



LEEK WOOTTON SPORTS CLUB

Club House: Off Quarry Close, Leek Wootton, Warwick, CV357QJ

Telephone 01926 852231

Vat Registration: 545 0833 49

RULES OF THE CLUB

1. NAME

The name of the Club shall be **LEEK WOOTTON SPORTS CLUB**.

2. OBJECTS

The objects of the Club shall be to provide facilities for outdoor and indoor sports (at present bridge, cribbage, cricket, dominoes, football, golf and rambling but this list is not exclusive), and to encourage social activities among members. The Club shall be of a non-profit making nature and all income or gains shall be reinvested in the club. The Club shall not permit any distribution of club assets in cash or in kind to members or other third parties.

3. MEMBERSHIP

Membership shall be open to all the community and without discrimination on the grounds of ethnicity, nationality, sexual orientation, religious belief, sex, age or disability except as a necessary consequence of the requirements of a particular sport. There shall be the following classes of member:

- (a) **Ordinary Members** Ordinary membership shall be granted to all persons of either sex, aged eighteen years or over, who apply to the Honorary Membership Secretary, pay the membership subscription, and whose name and address is posted on the club notice board for at least two days prior to a meeting of the General Committee. At that committee meeting the Committee shall elect the person to membership of the Club unless, in the opinion of the Committee, the conduct of that person shall render him/her unfit for membership. Any person whose membership is declined shall be informed in writing of the grounds for this decision and has the right to appear before the General Committee to appeal against the decision. Juniors, under the age of eighteen years, whose parent(s) are members of the Club, are permitted to use the Club with their parent(s). Any ordinary member who has not paid his/her subscription by the last day of February will cease to be a member of the Club.
- (b) **Life Members** Ordinary members who have given outstanding service to the Club over a period of time may be elected as life members of the Club. Such elections can only be made at the Annual General Meeting of the Club and nominations can only be made by the General Committee of the Club. Life members will have all the rights of an ordinary member for the duration of their natural life. Life membership is the highest award for service that can be bestowed by the Club.
- (c) **Invitees** Invitees shall be members of teams visiting the Club to play sporting events with the Club's own teams and their immediate officials and supporters. Such persons shall be invitees for the day of the match only and shall be permitted to use all the facilities of the Club in the same way as an ordinary member, so long as the number of invitees shall not exceed the number of members at any given time.

4. GUESTS

Any member shall be entitled to introduce not more than two guests to the Club provided that no person whose application for membership has been declined or has been expelled from the Club shall be introduced as a guest. The member introducing a guest shall enter the name and address of the guest, together with his/her own name, in the Visitors' Book that shall be kept at the club premises. Any guest properly introduced shall be entitled to purchase intoxicating liquor in the Club. No members shall be entitled to introduce the same guest or guests more than six times in any year except with the permission of the General Committee.

5. **HIRING/LETTING CLUB FACILITIES**

The Club facilities may only be hired to members and their bona fide guests duly signed-in as per Club rules. If that cannot be done, or if the facilities are hired to non-members, a temporary events license must be obtained to a maximum of twelve such licenses per year.

6. **ANNUAL GENERAL MEETING**

An Annual General Meeting of the Club shall be held at least once every year and fifteen months shall not elapse without an Annual General Meeting. Only ordinary members and life members shall be eligible to vote at the General Meeting.

7. **EXTRA-ORDINARY GENERAL MEETING**

An Extra-Ordinary Meeting may be called:

- (a) By a resolution of the General Committee, the Hon. Secretary giving fourteen days' notice to ordinary members.
- (b) By more than ten ordinary members serving notice upon the Hon. Secretary of their desire to hold a General Meeting, then the Hon. Secretary shall call a General Meeting within one month of the receipt of the notice. The notice shall be signed by the members requesting the meeting and shall state the purpose thereof.

8. **SALE OF INTOXICATING LIQUOR**

There will be no supply or consumption of intoxicating liquor upon Club premises to or by any ordinary member, invitee, guest or any other person under the age of eighteen years.

9. **SUBSCRIPTIONS**

The subscriptions for ordinary members shall be decided at each Annual General Meeting. Proof of any subscription shall be the issuing of a membership card to the member by the Honorary Membership Secretary. All Ordinary Members shall carry their membership cards while on the club premises and shall produce them when required by officers of the Club.

10. **OFFICERS**

The Officers of the Club shall be a President, an Honorary Secretary, an Honorary Treasurer, an Honorary Membership Secretary and an Honorary Social Secretary. The Officers shall be elected at the Annual General meeting each year.

The duties of the Officers shall be as follows:

(a) **President**

He/she shall act as chairman of the Annual General Meeting and any Extra-Ordinary General meetings.

(b) **Honorary Secretary**

He/she shall:

- attend all meetings, keep minutes of the proceedings, prepare all notices and reports and order in writing all goods authorized by the Committee
- carry out such other duties as may be directed by the Committee

(c) **Honorary Treasurer**

He/she shall

- Receive all monies belonging to the Club and shall deposit these in a banking account of the Club
- Only pay accounts due by the Club on the authority of the General Committee.
- Keep an account of all income and expenditure and, when required to do so, shall render to the General Committee an account of the monies received and expended.
- Prepare a statement of accounts of the club up to the end of December each year and submit an audited statement to the Annual General Meeting.
- Prepare a balance sheet as and when required by the General Committee
- Take stock of the goods for sale in the Club at least each quarter, on a day within seven days of the end of the quarter

(d) **Honorary Membership Secretary**

He/she shall

- Keep upon the club premises a list of names and addresses of the members of the Club and keep a membership book or card index in which shall be recorded the subscriptions of the members
- Issue membership cards to all members

(e) **Honorary Social Secretary**

He/she shall

- Work in conjunction with the Social and Fund Raising Sub-Committee to organise social events at the Club
- Keep a diary of all bookings of the club premises

11. **GENERAL COMMITTEE**

- (a) There shall be appointed at the Annual General Meeting a General Committee to whom shall be delegated the power of election of members of the Club and the general management of the Club.
- (b) The Committee shall consist of eight ordinary members and the representatives of cricket, football and other sections of the Club. All club officers shall be ex-officio members of the General Committee.
- (c) The Committee shall meet once monthly or more often if required. The first committee meeting shall be held within fourteen days of the Annual General Meeting. At all committee meetings five members shall form a quorum.
- (d) The Committee shall have power to make bye-laws not inconsistent with the rules of the Club, to make all contracts on behalf of the Club and to fill any casual vacancy among the Officers until the next Annual General Meeting.
- (e) The Committee shall be presided over by a chairman who shall be elected annually by the members of the committee at the first committee meeting after the Annual General Meeting.
- (f) The Committee shall have the power to co-opt additional members providing the total number of members of the committee, including the representatives of the sections, shall not exceed twenty. The members of the committee shall retire annually and shall be eligible for re-election.
- (g) At the committee meeting after the Annual General Meeting, sub-committees shall be appointed to deal with Bar, Social & Fund Raising and Ground & Buildings. These committees will report all matters to the General Committee for ratification.

12. **VICE-PRESIDENTS**

At the Annual General meeting suitable persons may be elected or re-elected as Vice-Presidents of the Club. Nominations for Vice-President can only be made by the General Committee. The position of Vice-President does not automatically include ordinary membership of the Club. However, Vice-Presidents who have made a financial donation to the Club greater or equal to the membership subscription, shall be awarded the rights of an ordinary member.

13. **CRICKET, FOOTBALL AND OTHER SECTION**

The cricket, football and other sections of the Club shall elect their own committees, whose members shall not necessarily be members of the General Committee. These committees shall conduct the day-to-day affairs of their section and report regularly to the General Committee. They shall be responsible to the General Committee and shall not enter into any contracts, financial or otherwise, on behalf of the Club or in the name of the Club without the authority of the General Committee.

14. **EXPULSION OF MEMBERS**

The General Committee shall have the power to expel any member who shall offend against the rules of the Club, or whose conduct shall in their opinion render him/her unfit for membership of the Club. Before any such member is expelled, the Honorary Secretary shall give him/her seven days' written notice to attend a meeting of the General Committee and shall inform him/her of the complaints made against him/her. No member shall be expelled without first being given the opportunity of appearing before the General Committee and answering the complaints made against him/her, nor unless two-thirds of the General Committee then present vote in favour of expulsion. No member whose membership has been terminated under this rule, shall enter upon the club premises as a visitor or otherwise.

15. **HOURS AND ARRANGEMENTS**

The General Committee shall in its discretion lay down the hours during which the club premises shall be open, in accordance with the needs of the Club.

16. **DISSOLUTION OF THE CLUB**

In the event of the dissolution of the Club, any assets will be transferred to another local Community Amateur Sports Club or, failing that, to the Warwickshire Cricket Association.

17. **MANAGEMENT**

Within the scope of these rules, the General Committee shall have the power from time to time such bye-laws and regulations as shall be necessary and every member shall at all times comply with such bye-laws and regulations. A copy of each bye-law shall be affixed to the notice board in the Club. No alterations shall be made to these rules except at a General Meeting in favour of such alteration. Notice of proposed alterations shall be in writing to the Honorary Secretary and shall be posted on the notice board in the Club for fourteen days prior to the meeting.

Amended March 2009