



Westbury Sports Club Constitution

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1 TITLE

The name of the club shall be Westbury Sports Club, hereafter called 'The Club'.

2 THE CONSTITUTION

- 2.1 The rules and regulations contained in this document represent both a statement of objectives of the club and also form the basis of its constitution.
- 2.2 The club will be governed in accordance with the laws of England, which at all times take precedence and in accordance with the rest of the rules stated within the document, 'THE CONSTITUTION'.
- 2.3 The rules, being duly proposed, seconded and approved by the elected executive committee, shall only be subject to change/revision at the Annual General Meeting and or as per the written constitution so allows.

3 OBJECTIVES

The main objectives of the club shall be as follows:

- 3.1 to provide sporting and recreational facilities to all people, regardless of sex, race, colour or creed;
- 3.2 to provide training facilities in such sports or other activities as the club shall deem fit;
- 3.3 to provide and maintain grounds, buildings, pitches, courts and other facilities at such locations as the club shall from time to time determine for the furtherance of its objectives;
- 3.4 to purchase, lease, rent, hire, receive or otherwise obtain and to hold property both real and personal which shall be used by the club for the furtherance of its objectives;
- 3.5 to enter into such contracts as the club may deem fit and may lawfully enter into including contracts of employment and contracts for the sale and purchase of real or personal property;
- 3.6 to enter such leagues and other competitions as shall further the objectives of the club;
- 3.7 to affiliate or be associated with such other organisations or associations as shall further the objective of the club;
- 3.8 to promote and support the participation of the local community football and rounders; and
- 3.9 the Income and Property of the Club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

4 MEMBERSHIP

4.1 AVAILABILITY

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of football or rounders as a particular sport.

The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

4.2 FULL MEMBERSHIP

- (a) Full membership shall be open to all persons over the age of 18 who support the objectives of the club and shall commence on payment of the annual subscriptions.
- (b) Full membership will also be granted to one adult representative of each junior member and shall commence on payment of the junior member's annual subscription.

4.3 JUNIOR MEMBERSHIP

Junior membership of the club shall be open to those who are under the age of 18 and are registered to take part in one or other of the club activities.

4.4 MEMBERSHIP RIGHTS AND RESPONSIBILITIES

- (a) After payment of the annual subscription all full members have the right to vote at annual or extraordinary general meetings of the club and at such times and on such matters as the executive committee shall deem necessary, the voting rights of junior members will be via adult representatives, see 4.2 (b).
- (b) Membership (and therefore voting rights) will not be sanctioned until all subscriptions have been paid.

4.5 TERM OF MEMBERSHIP

Full and junior membership shall be granted for the period of one year or such other period or periods as the executive committee shall determine.

4.6 SUBSCRIPTIONS

- (a) The annual and any other subscriptions payable by full members and junior members representatives shall be such as the executive committee may from time to time subscribe.
- (b) In certain circumstances the executive committee reserve the right to waive any or all the other subscriptions.

4.7 TERMINATION OF MEMBERSHIP

The executive committee shall have the right to refuse membership to or expel from membership any person who, in their opinion, shall be in serious or repeated breach of the rules of the club, shall be guilty of behaviour likely to bring the club or its members into disrepute, or shall not make payment of the prescribed annual subscription in the time allowed by the club. In the event of such expulsion or refusal or membership the executive committee shall if requested give written reasons for their decision.

4.8 MEMBERSHIP RECORDS

(a) The club shall retain an up to date record of all full and junior members.

5 EXECUTIVE COMMITTEE OFFICERS AND MEMBERS

- 5.1 The day to day affairs of the club between annual general meetings shall be conducted by an executive committee, hereinafter called 'The Committee'.
- 5.2 The executive officers of the club shall be, Chairman, Vice Chairman, Secretary, Treasurer and they shall be elected at the annual general meeting.
- 5.3 At each annual general meeting the entire committee and any sub committees will retire from office, although each retiring officer and committee member will be eligible for re-election.
- 5.4 The committee shall consist of the four above named officers, a minimum of two other full-time members of the club and one representative from each sporting section of the club.
- 5.5 All full members of the club shall be entitled to stand for election as officers or members of the committee upon being nominated and seconded by two other full members.
- 5.6 All casual vacancies arising on the committee shall be filled by the existing committee, officers or members until such time as an election may take place.

6 POWERS & DUTIES OF THE EXECUTIVE COMMITTEE, OFFICERS & MEMBERS

- 6.1 The committee shall meet at least once per month between each annual general meeting, although any officer or member of the committee may request any emergency meeting at any time, any such request must be of a reasonable nature and must be directed to the secretary.
- 6.2 The committee shall cause minutes to be taken at all Annual, Extraordinary, Executive and Emergency meetings. In respect of appointments of officers and committee members, appointment of sub-committees and their duties, committee members present and all other reports, resolutions and proceedings.
- 6.3 The committee shall cause proper books of account to be kept in respect of the assets and liabilities of the club, also any sums of monies received and expended by the club and the matters in respect of which said receipts and expenditure takes place. At the end of each financial year they shall cause a financial statement to be prepared and made available to club members.
- 6.4 The committee shall consider and deal with all matters of current administration and all emergencies.
- 6.5 At each of its meetings the committee shall receive and consider reports from the Chairman, Secretary, Treasurer, sub-committees, sectional representatives and from any other person or body it deems fit.
- 6.6 The committee shall have the power to consider and pay any club funds all monies in respect of the continued running of the club and any claims for expenses made by officers or committee members in connection with their dealing with the affairs of the club.
- 6.7 From time to time the committee may make, amend, alter or repeat any rule of the club (that does not form part of this constitution), in order to ensure the continued satisfactory growth of the club.
- 6.8 The committee shall be responsible for all correspondence between the club and any other bodies or associations in all matters regarding the development and/or day to day running of the club and its facilities.
- 6.9 No individual officer committee member, team manager or club member shall, using club funds, purchase or cause to be purchased any items whatsoever for use by the club, or any team or individual within the club without consultation with and approval of the committee.
- 6.10 No officer of the club shall be personally liable for any action undertaken by him on behalf of the club and with the consent of the committee and any officer found so liable shall be entitled to reimbursement from club funds for any claims, costs or expenses that he shall be forced to find.
- 6.11 The committee shall have power to appoint such sub-committees from amongst its members as it may from time to time decide and may determine their powers and terms of reference.
- 6.12 All executive officers and committee members will be expected to take an active part in the day to day running of the club and should endeavour to attend all meetings. Any officer or committee member, whether elected or appointed,

implicitly accepts the rules and objectives of the club and their responsibility to discharge their duties in the best interests of the club.

7 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- 7.1 The club shall each year hold a general meeting as its Annual General Meeting, at such time and place as the executive committee shall appoint.
- 7.2 All special general meetings other than the Annual General Meeting shall be called Extraordinary General Meetings.
- 7.3 For annual and extraordinary general meetings, the committee shall post notice of the meeting on the club website, and/or advise via the to the last known email and/or home address of all full members at least seven days prior to the meeting.
- 7.4 The committee may whenever they think fit and shall on a requisition in writing by any twenty per cent or more full members, convene an Extraordinary General Meeting.
- 7.5 Any such requisition by the members must state the object of the meeting proposed to be called and must be deposited with the club secretary.
- 7.6 On receipt of any such requisition the committee shall forthwith proceed to convene an extraordinary general meeting, if they do not within twenty-one days from the date of the deposit of the requisition proceed to call a meeting, the requisitionists, or a majority in number of the requisitionists may themselves convene a meeting and shall inform the secretary and all full members accordingly.
- 7.7 All full members shall have the right to attend Annual or Extraordinary General Meetings of the club and shall have the right to one vote on each issue put to the floor subject to 4.4(b).

8 PROCEEDINGS AT ALL CLUB MEETINGS

- 8.1 No business shall be transacted at any Annual, Extraordinary or Executive Committee Meetings unless a quorum of members is present.
- For all meetings five Committee Members inclusive of two officers of the Club shall constitute a quorum.
- 8.2 The Chairman, or failing him, the Vice-chairman shall preside at every meeting of the club, whether the meeting is an Annual General Meeting or any other meeting. If the Chairman and vice Chairman have properly been informed of the meeting and neither are present within fifteen minutes of the time of holding the meeting, then the committee members present shall choose one of their number to be Chairman of the meeting.
- 8.3 The Chairman may, with the consent of the majority of the committee and shall if requested by the majority of the committee adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 8.4 Voting at all meetings shall be by show of hands and unless otherwise herein stated, all questions shall be decided by a simple majority of those voting who are entitled to vote.
- (a) No member shall exercise more than one vote on any single issue, but in the case of an equality of votes a second vote may be called for to ensure that those voting fully understand the issue and to enable the count to be checked.
 - (b) If this vote fails to achieve a majority then all the executive officers present at the meeting shall have a second vote in order to decide the issue.
 - (c) If a majority is still not achieved, then the Chairman will have the option of a final and casting vote.
 - (d) If the Chairman decides not to exercise this option, then an Extraordinary General Meeting shall be called to decide the issue.

9 CONTINUATION AND LIABILITIES

- 9.1 The club will continue “in perpetuity” unless forces external to the club make continuation impracticable or illegal or a majority of club members vote in favour of the dissolution of the club.
- 9.2 In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:
 - 9.2.1 A registered charitable organisation(s)
 - 9.2.2 Another club which is a registered CASC
 - 9.2.3 The sport’s national governing body for use by them for related community sports
- 9.3 Should the club be deemed insolvent then the liabilities of each Officer, Committee Member or Full Member shall be no more than the value of that individuals outstanding subscription or membership fee.
- 9.4 The club will accept no responsibility or liability arising from correspondence issues or actions taken without knowledge and approval of the Executive Committee.

10 OTHER SECTIONS

- 10.1 Members of the club involved in a particular sport, may with consent of the committee, form themselves into a Section of the club whose aim shall be to develop that sport within the general objectives of the club.
- 10.2 All sections so formed shall be entitled to draw up such rules and regulations and charge such fees as may be necessary for the management of that section, but before adopting them shall submit them to the committee for approval. In the event of any conflict or ambiguity between such rules.
- 10.3 Each section shall appoint one representative to serve on the Executive Committee.
- 10.4 In the event of any section or a majority of its members being guilty of repeating misconduct or of bringing the club into disrepute or of failing to keep proper books of account, the committee may resolve to disband such section.
- 10.5 In the event of any section being disbanded or ceasing to exist, it shall hand in its books, records and other documents appertaining to its affairs and all monies in its possession to the Secretary of the club.
- 10.6 Each section shall prepare an Annual Statement of Account, which shall be produced, to the Annual General Meeting of the club.
- 10.7 Each section shall submit to the Annual General Meeting of the club for approval the subscriptions it proposes to charge for the coming year and the Annual General Meeting shall fix the level of such subscriptions.
- 10.8 Each section shall be answerable for the day to day handling of its affairs to the Executive Committee.

11 USE OF CLUB FACILITIES

- 11.1 The committee shall, after consulting the sections, from time to time fix the fees to be charged for the use of the club's facilities.
- 11.2 The committee shall have the right, in cases of hardship, to waive such fees.
- 11.3 The committee shall from time to time make such other rules or regulations governing the use of the facilities as it thinks fit provided that such rules or regulations shall not conflict with this Constitution.

12 CHANGES TO THE CONSTITUTION

- 12.1 The constitution can only be changed at an Annual General Meeting of the club.
- 12.2 Any proposed changes should be submitted in writing to the Secretary fourteen days prior to the Annual General Meeting.
- 12.3 All proposals for changes to this constitution require a majority vote of the attendant members and officers.