

CHEPSTOW ATHLETIC CLUB
Mathern Road,
Bulwark,
CHEPSTOW,
Monmouthshire.
NP16 5JT

CONSTITUTION & RULES.

(As amended by AGM, November,2001; AGM, June 2003 & EGM, February,2002 & June 2004)

George Hiscocks.
Hon. Secretary.
1st.Decembcr,2003

CHEPSTOW ATHLETIC CLUB

Constitution and Rules – 2004

1.0 **NAME:** The Club shall be called, “**CHEPSTOW ATHLETIC CLUB**”.

1.1 **STATUS:** The Club shall be constituted as an unaffiliated Members Club, and thus registered with the appropriate local authorities.

2.0 **AIMS AND OBJECTIVES:** To promote, and provide for, the practice and playing of outdoor sports, games and exercises of every description, **including Archery: Lawn Bowls: Cricket: Association Football: Lawn Tennis and others** which may be authorized by the General Committee, (*hereinafter called “the Committee”*). Further, for the benefit and use of the Club’s members to provide the means of social intercourse; mutual helpfulness; mental and moral improvement; social recreation, and other advantages of a Members’ Club. To encourage, and provide for, the participation of members in competitive, and non-competitive indoor pursuits such as darts; card-games; quizzes etc. Always providing that such sports and other recreations are compatible with the aim of the Club to provide quality sport and recreation for the people of Chepstow, and with the Club’s good name and reputation.

2.1. To dispose of the same, or any part or parts thereof, by sale or lease or otherwise deal with the same as the Trustees and the Committee see fit, and to provide and maintain a sports ground and clubhouse at Mathern Road, Bulwark, Chepstow, Monmouthshire NP6 5JT.

2.2. To gain revenue to support the Aims and Objectives of the Club by the sale of alcoholic and other beverages; other consumable items and by lettings of appropriate parts of the Club premises for social and/or sporting/recreational functions. All being subject to the terms of the Licensing Act(s) currently in force, and the terms of any other license held by the Club.

2.3. To employ such staff and contractors as may be deemed appropriate, from time to time, by the Committee. The Committee shall determine the accountability of such staff, whether full or part-time, and draw up appropriate Contracts of Employment where necessary.

3.0. MEMBERSHIP. Membership shall consist of Honorary Life Members; Life Members; Ordinary Members, (senior and junior; male and female); **Joint Members** and Country Members.

Joint Membership may be granted to genuine partnerships of any form. Eligibility for Country Membership shall be that the applicant shall be *normally domiciled* a distance of 40 Km (25 Miles) or more from the Club premises. Junior Members shall comprise all members under the age of eighteen years, as, or at, 31st.March in each year. Junior Members shall enjoy all the privileges of membership except that they shall not be permitted:

- i) to vote at any General Meeting. (But see Rule 12.0(u))
- ii) to introduce guests or propose prospective applicants for membership.
- iii) to purchase, or have supplied to them, any intoxicating liquors on Club premises.
- iv) to stand for office. (But see Rule 12.0. (ii))

4.0. ELECTION OF MEMBERS: Application for Membership of the Club may be made by all persons, irrespective of age, nationality, race or ethnic origin; Language, Religion or Beliefs; Sexual Orientation or whether suffering from any physical or mental handicap, subject only to consideration of care and safety.

Every candidate, for any class of membership, shall be proposed by two Members on a nomination form provided by the Club. The proposer's and seconder's names and membership numbers, and the candidates full name and address; telephone number; the Section of the sport in which he/she intends to participate; the age of the candidate, if under 18 years, and the signatures of the candidate and the proposer and seconder, shall be entered on the application form.

4.0.1 A list of new applications shall be displayed on the main noticeboard of the Club, for a period of not less than two days before the approval, (or otherwise), of membership by the Committee, at the first ordinary meeting following application.

4.0.2. Any objections to the application for membership of any candidate must be notified to the Honorary Secretary or the Membership Secretary, in writing, before the ordinary meeting of the Committee. Such objectors may be required to testify before the Committee to justify the objection.

4.0.3. All new applicants shall be invited, by letter, to meet one or more members of the Management Committee, (which see, Rule 12.2.), immediately before the appropriate meeting.

4.0.4. The first year's subscription, at the rate ratified by a General Meeting, must accompany the application form when submitted to the Membership Secretary.

4.1. The Committee shall have the authority to refuse any application for membership, or to restrict the admission of a member to membership of a particular Section or Sections of the Club.

4.1.1. A "Section" is defined as one of those constituent parts of the Club which is dedicated to a particular sport or recreation, or the "Social" Section, which has no specific sports affiliation, but which supports all the sports Sections.

4.2. The proposers of any member shall be answerable for the payment of the applicant's first year's subscription, and the latter will not be afforded the privileges of membership until the subscription is paid.

4.3. Notice of approval of membership shall be notified to all new members immediately after approval by the Committee.

4.4. Life Members and Honorary Life Members shall be elected only at Annual General Meetings of the Club through a formally proposed resolution, promulgated and submitted to the Committee not less than twenty-one days before the date of the Annual General Meeting.

4.5. There shall be kept, by the Membership Secretary, at the Club premises, a register of the names; addresses and membership category, of all Members. A membership number will be allocated to all Members upon approval of membership and upon annual renewal of membership, and this number to be shown in the register. The allocation and existence of this membership number indicates that a person is a fully paid-up Member, not under suspension.

Footnote on description of Joint Membership DELETED. See amended Rule 3.

5.0. SUBSCRIPTIONS: The initial, and annual, membership subscription shall be determined at the Annual General Meeting of the Club, each year, on a resolution proposed by the Honorary Treasurer on behalf of the Committee. All subscriptions shall be payable, in advance, by the last day of March in each year, subject only to any "period of grace" defined, from time to time, by the Committee.

5.1. No former member shall be entitled to vote at any General, or other, meeting of the Club, or to make use of the facilities and amenities of the Club, unless that member's initial or annual renewal membership subscription has been paid in accordance with Rule 5.0, above, and a new, or renewed, membership number allocated.

5.2. In accordance with Rules 5.0 and 5.1, above, any former member who fails to renew his/her membership, by payment of the renewal subscription by the date determined by the Committee, shall be deemed a lapsed member. (See also Rule 7.2 below).

5.3. The membership subscription for a Life Member of the Club shall be determined by the Annual General Meeting of the Club on the recommendation of the Committee.

5.4. In addition to the annual subscription all new applicants for Social membership shall pay a Joining Fee, as from time to time determined by the General Committee. (2002 £2:00)

5.4.1. All existing Social Members who fail to renew membership by the end of the "period of grace" (*normally 30th April in each year*), and who subsequently re-apply for renewal, shall be required to pay the Joining Fee as specified in Rule 5.4., above, in addition to the annual subscription.

(Footnote to Rules 5.4. and 5.4.1.: These Rules apply to Social Members only as the sports Sections have differing rates of membership subscription, administered by the Section committee).

6.0. HONORARY LIFE MEMBERS: The Committee may, at its discretion, recommend Honorary Life Membership for any Member who has rendered special service to the Club, or who merits the distinction. In accordance with Rule 4.4 such recommendations must be placed before the Annual General Meeting of the Club, by formal Resolution for approval and ratification.

6.1. Honorary Life Members shall not be liable to pay any subscriptions, but shall be entitled to all the rights and privileges of Ordinary Members, including the right to attend all General Meetings; to vote on any issue and be eligible for nomination to serve on any Committee or for any other office.

7.0. INTRODUCTION OF GUESTS: A Member may personally introduce friends as his or her guests, but no member may introduce more than two guests at one time, unless special circumstances exist, when any Officer of the Club, or Committee member, may sanction an increase in this number, at the time, according to the circumstances pertaining. (*For example if a Member is introducing a family of four, or members of his/her own family as guests.*) All guests, and the member introducing him/her/them, shall sign their names in the guest book, kept at the bar for the purpose, and shall pay the "guest fee", as determined, from time to time, by the Committee.

7.1. No Member shall be entitled to introduce any guest(s), for the purpose of consumption of alcoholic beverages, during the hours when licensed premises in the locality are not open for the supply of intoxicants to the public.

7.2. The following shall **not, under any circumstances**, be entitled to be admitted as guests:

- i) Former Members, whose membership has lapsed. (See Rule 5.2.)
- ii) Former Members who have been expelled.
- iii) Persons who, having been nominated for membership, have not been approved by the Committee.
- iv) Members who are under suspension.
- v) Any person deemed by the Committee as not being a fit person to enjoy the privileges of use of the facilities and amenities of the Club.

7.3. Members must accompany, and are responsible for, guests introduced by them, during the period of stay of such guests on Club premises.

7.4. Members are not permitted to introduce the same person(s) as guests on more than one occasion in any period of one calendar month, except in exceptional circumstances authorized by an Officer.

7.5. The Committee may suspend, or expel, any Member who is in breach of Rules 7.0. to 7.4. above.

8.0. VISITORS: *(Note: There is firm distinction between “visitors” and “guests”. The latter are the personal friends or family introduced by a Member, for purely social purposes and subject to Rules 7.0. to 7.4., above. “Visitors” are those persons who are defined as bona fide members; managers and supporters of visiting sports or games teams, including indoor pursuits such as darts).*

In the case of visiting sports and games teams, a list of team members, officials and other *bona fide* supporters shall be provided upon arrival by an official of the visiting team, to a Committee member of the Club, or such other person duly designated by the Committee, normally a member of the Section or team involved. In certain circumstances, it is sufficient to note the number of visitors for a specific occasion, but an entry must be made in the visitors' book, and signed by the designated person, and counter-signed by a visiting official.

Such visitors who are present at the Club, for legitimate purposes, shall, by virtue of this Rule, be accorded the rights, privileges and responsibilities of membership of the Club, throughout the day or the period of their stay on Club premises.

8.1. USE OF CLUB FACILITIES BY NON-MEMBERS: Certain designated facilities and other amenities of the Club are available to persons other than Members and their guests, for functions and events, approved by the Management Committee (see Rule 12.2.), and for the sale of intoxicating liquors to such persons and their guests or clients, on up to twelve occasions in any one year.

8.2. Appropriate requests, in writing, on application forms available from the House Manager or the Honorary Secretary, are required for consideration by the Management Committee for all such functions and events. Approval of the Management Committee must be obtained on the application form before such functions/events may be allowed to proceed. The Committee has mandated the Management Committee to give such approvals.

8.3. In any case where the approval of the Management Committee is withheld, the applicant may appeal to the General Committee, which has absolute discretion in any final approval, or otherwise.

(Note: It is the strict policy of the General Committee NOT to approve requests for eighteenth birthday parties).

8.4. Every sponsor or organizer of any function or event, whether a Member of the Club or not will be given a copy of the “Conditions of Use” at the time of notification of approval. These conditions must be complied with, and total acceptance of them is, in itself, a condition of the use of the facilities.

8.5. The hiring fee(s) for the use of Club facilities for all ‘normal’ functions, shall be determined, from time to time, by the General Committee. In the case of requests for use of the facilities where little notice can be given, *((eg. after funerals), the Secretary has been mandated to define the fee).*

9.0. CESSATION OF MEMBERSHIP: Persons shall cease to be Members of the Club:

i) through non-payment of membership subscription. Any person whose membership has lapsed through this failure may not again be nominated for membership until specific approval is given by the Committee, which may also apply other sanctions, at its discretion; for instance, the payment of arrears of subscription for the lapsed years.

(Note: Precedence indicates that renewal of membership for a lapsed member will not normally be granted within a period of one calendar year from the date that the membership lapsed)

ii) by expulsion on the authority of the Committee.

iii) by resignation, to be given in writing to the Honorary Secretary or the Membership Secretary, and have his/her resignation formally accepted by the Committee. Members who have, thus, formally resigned and have had their resignation accepted by the General Committee notified such resignation in writing will be eligible to reapply for membership at any time.

10.0. MISCONDUCT OF MEMBERS, GUESTS AND VISITORS: Any Officer of the Club, or any Committee member, or any other person designated to act on behalf of the Committee, shall have the authority to order the withdrawal from the premises of any Member, or the guest(s) of any Member, or any visitor, who commits any act of misconduct, or is deemed to be in flagrant breach of any Rule.

10.1. Such acts of misconduct include violence, or threat of violence against any person on the Club premises, or on Club business; the continued use of unacceptable language, following a verbal warning; acts of vandalism or willful damage to, or misappropriation of, the property of the Club, or any of its Members, guests or visitors, or the continuance of any behavior which, after due warning gives undue annoyance, inconvenience or distress to other Members and/or their guests, or to visitors to, or staff of, the Club.

10.1.1. These Rules, in entirety, shall apply to all visitors to the Club, including those attending any social function, whether organized or sponsored by a Member or non-member.

10.2. Any such Member, or any other person, who has been instructed to withdraw, shall have no right of re-entry to Club premises, *on any pretext*, until summoned to appear before the Committee, as provided for in Rule 11.0. If the next ordinary meeting of the Committee is in less than three days, such Member may claim to attend and have his/her case dealt with, waiving the notice required under Rule 11.3.

10.3. In the case of misconduct, or any breach of the "Conditions of Use" (see Rule 8.4., above), by Members or non-members organizing, sponsoring functions or events on Club premises, any Officer of the Club; any Committee member, or any other person designated by the Committee, shall have the authority to close the function or event, and require the withdrawal of all participants from the Club premises.

10.4. Any attempt to procure, or supply, intoxicating liquors for, or to, persons under the age of eighteen years, or for a person who is not a *bona fide* guest or visitor, will be construed as misconduct as defined above.

11.0. EXPULSION OF MEMBERS: The Committee shall have the authority to reprimand; suspend, (for a period not exceeding twelve months), or expel, any Member who is in breach of any Rule or Bye-law, or whose conduct on Club premises, or elsewhere, in the agreed opinion of the Committee, renders him or her unfit for membership.

11.1. No Member shall be reprimanded; suspended or expelled without first being summoned to appear before the Committee, with full opportunity being afforded to him/her to advance a defense in respect of the alleged conduct.

11.2 No Member shall be reprimanded; suspended or expelled unless at least two-thirds of the Committee present at the hearing shall vote for such action to be taken. In the case of no quorum of the Committee being present, the case will be deferred and re-heard at the earliest possible opportunity by means of an extraordinary meeting of the Committee.

11.3. Every Member so summoned to appear before the Committee, (unless he/she elects to waive the right to receive notice - see Rule 10.2.), shall receive at least three clear days' notice, in writing, from the Honorary Secretary. Such notice shall include a statement of the allegations made against the Member.

11.4. A suspended Member shall not be entitled to use the Club premises, or any of the facilities or amenities of the Club, including those for the playing of sport, He/she shall not be entitled to attend any General, or other meeting; or to vote at any election, or hold any office, during the period of suspension. He/she will, however, remain liable for the payment of any subscription which falls due, during the period of suspension.

12.0. THE GENERAL COMMITTEE: The overall management of the Club shall be vested in a General Committee, an elected body, comprising:

i) The President; Vice President(s); Chairman; Vice Chairman; Honorary Secretary; Honorary Treasurer; all of whom shall be elected annually at the Annual General Meeting, *unless extenuating circumstances require (he co-option of any of the above for reasons of continuity and sound management. (See Rule 12.4 (v)).*

ii) Two members of each of the sports Sections, to be nominated, annually, by the members of those Sections, and being elected at the Annual General Meeting of the Club. *(Note; in cases where the names of Sectional representatives not being known at the time of the AGM, that meeting may elect two unnamed representative from sports Sections and authorize the General Committee to ratify those nominations in due course)..*

The sports Section representatives on the Committee shall be charged with representing the interests of all members of their Section, with specific regard to the support and representation of Junior Members and to act as their proxy.

In the case of any Sectional representative being unable to attend any meeting of the Committee, the Chairman may accept the attendance of a deputy. This representative will, however, not have the right to vote on any matter coming before the Committee.

iii) Two other Social Members of the Club, duly nominated, and elected at the Annual General Meeting. These Members should not be members of any sports Section.

Rule 12.0. - The General Committee - continued:

12.1. A quorum of the General Committee shall be eight members. However, should a quorum not be present at any meeting of the Committee, at the Chairman's discretion, and with the approval of the members present, normal non-controversial business may be transacted and reports received. Minutes will be taken and entered in the Minute Book.

12.2. The General Committee shall authorize a Management Committee to conduct the day-to-day financial and administrative management of the Club. The Management Committee shall consist of the Chairman; Vice Chairman; Honorary Secretary and Honorary Treasurer, together with any other person who may be required to be co-opted for specialist or technical advice, on an occasional basis.

12.2.1. The Management Committee is not authorized to alter Rules; make capital expenditure; hire or dismiss staff, (save in exceptional circumstances), or make any resolutions for consideration by any General Meeting, without first seeking approval of the General Committee.

12.2.2. The Management Committee is accountable to the General Committee at all times.

12.2.3. The Management Committee is authorized to approve use of the Club premises by Members and non-members for events and functions; to deal with all matters concerning safety security and fabric and equipment maintenance. It may authorize overhead expenditure for the purposes stated in the preceding sentence. The Management Committee is also authorized to deal with all matters pertaining to the Club premises and equipment; the staff; membership and dealing with "outside" authorities. Certain specific management duties will be allocated to individual Officers,

12.3. The management of the trading activities of the Club, represented by bar sales and associated activities; the purchase, storage, stock-taking; supply and pricing of all intoxicating liquors, other bar supplies and miscellaneous merchandise, shall be undertaken by the Management Committee, constituted as the Bar Sub-Committee. In this role, the Management Committee will be separately accountable to the General Committee and advised by the House Manager.

12.3.1. The day-to-day management; operation and staffing of the bar(s), and ancillary operations is delegated to the House Management team, who are salaried members of staff (See Rule 24.0.).

12.4. Functions of General Committee: The General Committee shall, subject to these Rules, have full powers of management and control over the property; funds and affairs of the Club. In particular, and without derogation of the general powers and authority vested in it, the Committee shall:

i) approve membership under Rule 4.

ii) recruit, appoint, appraise, suspend or dismiss, all servants of the Club.

iii) call and regulate its own meetings and proceedings and call General Meetings when necessary or obligatory.

iv) elect, or form, such other sub-committees or working-groups that are considered necessary for the proper dispatch of the business activities and development of the Club.

v) fill any casual vacancies which may, from time-to-time, occur among Officers of the Club, or among the membership of the General Committee or any other sub-committee, or working-group. Any member, so appointed to office, or to the Committee, shall retire at the same time as would have the member in whose place he/she was appointed.

vi) require any person(s), Member(s) or otherwise, occasioning damage or loss to Club property, either willfully; through neglect or improper use, to reimburse the Club with the cost of replacement or repair.

Rule 124 - Functions of the General Committee - continued:

vii) issue tickets, or permits, admitting the holders thereof, (whether Members of the Club or not), to such parts of the Club's premises, at or on such times or occasions, and for such purposes, and subject to whatever conditions the Committee may determine.

viii) the Committee may, with the approval of a General Meeting, authorize the payment of an honorarium to the Honorary Secretary and Honorary Treasurer, at a sum to be fixed annually. The rate may only be changed by a formal Resolution at a properly called General Meeting.

12.4.1. No decision of the General Committee may be revoked at any subsequent meeting unless at least ten days' notice, in writing, of the rescinding motion has been given to the Honorary Secretary, who shall, on receipt of such written notice, immediately notify all members of the Committee.

12.4.2. The Chairman, or person elected by the Committee to the chair, in the absence of the Chairman and Vice-Chairman, of any meeting, has no ordinary vote, but has a casting vote.

13.0. ELECTION OF OFFICERS AND COMMITTEE MEMBERS: Every candidate for office shall be proposed and seconded by two Members entitled to vote. The candidate's current subscription must have been paid, and he/she must have been in paid-up membership for the previous twelve months preceding nomination, and be not less than eighteen years of age.

13.0.1. In accordance with Rule 12.0.(iii), two Social Members of the Club are required to serve on the Committee, and are elected annually at the Annual General Meeting, Nominations and conditions of candidature are as in Rule 13.0., above.

13.1. Every Member of the Club, entitled to vote, (see Rules 3.0(i); 5.1., 9.0., and 11.4), shall have one vote for each nominated vacancy. No Member may give more than one vote to any candidate. Votes are not transferable between Members, and no proxy or postal voting is permitted

13.2. At least twenty-one days prior to the date of the Annual General Meeting, a notice shall be posted on the main notice-board of the Club by the Honorary Secretary, inviting nominations, in writing, for candidates for Officers and for members of the General Committee, to represent Social Members, in accordance with Rule 12 (iii). The notice shall remain posted for a minimum of ten days, and shall indicate the final date for submission of nominations. No late nominations after this promulgated date can be accepted.

13.3. Nominations may only be made on the nomination form, available to all Members, from the Honorary Secretary or from the bar. Each candidate must comply with Rule 13.0., above, and be duly proposed and seconded by two Members entitled to vote. The candidate must sign the nomination form indicating his/her willingness to go forward to ballot, or to undertake the appointment if a ballot should be found to be unnecessary.

13.3.1. The names of all candidates for office, together with the names of proposers and seconders, will be entered on a nomination sheet which shall be posted on the main notice-board of the Club seven clear days before the date of the Annual General Meeting, and shall remain posted until the result of any necessary ballot has been declared.

13.3.2. If there is more than one nomination for each of the vacancies for Officers, or if more than two nominations for election as Social representatives to the Committee, a ballot will be held at the Annual General Meeting. All candidates should be offered the opportunity of addressing the meeting before the ballot is held.

Rule 110. - Election of Officers and Committee Members - continued:

13.3.3. Should a ballot be necessary for any vacancy, members attending the Annual General Meeting shall appoint three scrutineers to carry out the counting and checking of the validity of the ballot, which shall be a secret ballot. The result of the ballot will be announced as soon as it is convenient after counting is completed

13.3.4. No Officer; Committee member or candidate may be appointed as a scrutineer.

13.3.5. In the event of a tie between two or more candidates for the same vacancy, the Chairman shall request the meeting to decide upon the manner by which the tie may be broken, and a candidate elected

14.0. RULES: The Rules as set down in this Constitution are for the benefit of all Members; guests; visitors and other persons using the Club. They apply equally to all categories of membership, except where otherwise stated, and are the means of ensuring sound management, the good name and development of the Club, and harmony amongst the membership.

14.1. The Honorary Secretary, when appointed, shall be supplied, by the Committee, with a copy of the Constitution and Rules, and it is incumbent on him/her to deliver a copy, when available, in précis form or entire, to every member upon acquisition of membership.

14.2. Any Member, *or other person deemed to be entitled*, may demand to examine a copy of the Rules and for this purpose a copy of the full Constitution and Rules is lodged at the bar.

14.3. The Honorary Secretary shall ensure that any amendments; additions or deletions to the Rules shall be incorporated into the record at the earliest opportunity, and that Members shall be advised of such changes by such effective means as are available.

14.4. All amendments to; additions to and deletions from, the Rules may only be made following the approval of one or more Resolutions at a General Meeting and which require(s) the assent of at least two-thirds of the Members present and entitled to vote.

14.4.1. Notice of any amendments; additions or deletions, must be displayed prominently, in the Club, for at least twenty-one days prior to the date of the General Meeting to which the Resolution(s) is/are to be submitted

14.4.2. Any Member(s) wishing to propose any alteration to the Rules may submit a Resolution and request for a General Meeting, to the Honorary Secretary, under the provisions of Rule 17.8.

15.0. RIGHTS OF MEMBERS: All Members shall have the statutory right, having given at least seven days notice to the Honorary Secretary, to examine, at the Club's premises, at all reasonable times, the records of account and the records containing the names and addresses of the Members of the Club, It shall be the duty of the Honorary Secretary to make these records available as requested, though he/she will request sound reasons for the scrutiny of the membership records. It is in the Secretary's, and any other Officer's, discretion to refuse to allow scrutiny of the membership records. In this case, the Member making the request may formally appeal to the General Committee giving reasons for the request.

15.1. A Member may, at the discretion of the Committee, and having given seven days notice to the Honorary Secretary and given his/her reasons, inspect the Minutes of any meeting of the Committee. A copy of the Minutes of all meetings of the Committee shall be kept by the House Manager for the benefit of scrutiny by Members so authorized under this Rule.

16.0. TRUSTEES: There shall be a minimum of **two**, and no more than **four** Trustees of the Club, who shall be appointed at a properly constituted General Meeting of the Club membership, and by a formal resolution of a simple majority of the Members present and entitled to vote.

16.1. The property of the Club, (*other than trading stock, including intoxicating liquor, and cash*) shall be vested in the Trustees, and dealt with, by them, as the General Committee shall, from time to time, direct. This direction must be by Resolution, of which a signed entry in the Minute Book shall be conclusive evidence.

16.1.1. Dissolution: In the event of the dissolution of the Club, for any reason, all furniture, effects, trading stock, plant and machinery, and other items belonging to the Trustees, shall be sold by an appointed agent nominated by the Trustees, and agreed by the Landlord, presently, Monmouthshire County Council.

Old paragraph 2 deleted – new paragraph:

In accordance with current legislation, on dissolution of the Club its net residual assets shall be applied to

- a) the purpose of the sports governing body for use in community-related sport
- b) the purpose of another Community Amateur Sports Club within the scheme
- c) the purpose of a charity

To identify such clubs, **governing bodies or charities**, advice will be sought, by the Trustees, from the Sports Development Unit of Monmouthshire County Council and The Sports Council for Wales, or whatever authorities may have replaced those bodies at the time.

16.2. The Trustees shall be individually indemnified against all risk and expense out of Club property.

16.3. The Trustees shall remain in appointment until death or resignation, or until removed from appointment by a Resolution of the General Committee. The Committee may, for any reason which may seem sufficient to a majority of those present and voting at any meeting, remove any Trustee or Trustees.

If, by reason of death, resignation or removal, it should appear necessary, under Rule 16.0, above, to appoint a new Trustee or Trustees, the Committee shall, by formal Resolution, nominate the person(s) to be appointed, and call the mandatory General Meeting to make the new appointment(s).

16.3.1. For the purpose of giving effect to such nomination, the Chairman shall be nominated, by the Committee, as a new Trustee of the Club, *for the time being*, and the provisions of the Trustees Act, 1925, or any succeeding Act of Parliament, shall apply.

16.4. The Trustees shall not be *ex officio* members of the Committee, but they shall be permitted the right of attendance, and any individual Trustee may stand for election for office or as a member of the General Committee, always provided that such candidates comply with the conditions of Rule 13.0.

16.5. The Trustees shall, subject to the provisions of these Rules, have full powers to buy and sell any freehold or leasehold property, and to lease, mortgage or otherwise howsoever to deal with the same. The Trustees shall, as aforesaid, have power to borrow money for any purpose duly authorized by the Committee, and to sign and execute any promissory note or other security whatsoever in connection therewith.

17.0. GENERAL MEETINGS: The Annual General Meeting of the Club shall be called once in every year, not more than twenty-seven weeks following the end of the financial year, which is, presently, 31st.March in each year.

17.1. The date and time of the Annual General Meeting shall be fixed by the Committee and the Calling Notice for the meeting shall be displayed, prominently, in the Club premises, at least twenty- one days prior to the date of the meeting.

17.2. The Calling Notice shall include, in entirety, the wording of any Resolutions to be brought before the Annual General Meeting.

17.3. Resolutions to be brought before the Annual General Meeting must be notified to the Honorary Secretary, in writing, at least twenty-eight days before the date of the meeting. All Resolutions shall:
i) have been submitted as approved by the General Committee OR ii) be signed by at least thirty Members entitled to vote.
(To ensure validity, a printed list of signatories with membership numbers is required to accompany the proposed Resolution).

17.4. The Annual General Meeting shall receive the annual Statement of Accounts and the Annual Reports of the Committee and the sports Sections.

17.5. A copy of the annual Statement of Accounts shall be displayed, prominently, in the Club, for a period of at least fourteen days prior to the date of the Annual General Meeting. Copies shall be lodged with the House Manager and be available for examination by any Member entitled to vote.

17.5.1 Any questions relating to the Statement of Accounts must be submitted to the Honorary Treasurer, in writing, not less than two days prior to the date of the Annual General Meeting.

17.6. The Annual General Meeting shall elect Officers, and members of the Committee under the provisions of Rules 12 and 13, and will appoint auditors or a proposal by the Honorary Treasurer.

17.7. The Annual General Meeting may also consider, discuss and vote upon any business notified by formal Resolution, always providing that such Resolutions have been notified in accordance with Rule 17.3. and included in the Calling Notice. No other business may be transacted at the meeting.

17.8. The Committee shall, upon the written request of not less than thirty* Members of the Club who are entitled to vote, call an Extraordinary General Meeting, to discuss, determine and vote upon such matter(s) set out in the written request. The request must take the form of a formal Resolution. A Calling Notice informing all Members of the Extraordinary General Meeting shall be displayed prominently in the Club for at least twenty-one days prior to the date of the meeting. The Calling Notice shall include, in entirety, the wording of any Resolution(s) to be brought before the meeting.

(To ensure validity, the written request must be accompanied by a printed list of signatories with membership numbers).*

17.9. A General Meeting may proceed to business if twenty Members entitled to vote, or one twentieth of the total entitled membership (whichever is the greater) are present within one hour of the time fixed for the meeting. If these numbers are not present and the meeting is a special General Meeting, called by the membership under Rule 17.8., then the meeting shall be dissolved. If the special meeting has been called by the General Committee, and the minimum numbers are not present, then the meeting shall stand adjourned until the week following, at the same time. The adjourned meeting may proceed to business irrespective of the numbers present.

General Meetings - continued:

17.9.1. An Extraordinary General Meeting may be called, at any time, by the General Committee to transact any urgent business which requires the approval of a General meeting. The calling of such meeting will be subject to the same criteria as specified in Rules 17.1.; 17.2.; 17.3.; 17.8. and 17.9,

17.9.2. All Members entitled to vote may attend and speak at any General Meeting and *may* vote on any Resolution. Voting shall be by a simple majority of those present, except where otherwise provided for in these Rules, (eg. *Rule 14.4.*). In the event of a tied vote, the motion shall be deemed to be lost.

17.9.3. Any General Meeting duly constituted may adjourn to such time as the Members present direct and may continue such adjournment from time to time. No business shall be introduced or transacted at any adjourned meeting that would not have been transacted at the original meeting.

17.9.4. No Resolution made by a General Meeting shall be rescinded, except by another General Meeting called in accordance with Rule 17.8. or 17.9.1.

17.9.4. If the President; Chairman or Vice Chairman cannot be present at any General Meeting, a Member, from the floor, elected by the meeting shall preside.

18.0. MEMBERS WITH PECUNIARY INTEREST: No Member shall be permitted to vote, or speak, at any General Meeting or Committee meeting upon any matter in which such Member has a direct or indirect pecuniary interest, other than as a Member of the Club.

19.0. FINANCIAL ACCOUNTS: The Honorary Treasurer shall be responsible for keeping all necessary financial records and accounts, and be able to account for all income and expenditure from and to whatever source or destination.

19.1. The Honorary Treasurer shall advise the General Committee and the Management Committee on all matters relating to the management of the financial affairs of the Club, including investment opportunities.

19.2. The Honorary Treasurer shall ensure the prompt payment of all accounts to suppliers; contractors and any other creditors, within the agreed payment period, except where there is a dispute on the account Any such dispute to be resolved before any further action is proposed The Honorary Treasurer shall keep the Management Committee and the Committee informed about any accounting disputes which may arise.

19.3. The Honorary Treasurer shall ensure the prompt payment of all National Government and Local Government taxes due, and also ensure that any due refunds are claimed.

20.0. PROPERTY: Old Rule 20 deleted, New Rule:

The Club is a nonprofit making organization and any surplus income resulting from trading activities, or any other transaction, shall be reinvested in, and for the benefit of, the Club. No distribution is permitted of any of the clubs assets, either in cash, or in kind, to any member or to any third party, except as specified in Rule 20.1

20.1. The General Committee is authorized to approve small donations for charitable or benevolent purposes, or to otherwise offer free use, or reduced fees for the use, of the Club's facilities and amenities for these same purposes. Donations may also be made to other clubs that are registered as community Amateur Sports Clubs.

21.0. PERMITTED HOURS: The permitted hours for the supply of intoxicating liquors shall be such as, from time to time, be determined by the Committee in accordance with the Licensing Act and regulations presently in force, and as notified to, and by, the Clerk to the Licensing Justices or other appropriate authority. Neither the Committee; any Officer of the Club, nor any other person has any discretion regarding any extension of permitted hours beyond those allowed by law.

22.0. HOURS OF OPENING OF CLUB PREMISES: The Club premises shall be opened and closed at such hours as may, from time to time, be determined by the Committee. Any changes to opening hours shall be notified to Members by appropriate notices prominently displayed.

22.1. Those parts of the Club premises which are provided solely for the pursuance of authorized sports, or for grounds and building maintenance, shall be accessible, as required, by authorized persons, either Members, paid staff or contractors. Should access to the Club premises be required, at any other time, or for any other purpose, outside the promulgated opening hours, a request must be made to the Honorary Secretary or other Officer of the Club.

(But see Rule 22.2. - added by Resolution at AGM, J3th.November,2001)

22.2. Access to be permitted to all sports Sections to changing, shower and toilet facilities between the hours of 0900 and 2200 on all days of the week.

(Note: Special arrangements have been made, and are to be continually upheld, regarding the security of the Clubhouse and the restriction of key holding to no more than two named persons in each of the relevant sports Sections.)

23.0. FITNESS OF GROUNDS FOR PLAY: The final decision as to the fitness of any sports ground for play shall be vested in an Officer of the Club; a designated member of the Committee, or such other person designated by the Committee, from time to time, together with a representative of the sports Section concerned, on the day that play is due to take place. The person so designated will be accountable to the General Committee for his/her decision. *(See Note 1, below).*

24.0. STAFFING: The Committee may employ paid staff, full-time or part-time as may be required. The legal employer of such paid staff is the General Committee, which has delegated the Honorary Secretary to act as 'line manager' to all staff., and who is responsible for their appraisal.

24.1. The House Manager and Assistant House Manager shall have their Conditions of Service; salaries and Job Descriptions reviewed by the Management Committee and the General Committee on an annual basis, normally in April, when appraisals will also be made.

24.2. Similar reviews shall be carried out, at the same time, for all other members of staff

24.3. In addition to the House Manager and Assistant House Manager, all other staff is part time/casual as the exigencies of business demand. The staff includes casual bar staff; one or more cleaners and a janitor.

24.4. The House Manager is delegated to act as Supervisor for all part-time staff and responsible for their training and immediate welfare at work. He/she is not authorized to alter rates of remuneration, but may recruit and train new staff with the authorization of the Honorary Secretary.

24.5. The House Manager and all other staff supervised by him/her are required, by the Committee, to comply with all Rules, Bye-laws and statutes, and to maintain the security, integrity and good name of the Club at all times.

24.6. The House Manager and all other staff are authorized, and required, to ensure the comfort and enjoyment of Members; guests and visitors using the Club, and to take such action as may be necessary and within their power, to maintain compliance with the Rules and good order.

24.7. The House Manager, and all other staff, are authorized, by the Committee to ascertain the membership status of all persons using the bar, if unsure of that status, and to inform an Officer or other Committee member if membership, or *bona fide* authorized presence, is not established

NOTES

NOTE 1:

In case of any dispute with sports organizing or ruling bodies arising from decisions made by the Committee, an Officer of the Club, or other person delegated to do so, on behalf of Chepstow Athletic Club, about ground fitness, the Committee undertakes to make the necessary representations to that/those body/bodies in defense and justification of those decisions.

Any sports Section suffering financial penalties following such a decision may make a submission to the Committee regarding possible recompense.

December,2003.