

## HEADCORN CRICKET AND TENNIS CLUB

### RULES

**(Adopted at the EGM 21/11/07 and amended at the AGM 24/03/10)**

1. The Club shall be called the Headcorn Cricket and Tennis Club and its purpose is to promote Cricket and Tennis in Headcorn and the surrounding area and community participation in the same
2. The Club colours shall be royal blue and gold
3. **Membership**

The Club shall consist of:

  - Honorary Life Vice President
  - Honorary Members
  - Ordinary Members
  - Social Members
  - a. Membership of the Club shall be open to anyone interested in the sports on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis
  - b. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating
  - c. The Club committee may refuse membership, or remove it, only for good causes such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members
  - d. The Life Committee shall have the power to elect as Honorary Life-Vice Presidents any member who shall, in the opinion of the Committee, have rendered services to the Club. The Committee shall also have the power to elect Honorary Members, but the election of the Honorary Life Vice-Presidents and Honorary Members shall not take effect unless and until the next Annual General Meeting confirms the same. The number of Honorary Life Vice-Presidents and Honorary Members shall not at any time be significant to the total membership of the Club
  - e. Every Ordinary member, Honorary member and Honorary Life Vice-President shall be entitled to attend and vote and any General Meeting. Social members shall be entitled to attend General Meetings, but not vote
4. The Annual General Meeting of the Club shall be held each year not later than 31<sup>st</sup> March at such time and place as the Committee shall determine

5. The Committee may call an Extraordinary General Meeting of the Club at any time and shall be bound to do so on receiving a requisition signed by ten or one fifth (whichever shall be the less) of the members of the Club, or by a member who has been expelled by the Committee and who desires to appeal to an Extraordinary General Meeting
6. At least fourteen days notice on an Annual General Meeting and seven days notice of any Extraordinary General Meeting shall be sent to every member, specifying the business to be transacted and the day, time and place of the Meeting
7. The Officers of the Club shall be: -

President	Chairman
Vice-Chairman	Honorary Secretary
Honorary Treasurer	Honorary Ground Secretary
Honorary Bar Secretary	Captain (Cricket)
Captain (Tennis)	

8. The management of the Club shall be vested in the General Committee consisting of not more than two members to be elected annually and the Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Honorary Ground Secretary, and the Captains of Cricket and Tennis. Additional members of the Club may be co-opted onto sub-committees but may not be part of the General Committee. One third of the committee shall form a quorum and seven days notice of any Committee meeting shall be given.
9. Captains of cricket and tennis are to be proposed for election at the Annual General Meeting and other team captains, vice-captains and match secretaries are to be elected prior to the Annual General Meeting by the individual sections. Fourteen days notice of these meetings are to be given and election to be by simple majority of those members present
10. The President of the Club shall be elected in the first instance for a fixed term of five years. This can be extended by a further periods of five years if the President and the Committee so wish
11. The Officers, Honorary Auditor and Committee shall be elected at the Annual General Meeting in the following manner: -
 

Each Candidate shall be proposed and seconded by members of the Club who, if unable to attend the meeting, shall submit their nominations in writing to the Honorary Secretary together with assurances that the nominees are willing to serve

Should the nominations exceed the number to be elected they shall be submitted to a ballot of the members entitled to vote and who are present at the meeting
12. The Honorary Secretary shall conduct the correspondence of the Club and shall have custody of the register of members and all documents belonging to the Club. S/he shall keep full and

correct minutes of all proceedings and records of all competitions of the Club and shall keep the register of members up to date

13. The Honorary Treasurer shall keep the accounts of the Club and shall make up the annual statements of accounts and balance sheet of the Club to 31<sup>st</sup> December each year which shall, after audit, be printed and circulated amongst the members with the notice of the Annual General Meeting
14. The Annual Subscription for all classes of membership shall be fixed by the Club at each Annual General Meeting. Match levies and visitor's fees shall also be fixed at the Annual General Meeting
15. All annual subscriptions shall be paid on or before the date set at the previous Annual General Meeting. Members will not play until their subscription has been paid (unless with prior sanction from the Committee). Any member who's subscription is unpaid by the specified date shall cease to be a member of the Club and shall be removed from the books of the Club. They may be re-instated by the Committee upon available vacancy and upon payment of all arrears
16. Any person making an application to join the Club after October may be entitled to pay a reduced subscription for the rest of the year in which they joined. This will be at the discretion of the Committee
17. Any member absent for the whole of any year shall not be liable for any annual subscription for that year, provided that s/he has given to the Honorary Secretary previous notice in writing of his or her intention to be absent
18. Any member may, at any time, by giving notice in writing to the Honorary Secretary, resign his membership of the Club but shall continue to be liable for any annual subscription due and unpaid at the date of his resignation. Any such member, having discharged all his liabilities to the Club and wishing to rejoin may, upon available vacancy be proposed and re-elected
19. Any member expelled in accordance with the rules, or otherwise ceasing to be a member of the Club, shall forfeit all such rights to or claims upon the Club or its property or funds as s/he otherwise would have by reasons of membership
20. No rule of the Club shall be repealed or altered and no new rule shall be made except by two thirds majority of the members present at the General Meeting. One calendar months notice of the intention of proposing any new rule or alteration shall be given to the Honorary Secretary who shall send notice of the same to every member before the General Meeting
21. The Committee are empowered to make, repeal and amend such bye-laws as they may from time to time consider necessary for the well being of the Club. Such bye-laws, repeals and

amendments shall have effect until otherwise determined by the Committee or at a General Meeting

22. Members are required to pay all expenses they incur on their own behalf or for visitors to the Club before they leave the premises

**23. Property and Funds**

- a. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the Club
- b. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post match refreshments and other ordinary benefits of the Community Amateur Sports Clubs as provided for in the Finance Act 2002
- c. The Club may also in connection with the sports purposes of the Club sell and supply food, drink and related sports clothing and equipment
- d. The Club may employ members (though not for playing) and remunerate them for providing goods and services on fair terms set by the committee without the person concerned being present
- e. The Club may pay for reasonable hospitality for visiting teams and guests
- f. The Club may indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of the assets)
- g. The Committee will have due regard to the law on disability discrimination and child protection

23. The selection of teams shall be in the hands of the following:

- I. Cricket: Captains and two playing members all selected by the cricket section
- II. Tennis: The Captain and two playing members all selected by the tennis section
- III. Notice of selected teams shall be posted on the notice board two clear days before the fixture

23. Winding Up

- I. The members may vote to wind up the Club if not less than three quarters of those present and voting support the proposal at a properly convened general meeting
- II. The Committee will then be responsible for the orderly winding up of the Club's affairs
- III. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - a) To another Club with similar sports purposes which is a registered charity and/or
  - b) To another Club with similar sports purposes which is a registered CASC and/or
  - c) To the Club's governing body for use by them for related community sports

24. Every member and every visitor shall be bound by and submit to the rules and byelaws of the Club
  
25. Where there is any conflict between any of the above Rules (Key Rules) and any other Rule or Rules the Key Rule(s) shall take priority. Interpretation of all the Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as first provided for by the Finance Act 2002