

Bar Hill Sports & Social Club CONSTITUTION

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CONSTITUTION

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1. NAME

The Club shall be known as “Bar Hill Sports & Social Club” and will function in the premises known as the Village Hall who are the Club Landlords. The address of the Club shall be:

Bar Hill Sports and Social Club
The Spinney
Bar Hill
Cambridge
CAMBS
CB23 8SU

2. OBJECTIVES

The objectives of the Club shall be:

- a) To promote social activities for its members and their children.
- b) To promote amenities for its members in their capacity as supporters.
- c) To provide support for village clubs and societies using the village hall by way of the outside Bar.

3. MANAGEMENT

The Club shall be managed by a Committee consisting of the Officers of the Club and a minimum of eight and a maximum of twelve other members, henceforth known as “The Committee”.

The members of the Committee shall be elected at the Annual General Meeting and subject to termination of office by resignation or otherwise, shall remain in office until their successors are appointed at the Annual General Meeting next, following their appointment. The Committee shall have the power to fill any vacancy that may occur. The retiring members of the Committee shall be eligible for re-election. No person under the age of eighteen years shall be eligible for election.

The Committee employ a manager to oversee day to day running of the Club. The manager/supervisor in charge of the shift has the right to dismiss any person/s who they deem necessary pending investigation from the Disciplinary Committee.

4. OFFICERS

The Officers of the Club shall consist of:

Chairperson, Treasurer and Secretary. All Officers shall be elected at the Annual General Meeting.

5. SECRETARY

The Secretary shall convene all general and special meetings of the members of the Club, meetings of the Committee, shall conduct the correspondence of the Club and retain custody of all documents dealing with the Club. The Secretary shall keep full and correct minutes of all proceedings. The Secretary shall keep a membership register of all ordinary and honorary members.

6. TREASURER

The Treasurer shall keep the accounts of the Club and shall make up the annual statement of accounts and balance sheets of the Club to the last day of December each year and submit the same to the members at the Annual General Meeting.

The Treasurer, with assistance from the bookkeeper, shall keep records of all financial transactions relating to the Club business, which shall be available for inspection by the Committee at each monthly meeting.

No major expense shall be incurred on behalf of the Club without the sanction of the Committee who shall have sole control of the finances of the Club.

Accounts shall be held with a Bank and all payments on them must be authorised by the Treasurer.

7. AUDITORS

The annual accounts of the Club shall be provided to the auditor's as appointed by the Committee and the report shall be presented at the Annual General Meeting.

8. VICE-CHAIRPERSON

One member, or two if deemed appropriate, of the Committee shall be elected to the post of Vice-Chairperson. This member shall deputise for the Chairperson in dealing with Club business in the absence of the Chairperson.

9. ANNUAL GENERAL MEETING

An Annual General Meeting of the Club shall be held in the month of March each year to transact the following business:

- a) To receive and, if approved, adopt the reports and accounts of the previous financial year.
- b) To consider and, if approved, sanction and duly make alterations to the rules.
- c) To elect the Officers of the Club.
- d) To elect the other members of the Committee.
- e) To deal with any special matters which the Committee desires to bring to the attention of the members and to receive from the members for consideration by the Committee. Such suggestions having been received in writing by the Secretary for the inclusion on the Annual General Meeting agenda, not less than seven days prior to the date of the meeting.
- f) To settle any other business of the Club.

- g) The quorum shall consist of no less than twenty-one members.
- h) Voting shall be confined to members of the Club and shall be by show of hands.
- i) In the case of a tie, the Chairperson may use their prerogative of a casting vote.
- j) A notice must be placed in a prominent position within the Club, upon which anyone wishing to stand as either an Officer, or a member of the Committee, shall have their name placed alongside the position(s) in which they would wish to serve. This would also include an existing Officer or Committee member seeking re-election.

The list is to be positioned for twenty-eight days before the Annual General Meeting but be closed forty-eight hours before the Annual General Meeting.

The names along with the position applied for will be read out at the Annual General Meeting, (in the date order the applicant applied for election) by the outgoing Secretary, whereupon they will be seconded from the floor and voted on.

In the event of posts remaining unfilled by the above procedure, applicants can be invited from the floor to fill these posts.

Notice convening the Annual General Meeting shall be given to the members no later than twenty-eight days prior to the meeting.

10. COMMITTEE MEETINGS

- a) All voting shall be by show of hands.
- b) In the event of a tie, the Chairperson may use their prerogative of a casting vote.
- c) A quorum shall consist of six Committee members including one officer.
- d) The Committee shall meet at least once per calendar month, normally on the evening of the second Monday of each month and at other times when deemed necessary by Club business, as decided by the Committee.
- e) All members shall have the right to attend all Committee meetings and inspect the approved minutes of such meetings. Prior notice is requested. The exception is in the case of a closed meeting, convened to discuss matters of security and items which, in the opinion of the Officers should first be discussed by the Committee. Following such it is put to the members, at which time the minutes of the closed meeting may be inspected.
- f) All Officers and Committee members must attend at least eight Committee meetings during the year (excluding exceptional circumstances). Failure to do so would mean the offending person(s) would not be eligible to stand for office the following year.

11. SPECIAL MEETINGS

The Committee may, on its own authority, or on the requisition of at least 20 members of the Club, convene a special meeting of the Club, of

which not less than fourteen days' notice shall be given to the members. Such notice shall state the time, the venue, and the subject of the meeting. No other business other than that referred to in the notice shall be dealt with at this meeting.

12. BYLAWS

The Committee shall have the power to make bylaws for regulating the conduct and affairs of the Club, providing that the same are not inconsistent with these rules. Such bylaws will be posted in the committee notice board and shall, after seven days, be binding on all members of the Club.

13. MEMBERSHIP

No person may be elected to membership or to be admitted to the privileges of membership until an appropriate application has been completed in full and payment made. Such membership shall be divided into the following categories:

- a) Ordinary membership.

Any person over the age of eighteen years.

- b) Honorary Membership.

Persons over the age of eighteen who have performed valuable service to the Club and have been voted honorary membership by the Committee, in accordance with sub-section d) of this section. Such persons shall be entitled to all the privileges of ordinary membership but shall be relieved of all liability to pay subscriptions.

- c) Senior Membership.

Persons over the state pension/retirement age.

d) Junior Membership

Persons between the age of 16 and 18 with this membership status which permits them to enter the Club without adult supervision. Their responsible adult will have their membership secured against the Junior Membership.

e) Election to membership.

The procedure for election to membership shall be as follows:

- (i) Every candidate for membership, whatever category, shall be proposed and seconded by two members of the Club. The said proposal shall be submitted on the application approval form. A list shall be displayed in the Committee notice board Club for at least twenty-four hours and shall state the name of the candidates.
- (ii) Election to membership shall be by the Committee, whose decision shall be final. No reason shall be given to any candidate in respect of their rejection, except upon written application to the Secretary by the candidate.
- (iii) New members, other than honorary members, shall pay the current year's membership subscription to the Club, before their admission is deemed complete.
- (iv) The Secretary, or their nominee, shall keep a membership register of all classes of membership, which shall be available for all to inspect upon request. All members will be issued with a membership card annually after being accepted as a member.

- (v) Membership is renewable on the first of January each year. There is no grace of membership renewal into January.

- (vi) Members of all categories must carry their membership cards with them at all times, whilst on the premises of the Club. Membership checks may be performed by staff, Committee members or any person authorised by the Committee.

14. SUBSCRIPTIONS

The annual subscription for members other than honorary members, shall be fixed on the recommendation of the Committee at the Annual General Meeting each year.

Such annual subscriptions shall be due and payable on election under rule 13 d) iii) above and thereafter without demand on the 1st January each year. As of 1st January, if you have failed to renew your membership you are only permitted to enter as a guest until a membership application form and payment has been submitted. It is imperative that membership forms are completed in full every year, regardless of renewal.

15. RESIGNATIONS

Members desirous of resigning their membership shall send written notice of that resignation to the Secretary and shall return their membership card(s).

16. SUSPENSION AND EXPULSIONS

The Committee may suspend the membership of any member whose conduct, whether on the Club premises or elsewhere, is considered by the Committee to be detrimental to the best interests of the Club and its reputation. Parent members shall be held responsible for the conduct of their family.

The Committee shall have the power to expel any member who shall offend against the rules of the Club, or whose conduct shall, in the opinion of the Committee, render the members unfit for membership of the Club. No member shall be expelled without first having had an opportunity of appearing before the Committee and answering the complaints made against them.

17. DISCIPLINARY PROCEDURE:

The Disciplinary Committee must be made up of five persons - three Committee members and two members.

Any three from the aforementioned five persons are required at any one time.

When an incident occurs, the manager/supervisor at the time must email the Secretary so the Disciplinary Committee can be arranged, within forty-eight hours of it being reported, outlining the names of people involved with times and details of what has occurred. The people involved will be contacted within twenty four hours via a standard template letter. This outlines the date of the incident and that a written statement would be required within forty eight hours of receipt of letter.

The Disciplinary Committee must convene at the earliest opportunity and give all parties the option to attend a meeting with the Disciplinary Committee to discuss the incident within seven days of receipt of all statements.

Once all parties have been given this opportunity the Disciplinary Committee will make a decision on the evidence provided.

Once the decision is made the parties involved will be contacted by letter/email with the decision of the Disciplinary Committee.

Any lifetime ban will be discussed with the whole Committee, all others will be at the discretion of the Disciplinary Committee.

All disciplinary matters excluding lifetime bans should be resolved within ten days of the reported incident with strict exceptions.

18. GUEST OF MEMBERS

Members may introduce and entertain guests at the Club. There will be a guest book, kept on the Club premises in which the member and guest must sign at the time of introduction. A fee will be charged for each guest.

No member may introduce more than four guests per session. No person whose membership of the Club has been terminated, or whose membership has been suspended, or whose application for membership has at any time been rejected, shall be admitted as a guest.

The Committee may suspend any member who takes undue advantage of this rule to the detriment of the Club.

Any member introducing a guest under this rule must accompany the person whilst they are on Club premises and shall be responsible for the guest(s) behaviour throughout the visit. The member shall also be responsible for ensuring that all their guests comply with the Club rules whilst on the premises. Upon leaving the Club your guest(s) must also leave.

19. VISITING (AWAY) TEAM

Members of visiting groups competing in events against Club teams and their supporters, shall, on the day of such an event, be permitted entry into the Club premises and be signed in using a team sheet for visiting groups. Whilst on the Club premises they may purchase intoxicating liquor and play gaming machines.

The Committee reserves the right to refuse admission to any such visitor or supporter, at the discretion of the Committee.

20. SUPPLY OF INTOXICATING LIQUOR

Food and beverage shall be supplied on the Club premises in strict accordance with the Licencing Acts, food hygiene and health and safety.

All staff and Committee members reserve the right to check for identification to prove the age of the person purchasing intoxicating liquor.

The opening times of the Club shall be those as agreed by the Committee and notified to the members, as amended from time to time.

21. DRINKING UP TIME

Members are allowed to finish their drinks and must have left the building by twenty minutes after 'time' has been called.

22. PURCHASE OF INTOXICATING LIQUOUR

The purchase and supply by the Club of intoxicating liquor shall be managed by the Manager overseen by the committee who shall in no way be restricted in freedom of purchase.

23. ANIMALS

Well behaved pets are welcome in the Club, but they must remain on a short lead and are not permitted on the furniture.

24. RIGHTS OF ACCESS

Rights of access by the Club members may be restricted to certain areas of the Club premises at such times as the Committee directs.

25. SUB-COMMITTEES

Sub-Committees involved in activities on behalf of the Club, or in conjunction with the Club, under the direct financial control of the

Treasurer, must maintain detailed accounts of their activities and are accountable, if required, to the Committee.

26. HIRING OF STAFF

The Officers/Manager has the power to employ and dismiss staff of the Club in accordance with their contracts of employment. The Manager is in charge of all staff.

27. PROPERTY

The Club rooms are rented from the Bar Hill Village Hall Management Committee.

28. LIABILITY

Members and guests using the Club premises and all means of access thereto do so at their own risk. The Club and Committee and their staff are absolved from all liability for any defect, whether apparent or not, or from any act of default by the Committee and their staff at the Club or for any accident or occurrence causing loss or damage to the property of the member or guest whilst on Club premises.

29. YOUNG PERSONS

Persons under the age of 18y must be accompanied by Parent/Guardian/Responsible Adult (who are members). Any person under the age of 18y will not be able to make any purchases from the Bar.

Any person under the age of 18y found in possession of and or under the influence of alcohol will be asked to leave. Furthermore the responsible member who signed them in will be asked to leave and their membership reviewed

Children under the age of twelve years must vacate all Club premises no later than 9pm. (21:00 hours), except on a Saturday night and at other such times at the discretion of the Committee.

All Children are the responsibility of their parents at all times and must respect the property of the Club and respect other members present.

Persons under the age of sixteen are not permitted within the bar serving area during licencing hours and are not permitted to be served at the bar.

Any member of the Club, or their guests who contravenes the licencing laws by supplying or attempting to supply, or who condones the supply of alcohol to persons below the age of eighteen years will have their membership withdrawn immediately.

30. ALTERATIONS OF RULES

The rules may be altered at the Annual General Meeting, or by a Special General Meeting. The Committee shall call a Special General Meeting if they propose to delete, change or make alterations to the rules before an Annual General Meeting. All such proposals must have two-thirds majority vote by the members present at such meetings before the proposal is passed.