



# **THE HOPE SPORTS CLUB**

## **CONSTITUTION**

### **1. Name**

The Club shall be called *The Hope Sports Club*, herein after referred to as the Club.

### **2. Aims and objectives**

The Club was formed with the object of providing facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the condition of life for the inhabitants of Hope, Aston and Brough in the county of Derbyshire.

### **3. Charitable Status**

The Club shall be a charity registered in England, Registration number 507995.

### **4. Limited Liability**

The Club may upon the recommendation of the Management Committee and after a majority vote of members at an AGM/EGM become a Limited Liability company. Thereafter the Trustees of the Club would become the de-facto directors of the company with a Board comprising the Management Committee.

### **5. Trustees**

There shall be at least three (3) and not more than five (5) Trustees whose names & details shall be submitted to the Charity Commission. All assets and investments shall be placed in the name of the Trustees with the exception of the title deeds to land, which will be vested in the Official Custodian for Charities. The Trustees shall deal with the property of the Club either by way of sale, lease, mortgage, exchange or in any other manner as directed by resolution of the Management Committee (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expenses out of the Club assets. They shall respectively hold office until death or resignation unless removed from office by resolution of the members. Any casual vacancy in the office of Trustees may be filled by the Management Committee and the person so nominated shall hold office until the next Annual General Meeting after such appointment when he or she shall retire but be eligible for re-appointment by members at such meeting.

### **6. Officers of the Club**

The officers of the Club shall be:

- President. (Ex Officio)
- Vice President/s (Presidents Elect)
- Chairman.
- Vice Chairman.
- Honorary Secretary.
- Honorary Treasurer.
- Trustees (Ex Officio)
- Any other relevant position as recommended by the Management Committee

With the exception of the Trustees, President and Vice Presidents, all officers will retire each year and will be eligible for re-appointment. Officers will be elected annually at the Annual General Meeting.

#### **President**

The President shall be elected annually from amongst the Vice Presidents and shall serve for one year.

#### **Vice Presidents.**

The members of the Management Committee may from time to time at its discretion elect individuals to be Vice Presidents of the Club. They shall respectively hold office until death or resignation unless removed from office by resolution of the members.

There shall be a maximum of twelve (12) Vice Presidents.

## **7. Management Committee**

- i. The Club will be managed through the Management Committee consisting of:  
Officers: President (ex officio), Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Trustees (ex officio), and any other relevant position, and up to six (6) elected full members of the Club. Any casual vacancy may be filled by the Management Committee and the person so nominated shall hold office until the next Annual General Meeting after such appointment when he or she shall retire but be eligible for re-appointment by such members at such meeting. One (1) nominee from each sub-section / associated clubs or organisation is entitled to attend as an Associate member, representing the interests of that group, but such nominees will not have the right to vote.
- ii. Only these posts will have the right to vote at meetings of the Management Committee. Each committee member shall have one (1) vote, excepting the Chairman who shall have a second and casting vote in the case of equality of votes, and the Associate members who shall have no right to vote.
- iii. The Management Committee shall ensure that the Club maintains adequate and appropriate insurance to cover the activities of the Club.
- iv. The Management Committee meetings will be convened by the Secretary of the Club and held no less than six (6) times per year, with additional meeting being called as required.
- v. The quorum required for business to be agreed at Management Committee meetings will be: Five (5).
- vi. The Management Committee shall be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Club.
- vii. The Management Committee shall have powers to appoint subcommittees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- viii. All Management Committee Meetings shall be chaired by the Club Chairman, in his/her absence by the Vice Chairman. If neither is present then the committee members shall elect one of their number to be Chairman of that meeting.

## **8. Solicitors**

The Management Committee shall appoint a solicitor/s to act upon its behalf as and when necessary. Any deeds or legal documents of the Club, including a signed copy of this constitution, shall be lodged with the solicitors for safe keeping.

## **9. Membership**

Membership shall consist of officers and members of the Club.

Any person resident in Hope, Aston and Brough in the Hope Valley, Derbyshire, is eligible to become a member of the Club and shall pay the annual subscription provided for in Rule 10. All applications for membership shall be subject to approval by the Management Committee. The Management Committee shall have the right to refuse membership.

Members will be enrolled in one of the following categories:

### Honorary member

The Management Committee may from time to time at its discretion elect individuals to be Honorary members of the Club. These shall be persons of note within the community and/or have provided substantial service or support to the Club. They shall have the same rights as a full member while they are resident in Hope, Aston or Brough, and shall pay no membership fees. They shall hold Honorary membership until death or resignation, unless removed from membership by resolution of the members.

### Life member

Life membership shall be open to any person who meets the criteria for full membership and pays a one (1) off membership fee that will entitle them to full membership for life. Residents holding Life membership when this Constitution is adopted shall remain Life members. Life Members moving their residence outside the designated area of Hope, Aston and Brough will lose their voting rights.

#### Full member

Full membership is open to any resident of Hope, Aston and Brough. Such members will have full voting rights on decisions taken by the Club. They will be eligible to serve as an officer of the Club and as a member of the Management Committee. They shall pay an annual membership fee as provided for in Rule 10. Full members moving their residence outside the designated area of Hope, Aston and Brough will become Individual members, losing their voting rights.

#### Individual member

Individual membership is open to any person who is NOT a resident of Hope, Aston and Brough. Any such member shall NOT have any voting rights on decisions taken by the Club. They shall NOT be eligible to serve as an officer of the Club and as a member of the Management Committee, other than as the nominee of an Associated Group / Club. They shall pay an annual membership fee as provided for in Rule 10.

#### Junior member

Residents of Hope, Aston and Brough below the age of sixteen (16) years will be entitled to apply for Junior membership. Their parents may apply on behalf of individual children. The application for junior membership shall be approved by the Management Committee in the normal way. They shall pay no annual fee and will have no voting rights. On reaching sixteen (16) years of age they shall cease to be a Junior member but may apply for Full membership, paying the annual fee as provided in Rule 10 and gaining Full member rights.

#### Temporary member

Temporary membership may be given to individuals for a period not exceeding 28 days. They shall pay such membership fee provided for in Rule 10. The Chairman and/or the Secretary shall be authorised to enrol such members. A record of these members, including name, address and duration of membership shall be kept by the Secretary. Such records shall be kept for at least seven (7) years. Any such member shall NOT have any voting rights on decisions taken by the Club.

#### Associate membership (Groups / Clubs etc.)

Associate membership shall be open to any non commercial club or organisation that uses the field, pavilion or facilities owned by the Club. They shall pay such membership fee as provided for in Rule 10. This shall be separate to any fees levied by the Club for the use of the field, pavilion or facilities.

An associated club or organisation will be entitled to nominate one (1) member from their club or organisation to attend and make representation to the Management Committee to allow consideration to be given to the improvement of associated activities. Any such member shall NOT have any voting rights on decisions taken by the Club.

### **10. Membership fees**

Membership fees will be set annually and agreed by the Management Committee and shall be subject to approval at the Annual General Meeting.

Membership Fees will be due on 31<sup>st</sup> January each year. Provision shall be made for payment by standing order or BACS into the Club's bank account or by cash or cheque.

### **11. Finance**

All Club monies will be banked in an account held in the name of the Club.

- i. The Club Treasurer shall be responsible for the finances of the Club.
- ii. The Club Treasurer shall ensure that there are in place suitable accounting procedures to meet the needs of the Club and that the Clubs accounts are maintained in good order.
- iii. The financial year of the Club shall end on 31<sup>st</sup> October each year.
- iv. A statement of the annual accounts, signed as acceptable by an Independent Examiner in line with the Charity Commission requirements for Non-company charities, shall be presented by the Treasurer at the Annual General Meeting.

- v. The Club Treasurer shall be authorised to pay all utility bills, and contracted invoices for work authorised by the Management Committee without further reference and to hold £100 as petty cash to meet small incidental purchases.
- vi. All other purchases above the value of £100 shall be authorised by the Management Committee.
- vii. Any cheques drawn against Club funds should hold the signatures of two (2) authorised signatories.
- viii. The Club shall be authorised to borrow money to fund specified development projects provided that the details of the project, the sum required and the business plan setting out how the loan will be serviced are agreed by a majority of members at the AGM or an EGM.

### **12. Annual General Meeting and Extraordinary General Meetings**

The Annual General Meeting of the Club will be held every year, within three (3) months of the end of the financial year.

- i. Notice of the Annual General Meetings (AGM) will be given by the Club Secretary.
- ii. Not less than twenty eight (28) clear days notice to be given to all members. Notices of the AGM will also be placed upon notice boards within Hope, Aston and Brough in the Hope Valley, published in the Parish Magazine and sent by email to all members having this facility.
- iii. The AGM shall receive a report from officers of the Management Committee and a statement of the accounts signed by an Independent Examiner.
- iv. The AGM shall appoint an Independent Examiner or Auditor in line with the Charity Commissioners requirements for Non-company Charities at the time.
- v. Nominations for officers of the Management Committee, proposed by one member and seconded by another member, shall be sent to the Secretary not later than fourteen (14) days prior to the AGM.
- vi. Elections of officers shall take place at the AGM.
- vii. Any special matter which the Management Committee wishes to bring before the members or suggestions from the members for consideration by the Committee will be dealt with at the AGM.
- viii. The quorum for the AGM shall be ten (10) members with voting rights.

The Management Committee has the right to call an Extraordinary General Meeting (EGM) outside the AGM or upon receipt of a written request to do so signed by not less than fifteen (15) members having voting rights. Procedures for convening an EGM will be the same as for the AGM.

The AGM/EGM shall be chaired by the Club President, in his/her absence by the Chairman and in his/her absence the Vice Chairman. If none of these are present, the Club members present shall elect one of their number to be Chairman of that meeting.

The Secretary shall maintain and hold an up to date list of all Club members. This shall be definitive in terms of defining a member's right to vote at an AGM or EGM.

### **13. Voting**

All Life, Full, and Honorary members shall have one vote at an AGM or EGM. In the event of an equality of votes the Chairman of the meeting shall have a second and casting vote.

### **14. Minutes**

The minutes of all AGM/EGM meeting and Management Committee Meeting, once they are approved and signed, shall be placed in the Club minutes book by the Secretary as a true record of the said meeting.

### **15. Field**

The Sports Field and Pavilion shall not be used for any activity likely to endanger the health or safety of other users or that is likely to bring the Club into disrepute. The Sports Field shall be open throughout the week for organised games and such other activities as defined by the Management Committee and/or the members at an AGM/EGM, but shall not open on Sundays for organised games before 12 noon except as agreed by the Management Committee on a case by case basis.

### **16. Discipline and Appeals**

All members should behave in a fit and proper manner when on the field or when performing the business of the Club. All concerns, allegations or reports of poor practice/abuse relating to the use of the field, facilities and/or breach of the Club rules regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee shall nominate three (3) of its members to sit as a disciplinary sub-committee to meet and hear complaints within fourteen (14) days of a complaint being lodged. The sub-committee shall have power to take appropriate action including the termination of membership. An appeal against the ruling of the sub-committee may be lodged within fourteen (14) days to the Management Committee, who will hear the appeal at its next meeting. The members of the sub-committee shall withdraw whilst the Management Committee hears the appeal.

### **17. Dissolution**

If at any General Meeting a resolution for dissolution of the Club shall be passed by a majority of the members, and such resolution shall at a Special Meeting held not less than one (1) month thereafter, at which not less than one half of the members shall be present, be confirmed by resolution passed by a majority of two thirds of the members voting thereon, the Trustees shall thereupon or at such future date as shall be specified in such resolution have power to dispose of any assets held by or in the name of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards such charitable purposes for the benefit of the inhabitants of Hope, Aston and Brough as their Parish Councils may decide.

### **18. Amendments to the Constitution**

The constitution shall only be changed through a recommendation by the Management Committee and confirmed by majority vote of not less than two thirds of the members present at an AGM or EGM convened for that purpose, provided always that no such alterations or additions shall cause the Club to cease to be a registered charity at law.

### **19. Declaration**

Having been approved by the Charity Commissioners and voted on by the Club at the EGM held on 20<sup>th</sup> September 2012, and subsequently updated at the AGM held 28<sup>th</sup> January 2015, The Hope Sports Club hereby adopts and accepts this constitution as a current operating guide, regulating the actions of the Club and its members.

This Constitution shall override any previous constitution or rules of the Club which have previously governed the management of the Club and its members.

A signed copy of this constitution shall be held in the Club records and lodged with the Club's solicitors and the Charity Commission.

Signed:

Date: March 2019

Name: Joanna Glossop  
Position: Chair, The Hope Sports Club.

Signed:

Date: March 2019

Name: David Garwes  
Position: Secretary, The Hope Sports Club