



RULES OF THE BLEWBURY CROQUET CLUB

(Last amended at the EGM held on 13th April 2019)

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RULES

1. NAME

The Club shall be called the Blewbury Croquet Club.

2. OBJECTS

The objects of the club shall be to encourage the game of croquet and to provide croquet facilities and all things ancillary thereto, with associated social activities, in the village of Blewbury for the benefits of the inhabitants of the village and the surrounding area.

The income and the property of the Club, whencesoever derived, shall be applied solely towards the promotion of the objects of the Club, as set forth above, and no portion thereof shall be paid and or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit, to the Members of the Club.

3. MEMBERSHIP

3.1 Categories of Membership

There shall be eligible for membership the following categories of Member and except as may otherwise be provided by these Rules the numbers shall be determined by the Committee from time to time. The category of every candidate applying for admission as a Member of the Club shall be determined in the absolute discretion of the Committee.

3.1.1 Full Member.

A Full Member shall have all the rights and privileges of using the club.

3.1.2 Junior Member.

A Junior Member is defined as any Member aged under 25 on the date his/her subscription is received. A Junior Member aged under 18 may not hold office nor exercise the power of voting, and may be restricted in hours of play etc in accordance with the bylaws. Junior Members aged over 18 shall have full rights and privileges of using the club as a Full Member, and are included in the term Full Member through the rest of this document unless specifically stated otherwise.

3.1.3 Honorary Member.

An Honorary Member may be elected at any General Meeting in recognition of services to the Club and on the recommendation of the Committee. A two-thirds majority of the Members present and voting shall be necessary at such election. An Honorary Member shall be elected for life or for such other period and on such conditions as a General meeting may deem expedient. An

Honorary Members shall have full rights and privileges of using the club as a Full Member, and are included in the term Full Member through the rest of this document unless specifically stated otherwise.

3.1.4 Non-Playing Member.

The Committee may make rules to provide for the admission of **Non-playing Members**. Such members shall have all the rights and privileges of using the Club as a Full Member, other than playing rights, and are included in the term Full Member through the rest of this document unless specifically stated otherwise.

3.1.5 Guests and Visitors.

The Committee may also make rules to provide for the admissions of Members' **Guests** on payment of a fee, and for the admission of other **Visitors** to the Club (whether visiting competitors or teams in Club matches, or non-playing visitors such as spectators). Such **Guests** and **Visitors** shall not acquire rights and privileges of membership of the Club, except playing rights where applicable, but shall be bound by and submit to the Rules and Bylaws of the Club (cf 6.3.1)

3.2 Membership Discount Schemes

The committee shall have discretion to propose to members at each AGM any category of subscription reduction for the following year, including but not necessarily limited to some or all of the following:

3.2.1 Family Membership may be offered for Full and Junior Members living at the same address

3.2.2 Life Membership may be offered for Full Members who have made a suitable pre-payment of membership subscriptions. A Life Member shall thereafter remain a Full Member for life, without further payment of subscriptions

3.2.3 Distant Membership may be offered for Full Members living some distance from the Club

3.2.4 Part-season Membership may be offered for Full or Junior Members joining mid-season.

3.3 Powers of Voting.

Each and every Full Member of the Club, including those Members who by virtue of these Rules have full rights and privileges of using the Club as Full Members, shall have one vote at General Meetings of the Club.

4. HONORARY OFFICERS

4.1. Honorary Officers.

The Officers of the Club shall comprise the President, Vice-Presidents (if any), the Chairman, Secretary and Treasurer. These posts shall be honorary.

4.2. President

Full Members of the Club may from time to time, at the Annual General Meeting, upon the recommendation of the Committee, decide to elect a President. Such person shall become an ex officio Honorary Member of the Club

4.3. Vice-Presidents

Full Members of the Club may from time to time, at the Annual General Meeting, upon the recommendation of the Committee, decide to elect one or more Vice-Presidents. Such persons shall become ex officio Honorary Members of the Club.

4.4. Election & Tenure

At the Annual General Meeting, Members serving as Officers of the Club shall retire from office but shall be eligible for re-election. Any Full Members of the Club, having the support of a Proposer and Seconder may stand for Office by giving notice in writing to the Secretary not less than seven clear days before the Annual General Meeting or, if there be insufficient candidates standing for office, orally at the Annual General Meeting. If written notice is given, all Members entitled to vote shall be informed. In the event of more than one Member being nominated for any office a vote will be taken; selection will be by simple majority of Full Members present and voting.

4.6 Secretary

The Secretary shall keep in a Minute Book full and correct minutes of General and Committee meetings. He/she shall also keep the Register of Members, and deal with all the correspondence and the day to day business of the Club in consultation with the Chairman and under the general direction of the Committee. He/she may propose the need for a separate membership secretary, with defined responsibilities, for the Committee to approve. He/she shall administer such insurance policy or policies as may be needed to protect the interests of the Club, its Officers and its Members. All complaints shall be made in writing to the Secretary who, if he/she is unable to deal with them, shall submit these to the Committee whose decision shall be final.

4.7. Treasurer

The Treasurer shall receive subscriptions and all other sums due to the Club and shall transact all the financial business of the Club. He/she shall keep the accounts of the Club and shall present at each Annual General meeting an annual Statement of Account made up to the 31st day of December each year. He/she shall cause such books of account to be kept as are necessary to give a true and fair view of the state of finances of the Club. He/she shall propose to the Committee such financial control procedures as are appropriate for the Club and, if agreed, ensure that they are implemented. The banking accounts shall stand in the name of the Club. Subject to such conditions as the Committee may from time to time resolve, payments and withdrawals from the banking accounts may only be authorised by the Treasurer or by any other officer or duly elected member of the Committee as the Committee may approve.

5. COMMITTEE

5.1. Management of the Club.

The entire management of the Club (except as otherwise provided by these Rules) shall be deputed to a Committee consisting of the Chairman, Secretary, Treasurer and between four and six other Members elected at the Annual General Meeting. The Committee shall be empowered to co-opt up to five other members to serve on the Committee at any one time.

5.2 Election of Committee Members

At the Annual General Meeting, Members of the Committees shall retire but shall be eligible for re-election. Any Full Member of the Club or other Member who by virtue of these Rules shall have full rights and privileges of using the Club as a Full Member may stand for election to the Committee by giving notice in writing to the Secretary not less than seven clear days before the Annual General Meeting or, if there be insufficient candidates to fill all the available places on the Committee, orally at the Annual General Meeting. If written notice is given, all Members entitled to vote shall be informed. Candidates for election or re-election shall come up for election at the Annual General Meeting. Any Member present and voting shall be entitled to vote for as many candidates as there are vacancies to be filled. The candidates up to the number of vacancies who receive most votes shall be elected.

5.3 Casual Vacancies

In the event of a casual vacancy among the Officers or on the Committee, or should any Officer and Committee member resign or become in the opinion of the Committee unable to fulfil his duties, the Committee shall have power to suspend the said Member from office or membership of the Committee and to appoint any Member (except as otherwise provide by these Rules) to fill such casual vacancy until the next Annual General meeting. However, the proceedings of the Committee shall not be invalidated in consequence of there being less than the prescribed number of members thereof.

5.4 Meetings of the Committee

The Committee shall meet at least four times a year to examine the accounts and manage the affairs of the Club.

5.5 Quorum at Committee Meetings

At Committee Meetings four members shall form a quorum.

5.6 Voting

Any Member of the Committee present shall have one vote upon every motion and in the case of equality of votes the Chairman of the meeting shall have an additional casting vote.

5.7 Majority at Committee Meetings

Unless otherwise stated in these Rules, resolutions at Committee Meetings shall be carried by simple majority.

5.8 Minutes

Minutes shall be taken of all proceedings of the Committee and shall be open to the inspection of any Member of the Club on request to the Secretary.

5.9 Power of Committee

The Committee shall manage the affairs of the Club according to these Rules, and in accordance with such financial control procedures as they should agree. The Committee, in addition to the powers specifically conferred upon them by these Rules, shall have the control of the finances of the Club, power to engage, control and dismiss employees of the Club, and all such administrative powers as may be necessary for properly carrying out the objects of the club in accordance with these Rules.

5.10 Duty of Good Faith

Members of the Committee shall be just and faithful in all transactions relating to the business of the Club and shall give a true account of the same when and so often as the same shall be reasonably required.

5.11 Indemnity

Each and every Full Member of the Club, with exception of the Honorary Members, shall at all times keep indemnified any and all members of the Committee and their representatives against all actions proceedings costs claims and demands which have arisen as a result of acts carried out by such member or members of the Committee in good faith and with the authority of the Committee.

5.12 Sub-Committees

The Committee may from time to time appoint such Sub-Committees (consisting of members who need not necessarily be members of the Committee) as they may deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine. Such Sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the direction of the Committee.

5.13 Bylaws

The Committee shall have power to make, repeal and amend Bylaws as they may from time to time consider necessary for the well-being of the Club provided such Bylaws are not inconsistent with these Rules. Such Bylaws should be posted conspicuously and shall be binding on all Members until otherwise determined by the Committee or a General Meeting.

6. MEMBERSHIP ADMISSION AND RULES

6.1. Admission of Members

Membership of the Club shall be open to all, provided always that any former Member who has been excluded under Rule 7.4 may not rejoin the Club for three full years after exclusion. Any person completing, and passing to the Membership Secretary for the time being, a membership application form and

paying the relevant subscription as determined in accordance with paragraph 7.1.1 of these rules shall thereby become a member.

6.2 Addresses of Members to be registered

Every Member shall communicate his/her postal address to the Secretary. Such address shall be inserted in the Register of Members and all notices sent by post to such address shall be deemed to have been duly delivered two days following the date of posting (excluding Sundays and Bank Holidays). On a change of address any Member must notify the Secretary of his/her new address.

6.3 Rules of Membership

6.3.1 Members bound by Rules: every Member shall be bound by and submit to the Rules and Bylaws of the Club.

6.3.2 Death of Members: The rights of a Member shall be personal and shall not be transferable and shall cease upon his/her death.

6.3.3 Profit or emolument from the Club: Except for professional services rendered at the request of the Committee, no Member shall receive any profit or emolument from the Club.

7. SUBSCRIPTIONS ETC

7.1 Subscriptions

7.1.1 The **annual subscriptions** for each category of membership shall be as determined by the Annual General Meeting and shall be paid by the first day of April in each year. No Member shall enjoy any of the rights or privileges of the Club while such payment is overdue. The name of any Member whose subscription remains unpaid on the 30th day of June shall be erased from the Register of Members and shall be required to apply for admission as a member in accordance with paragraph 6.1 of these Rules, making at the same time payment of any subscription due.

7.1.2 The **first subscription** due from an applicant admitted as a Member of the Club part of the way through a season may, in the absolute discretion of the Committee, be reduced from that which would otherwise have been due in accordance with paragraph 7.1.1 of these Rules.

7.2 Members' Absence

Any Member being absent from his registered address or for any other reason, which the Committee in its absolute discretion deems sufficient, and unable to make use of the Club for a whole season, may apply to the Secretary to become a non-playing or part-season Member for that season.

7.3 Resignation

Any Member may resign his/her Membership of the Club by giving notice in writing to the Secretary, Membership Secretary (if any), or Treasurer. Any such person, having discharged all his/her liabilities to the Club and wishing to rejoin, may apply for admission in accordance with these Rules including payment of any subscription due.

7.4 Expulsion

If at any time the Committee shall be of the opinion that the conduct of a Member is unacceptable and that the interests of the Club so require, they may by letter invite any Member to resign from the Club within a specified time. In default of resignation the question of his/her expulsion may be submitted to an Extraordinary General Meeting to be held within four weeks after the date specified in such letter as the date before which he/she shall have been invited to resign. The Member whose expulsion is sought shall have notice of such Meeting and of the grounds on which it is sought to expel him/her. At such a meeting the Member or his/her representative shall be allowed to offer orally, or in writing, an explanation for the Member's conduct and/or to advance reasons why the Member should not be expelled, and if two thirds of the members present and voting shall vote for his/her expulsion he/she shall thereupon cease to be a Member of the Club. The voting at any such Extraordinary General meeting shall be by secret ballot if not less than five members present shall so require. It shall be in the power of the Committee to exclude such Member from the premises and the grounds until such Extraordinary General Meeting shall be held. If the expulsion shall not be confirmed, the member shall be reinstated.

7.5 Effect of Ceasing to be a Member

Any person on ceasing to be a Member of the Club shall forfeit all right to and claim upon the Club, its property and funds.

8. GENERAL MEETINGS

8.1 Financial Year

The financial year of the Club shall end on the 31st day of December in each year.

8.2 Examination of Accounts

A professional accountant or one or more Members of the Club not serving on the Committee shall be appointed as Accounts Examiner at each Annual General Meeting. Such Accounts Examiner shall review the following Annual Statement of Accounts and shall certify the same before it is placed before the Members for adoption under Rule 8.4.

8.3 Notice of Date of Meeting

The Annual General Meeting shall be held in September, October or November in each year at such time and place as the Committee shall determine. Notice convening the Annual General Meeting shall be sent to Members not less than 28 days before the Meeting. The agenda shall then be

sent to Members not less than 14 days before the Meeting and shall specify the matters to be dealt with.

8.4 Agenda of Meeting

The Annual General Meeting shall transact the following business:-

- To receive and, if approved, to adopt the Minutes of the preceding General Meeting
- To receive and, if approved, to adopt a Statement of the Club's Accounts to the end of the preceding year
- To appoint an Accounts Examiner
- To approve the annual subscription and membership discounts proposed by the Committee for all categories of Membership for the ensuing year
- To receive the Report of the Club's activities for the preceding year
- To appoint the Officers and other Members of the Committee
- To elect Honorary members, if any
- To consider, and if approved, sanction any duly made alteration to these Rules
- To deal with any special matter which the Committee desires to bring before the Members and of which due notice has been given
- To deal with any Member's resolution of which due notice has been given.
- To receive suggestions from Members for consideration by the Committee.

8.5 Resolutions

Any Member wishing to propose any resolution at the Annual General Meeting shall give written notice to the Secretary not less than 21 days before the Meeting.

8.6 Extraordinary General Meeting

The Committee shall call an Extraordinary General Meeting at any time when any question of urgency and importance shall arise and shall be bound to do so within 4 weeks on receiving a requisition specifying the business to be transacted at the meeting signed by 5 Members of the Club or by a Member who has been excluded by the Committee and desires to appeal to an Extraordinary General Meeting.

8.7 Chair and Voting

At all General Meetings of the Club the Chairman of the Committee shall preside and such Chairman shall have a casting or additional vote in the event of an equality of votes. In the event that the Chairman of the Committee shall be absent from any General Meeting or if he shall disqualify himself from presiding over the meeting, the Committee shall be empowered to elect, by a simple majority, one member from amongst the Committee members present to preside over the Meeting. The Member so elected shall have such casting or additional vote that the Chairman would have had such Chairman been present. Any Member present entitled to vote shall have one vote upon every motion except as otherwise provided by these Rules.

8.8 Quorum at General Meetings

At General Meetings, 20% of the voting membership shall form a quorum.

8.9 Procedure if no Quorum

If within half an hour from the time appointed for any Meeting a quorum of members is not present, the Meeting if convened on the requisition of members shall be dissolved. In any other case it shall stand adjourned, with two weeks' notice given for the reconvened Meeting. If, at the adjourned Meeting, a quorum of Members is not present within half an hour of the time appointed for the Meeting, the members present shall be a quorum.

8.10 Majority at General Meetings

Unless otherwise stated in these Rules, resolutions at General Meetings shall be carried by simple majority.

9. MISCELLANEOUS MATTERS

9.1 Alteration of Rules

No Rule of the Club shall be repealed or altered and no new Rule shall be made, save by a two-thirds majority of the members present and voting at a General Meeting. At least one calendar month's notice of intention to propose any new Rule or alteration shall be given to the Secretary who shall send notice of the same to every Member to his/her postal or email address in the Register of Members at least 14 days before the Meeting.

9.2 Property of the Club

The property of the Club shall be vested in the Full Members of the Club for the time being, to be dealt with by the Members as the Committee may from time to time direct by Resolution (of which an entry in the Minute Book shall be conclusive evidence). In furtherance of this responsibility, the Committee may appoint Trustees for specific purposes, including the purpose of taking leases for the occupation of property and holding such leases on behalf of the Members of the Club, and subject to the terms of paragraph 9.6 of these Rules. But subject always to the restriction in paragraph 9.4 below.

9.3 Borrowing

If at any time the Club in General Meeting shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such Resolution and to make all such dispositions of the Club property or any part therefore and enter into such agreement in relation thereto as the Committee may deem proper for giving security for such loans and interest. All Full Members of the Club whether voting on such Resolution or not and all persons becoming Full Members of the Club after the passing of such Resolution shall be deemed to have assented to the same as if they had voted in favour of such Resolution.

9.4 Dissolution

If at any General Meeting a resolution for the dissolution of the Club shall be passed by a majority of the Full Members present and voting, and such Resolution shall at an Extraordinary General Meeting held not less than one month thereafter (at which not less than one half of the Full Members shall be present) be confirmed by a Resolution passed by a majority on two-thirds of the Members present and voting thereon, the Committee shall thereupon or at such future date as may be specified in such resolution proceed to realise the property of the Club. If after the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Club but shall be given or applied for approved sporting or charitable purposes. The term “approved sporting or charitable purposes” shall mean any of the following as may be approved by the Full Members of the Club in General Meeting as prescribed above:

- The purposes of the sport’s governing body for use in related community sport
- The purposes of another Community Amateur Sports Club
- The purposes of a charity.

9.5 Matches, Tournaments, etc.

The Committee shall have power to make arrangements for holding matches, tournaments or other competitions including the imposition of a charge for the admission of non-members to the grounds and to provide cups and other prizes for competitions and to reserve lawns as may be required on any occasion as the Committee in their discretion think proper. Visiting competitors, as well as visiting teams in Club matches, shall be admitted as **Visitors** from the day immediately preceding such tournament or match and throughout its duration.

9.6 Trustees

9.6.1 Every Trustee of the Club who shall be appointed by the Committee under the terms of paragraph 9.2 of these Rules shall hold office during his lifetime or until he shall resign, by notice in writing given to the Committee, or until a resolution removing him from office shall be passed at a meeting of the Committee by a majority comprising two-thirds of the members present and entitled to vote.

9.6.2 Property of the club that is held by the Trustees for the time being shall be held in their own names so far as it is necessary and practicable, on trust for the use and benefit of the Members of the Club. In the event of the death, resignation, or removal from office of a Trustee, the Committee shall nominate a new Trustee in their place, and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all relevant Club property into the names of the Trustees as constituted after such nomination. For the purpose of giving effect to any such nomination, the Committee is hereby authorised to nominate any two of its members for the time being as the persons to appoint new Trustees of the club within the meaning of Section 36 of the Trustee Act 1925 and they shall by Deed duly appoint the person or persons so nominated by the Committee.

- 9.6.3** The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Committee and shall have power to sell, lease, mortgage or pledge any Club property so held for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Committee's directions (which shall be duly recorded in the Minutes of the proceedings of the Committee) but no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.
- 9.6.4** The Trustees shall be effectually indemnified by the Committee out of the assets of the Club from and against any liability, costs, expenses and payments whatsoever which may be properly incurred or made by them in the exercise of their duties or relation to any property of the Club vested in them, or in relation to any legal proceedings, or which otherwise relate directly or indirectly to the performance of the functions of a Trustee of the Club, and for this purpose every contract, lease, licence or other agreement entered into by the Trustees of the Club shall provide that the liability of the Trustees for the performance of any contractual or other obligation undertaken by them on behalf of the Club shall be limited to the assets of the Club.

--- End ---

Revisions History:

- Revision 1: October 2001
Revision 2: EGM 31/5/2003
Revision 3: AGM 19/9/2011
Revision 4: EGM 13/4/2019

At the date of latest revision, there are currently no Bylaws under Rule 5.13.

Signed following the Extraordinary General Meeting of 13th April 2019 by:

F Paul Wolff, Chairman

David Long, Secretary