appoint a proxy to act for them, by notifying the Club Secretary. Unless otherwise provided in these Rules, a simple majority of those voting shall be decisive on all questions.

- b) The Annual General Meeting of the Club shall be held prior to the first day of May each year. Twenty one days notice of the time, place and business to be conducted shall be given to all members eligible to attend. The general heads of business to be conducted shall be as follows:
- i) To confirm the minutes of the previous A.G.M. and any subsequent special general meetings.
  - ii) To receive the report of the Committee.
  - iii) To receive the Hon. Treasurer's accounts, approve the budget for the forthcoming year, determine the rate of subscriptions and green fees for the forthcoming year and appoint an Hon. Auditor.
  - iv) To elect the Officers and Committee for the ensuing year.
  - v) To consider any motions of which notice has been given to the Hon. Secretary not less than six weeks before the date fixed for the meeting.
  - vi) At the discretion of the Chairman, to consider any other business not involving any alteration to the Rules of the Club, its dissolution, the transfer of any of the Club's assets or the borrowing of any money, or any expenditure outside the immediate resources of the Club.
- c) Nominations of candidates for election as Officers or members of the Committee, duly proposed and seconded by two other voting members and with the agreement of the person nominated, must be delivered in writing to the Hon. Secretary not less than fourteen days before the date fixed for the A.G.M. The current Officers and members of the Committee (provided that they are eligible for re-election under Rule 4(b)), shall automatically be nominated unless they notify the Hon. Secretary, not less than forty days before the date fixed for the A.G.M, that they do not wish to continue serving. If there are more candidates than vacancies for any post a secret ballot shall be held, otherwise the persons nominated shall be declared elected. No more than one vote may be given to any candidate and the number of votes recorded must not exceed the number of vacancies. The candidates with the most votes shall be elected; in the event of a tie a further ballot shall be taken for the tied positions. If any post remains unfilled, nominations shall be accepted from the meeting and a ballot held if necessary; if insufficient nominations are forthcoming, the Committee shall have power to fill the vacancy.
- d) A special general meeting may be called at any time by the Committee, who shall be bound to do so within one month of the receipt by the Hon. Secretary of a written requisition signed by not less than one fifth, or thirty whichever shall be the fewer, of the members eligible to vote and stating the business it is proposed to conduct. Seven days notice of the time, place and business to be conducted must be given to all members eligible to attend. No other business shall be conducted at the meeting.
- e) A special general meeting shall be competent to remove any of the Officers, or the Committee, and fill any vacant posts. In the event of the Committee becoming inquorate, through resignations or other causes, the President shall call a special meeting to elect a new Committee.

## 6 Membership

- a) The classes of membership shall be as follows:
- i) Full.
  - ii) Country (open to anyone whose place of residence is more than 20 miles from the Club).
  - iii) Far Country (open to anyone whose place of residence is more than 50 miles from the Club).
  - iv) Student (open to anyone pursuing a course of full time education).
  - v) Junior (open to anyone under 18 years on May 1st.).
  - vi) Non-Playing.
  - vii) Temporary. (All visitors, including members of visiting teams and tournament players shall be deemed temporary members of the Club for the duration of their visit.)

All except temporary members are to be regarded as Ordinary Members of the Club and shall be equally entitled to vote at general meetings and be nominated for any post.

- b) Membership of the Club shall be open to anyone interested in croquet on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, membership may be limited on a non discriminatory basis to avoid overuse of the facilities.
- c) If the Club holds a Club Premises Certificate under the Licencing Act 2003, applicants must wait two days before being admitted as members.
- d) Membership subscriptions shall be payable on application for membership and afterwards on 1st May each year, the date from which the membership year shall operate. Any member wishing to resign must give notice in writing to the Secretary before 1st May (or seven days after the A.G.M. whichever shall be the later) to avoid liability for the ensuing year's subscription. Any member whose subscription is not paid by 1st August in any year shall be deemed to have resigned but shall remain liable for that year's subscription.
- e) Members shall be entitled to use the Club grounds and pavilion, subject to these rules and any Bye-Laws made under Rule 8, but the Club shall have no liability for any loss, damage or injury sustained.
- f) The Club Committee may refuse, suspend or remove membership only for good cause, including but not limited to conduct likely to bring the Club into disrepute or hinder its operation. An appeal against the Committee's decision may be made to a general meeting called for the purpose, until which membership shall be suspended.
- g) Up to two occasional visitors at any time may be introduced by any member upon entering their names in the Visitors Book and payment of the appropriate Green Fee. Such visitors may use the Club under the same conditions as members except that they may not purchase intoxicating liquor.

## **7 Trustees**

The Committee may appoint not less than two nor more than four members to act as Trustees of the Club, subject to such appointment being confirmed at the next annual general meeting. The Trustees shall act under the direction of the Committee, whose order in writing, signed by the Chairman and three other members of the Committee, shall be binding on, and full authority for, the Trustees.

## **8 Rules and Bye-Laws**

- a) The Committee may make and rescind Bye-Laws consistent with these Rules to control the use of the Club grounds and pavilion. A Copy of these Rules and any Bye-Laws made shall be displayed on the Club notice board and all members shall be deemed conversant with and bound by them.
- b) These Rules may only be altered by a resolution of a general meeting, approved by not less than two thirds of those voting upon it.
- c) If the Club holds a premises certificate under the Licensing Act, 2003, the relevant licensing authority shall be notified of any alterations made to these Rules or any change of name of the club.
- d) E-mail may be used where these Rules require written communication.
- e) In these Rules, and any Bye-Laws made under them, references to people or positions they may hold are not intended to imply their gender.

## **9 Assets and Dissolution**

- a) The club shall be non-profit making and its assets shall only be passed, on dissolution or otherwise, in whole or part to
  - i) other club(s) which have Community Amateur Sports Club status; or
  - ii) the East Midlands Federation; or
  - iii) the Croquet Association; or
  - iv) other organisations approved by the Inland Revenueto use at their discretion for the encouragement of, and provision of facilities for, playing croquet.
- b) The Club shall, and shall only, be dissolved by a resolution of a general meeting, approved by not less than two thirds of those voting upon it, who shall be deemed to constitute a quorum. The meeting shall appoint a Committee to wind up the affairs of the Club and specify, subject to (a) above, the manner in which the assets, if any, are to be disposed of, and the procedure by which the Committee's obligations are to be discharged. In the event of the liabilities of the Club exceeding its assets, all members at the beginning of that membership year shall be equally liable for the deficit.