

# NOTTINGHAM CROQUET CLUB

Highfields—University Boulevard

## Rules of Charitable Incorporated Organisation formed in 2023

*These Rules were made by the Committee on 13th January, 2024 and ordered to be displayed in each Pavilion and submitted for approval to the AGM in March 2024.*

### 1 Name, Constitution and Affiliation

- a) The Club, originally founded as an unincorporated association in 1929, is now constituted as a Charitable Incorporated Organisation named the “Nottingham Croquet Club”, with registration number 1205537. These Rules are made under Clause 26 of its Constitution, to which other references are made below.
- b) The Club shall seek to affiliate to the sport’s national governing body Croquet England.

### 2 Officers

- a) The Officers of the Club shall be a President, Chairman, Secretary and Treasurer. All shall be Honorary.
- b) 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 and promptly publish 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, as an additional charity trustee under Clause 12(3)(a)(iii), to share in these duties.
  - iv) The Hon. Treasurer shall be responsible for all monies belonging to, due to or payable by the Club, and shall lay before the AGM a statement of accounts approved and signed by the Hon. Examiner, for the year ending the previous 31st December.

### 3 Vice-Presidents

A Vice-Presidency is a position of honour, with no specific duties or privileges, granted to recognise current or past special service to the Club (including any to the former unincorporated association). 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 (see Clauses 12 to 20)**

- a) The affairs of the Club shall, except as provided elsewhere in the Constitution or these Rules, be managed by a Committee consisting of the Officers, general Committee members and additional charity trustees appointed for the time being under Clauses 12 to 16.
- b) The Committee shall meet as soon as is convenient after the AGM 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 request from one of its members. The Hon. Secretary shall arrange meetings and shall give not less than seven days' notice of the time, place (which may be or include an electronic meeting platform) and business to be conducted to those entitled to attend. The quorum for taking decisions at meetings is specified in Clause 19(3)(a). 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.
- c) The Committee shall appoint a suitably qualified member to act as Tournament Secretary and may co-opt the person appointed onto the Committee as an additional charity trustee under Clause 12(3)(a)(iii).
- d) The Committee shall, at its first meeting following the AGM, appoint suitably qualified members of the Club, at least one of whom is a member of the Committee, 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.
- e) The Committee and any Sub-Committees may meet by electronic means under Clause 19(4) and decisions may be taken by resolution under Clause 17(2), with agreement signified by e-mail to the Secretary or Chairman.
- f) The Committee and any Sub-Committees may invite people to attend and speak, but not vote, at their meetings.

## **5 General Meetings (see Clause 11)**

- a) The Annual General Meeting (AGM) of the Club shall be held prior to the first day of April each year. Other general meetings, called under Clause 11(2)(a)(ii) or 11(2)(b), are known as Special General Meetings (SGMs).
- b) A member shall only be entitled to vote at general meetings if they were a member of the Club (either the CIO or its former Unincorporated Association), on the 31st March preceding the date of the meeting.
- c) Members may participate in a general meeting using suitable electronic means, under the conditions imposed for meetings of the charity trustees in Clause 19(4), and decision may be taken by resolution under Clause 10(3), with agreement signified by e-mail to the Secretary or President.
- d) The general heads of business to be conducted at the AGM shall be as follows:
  - i) To confirm the minutes of the previous AGM and any subsequent SGMs.

- ii) To receive the report of the Committee.
  - iii) To receive the Hon. Treasurer's report and accounts, approve a budget, determine the rate of subscriptions and green fees for the forthcoming year and appoint an Hon. Examiner.
  - iv) To approve any amendments made by the Committee to these rules.
  - v) To elect the Officers and Committee for the ensuing year.
  - vi) If the Club holds a premises certificate under the Licensing Act, 2003, to elect a Bar Sub-Committee of up to four members, to control the purchase and supply, to ordinary members, or sale to their guests and temporary members, of alcohol subject to the provisions of that Act. The Sub-Committee shall determine when alcohol is to be supplied within the permitted hours of the Club as specified on the certificate. The members elected to the Bar Sub-Committee must have attained the age of 18 years and at least one of them must be a member of the Committee.
  - vii) 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.
  - viii) At the discretion of the person chairing the meeting, to consider any other business not involving any alteration to the Constitution or 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.
- e) Nominations of candidates for election as Officers, Committee Members, or members of the Bar Sub-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 AGM. Those currently in post, provided that they are eligible for re-election under Clause 16, shall automatically be nominated unless they notify the Hon. Secretary, not less than forty days before the date fixed for the AGM, 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.
- f) An SGM may remove, subject to Clause 15, any of the Officers, or members of the Committee or Bar Sub-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 voting 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 40 miles from the Club).
  - iv) Young Person (open to anyone under 25 years of age on 1st April, or pursuing a course of full time education that started before they reached that age).
- b) The classes of non-voting membership shall be as follows:
- i) Junior (open to anyone under 18 years of age on 1st April).
  - ii) Guardian (open to a person responsible for a Junior member).
  - iii) Non-Playing.
  - iv) 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.)
- c) Under Clause 9(1), 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.
- d) The normal rate of subscription for each class of membership shall be as decided by the AGM. However, the Hon. Treasurer, after consulting the Chairman or another member of the Committee, has discretion to waive all or part of the subscription for individual members who join part-way through a season, who are in receipt of at least one of a specified list of state benefits to be determined by the Committee from time to time, or in exceptional circumstances.
- e) Membership subscriptions shall be payable on application for membership and afterwards on 1st April 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 April (or seven days after the AGM whichever shall be the later) to avoid liability for the ensuing year's subscription. Any member whose subscription is not paid by 1st June in any year shall be deemed to have resigned but shall remain liable for that year's subscription.
- f) Members shall be entitled to use the Club grounds and pavilion(s), subject to these Rules and any Bye-Laws made under Rule 7.
- g) Under Clause 9(4), the 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 the national governing body, or, if it will not hear the case, a general meeting called for the purpose, until which membership shall be suspended.
- h) Up to three 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. A person may not play as a visitor more than three times a year. Such visitors may use the Club under the same conditions as members except that they may not purchase alcohol.

## **7 Rules, Bye-Laws, Policies and Procedures**

- a) The Committee is empowered to make, amend and rescind bye-laws, policies and procedures (including ones for Safeguarding) that are consistent with the Constitution and these Rules.

Copies of these Rules and the bye-laws, policies and procedures shall be displayed on the Club notice board and its website. All members shall comply with them.

- b) Under Clause 26, these Rules may be altered by the Committee at any time, but any amendments will cease to have effect after the next AGM unless approved by a general meeting.
- 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 its Constitution or these Rules or any change of name of the club.
- d) Under Clause 22, 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.