

CHESTER CROQUET CLUB CONSTITUTION

Adopted 5 April 1978 and last revised 8 March 2024

1. NAME

The Club shall be known as the Chester Croquet Club, hereafter to be referred to as 'the Club', and shall be affiliated to the North West Federation of Croquet Clubs and shall be an affiliated club of Croquet England.

2. PURPOSE

The purpose of the Club shall be to promote community participation in healthy recreation in the Chester area by means of the playing of croquet. This shall be done by the provision of facilities and instruction and by arranging suitable competitive events.

3. MEMBERSHIP

(a) Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription as determined by the Annual General Meeting (AGM) of the Club members except as provided in clause 8 below.

(b) There shall be five classes of membership available. These shall be:

- (i) Full member for persons aged 18 and over at the date of the AGM.
- (ii) Second Club member aged 18 and over at the date of the AGM whose main croquet club membership is with a club which is also a member club of the Croquet Association.
- (iii) Country member for persons aged 18 and over at the date of the AGM whose normal residence is more than 25 miles from Chester by the nearest reasonable route.
- (iv) Student member for full-time students aged 18 to 24 at the date of the AGM.
- (v) Junior member for persons under the age of 18 at the date of the AGM and at the discretion of the management committee.

Membership in classes (ii) to (v) above will be at a reduced subscription as decided by the AGM.

(c) The management committee shall have the discretion to accept a lower subscription for members joining the Club late in the season.

(d) Members' children and grandchildren under the age of 16 may at the discretion of the management committee be allowed to play without charge provided they do so under the supervision of a member and provided they do not hinder any member from playing who wishes to do so.

4. OFFICERS AND MANAGEMENT COMMITTEE

The executive officers of the Club shall be the Chairman, Secretary and Treasurer. Together they shall form the management committee with power to co-opt additional members as needed for the efficient management of the Club. Additional members of the management committee and other Club members with specific roles but not members of the management committee may also be elected by resolution at a general meeting and this specifically will not be taken as a constitutional amendment. All members of the management committee must be full members of the Club.

The duties of the management committee shall be:

(a) To control the affairs of the Club on behalf of the members.

(b) To keep accurate accounts of the finances of the Club through the treasurer. These should be available for reasonable inspection by members and should be independently examined before every AGM. The Club shall maintain bank accounts in the name of the Club with cheques signed jointly by any two members of the management committee.

5. WELFARE AND CONDUCT

- (a) As an affiliated club of Croquet England the Club shall adopt and implement welfare and wellbeing policies and procedures which are in line with national guidance and with the latest welfare and wellbeing policies and guidance adopted by Croquet England. These policies include Codes of Conduct, Safeguarding, Inclusivity, Diversity and Equality.
- (b) Such policies and procedures shall be communicated to members and published on the Club's website.
- (c) The Club shall appoint a member as its Safeguarding Officer, assisted by other members as appropriate, to provide guidance on the application of these policies and procedures. The Safeguarding Officer shall be the initial point of contact for anyone raising concerns or issues regarding welfare matters.
- (d) The Club Secretary shall fulfil the role of Complaints Administrator to ensure that all complaints are handled appropriately and promptly.

6. DATA PROTECTION

- (a) Members' details will be processed fairly, lawfully and in accordance with the Club's constitution and objectives.
- (b) Members' names, contact details and handicaps are disclosed to other members of the Club, and may also be disclosed as necessary to Croquet England, to the North West Federation of Croquet Clubs, and to other affiliated or partner organisations of Croquet England, or to affiliates of the Club.

7. ANNUAL GENERAL MEETING

- (a) The AGM shall be held annually in February or March to decide general policy for the year and to elect officers. The secretary shall give to all paid up members at least 14 days notice of the date and place of the meeting together with an agenda and any resolutions.
- (b) Resolutions to be put to the AGM must be in the hands of the secretary 3 weeks before the AGM and duly signed by the proposer and seconder.
- (c) The business of the AGM shall be to:
 - (i) confirm the minutes of the previous AGM and any other General Meetings
 - (ii) receive the independently examined accounts
 - (iii) receive the report of the secretary
 - (iv) elect an independent financial examiner
 - (v) elect the executive officers and management committee to serve for 1 year
 - (vi) fix club subscription rates. A member of the club who has not paid his subscription by such default date as the management committee prescribes may at the discretion of the committee be deemed to have resigned. Subscriptions shall become due immediately after the AGM.
 - (vii) transact other business received in writing by the secretary from members

8. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting may be called either by the management committee, or by a written request signed by 5 members addressed to the secretary, setting out the reasons for the meeting in the form of a resolution. The secretary shall then proceed as for the calling of an AGM.

9. QUORUM AND VOTING AT GENERAL MEETINGS

- (a) A quorum shall consist of 7 members including officers
- (b) Only paid up full members shall be entitled to vote
- (c) Voting shall be by a show of hands unless a request for a secret ballot is made by at least 3 members, whereupon two tellers shall be appointed. The chairman shall have a casting vote, to be used in the event of a tie.
- (d) Motions shall be carried by a simple majority except as stipulated in clauses 10, 11 and 13 below.

10. REFUSAL OF MEMBERSHIP

The management committee may refuse an application for membership, refuse an application to renew membership, or terminate the membership of any member who has in their view behaved in a manner likely to bring the Club into disrepute or cause substantial prejudice to the Club. The excluded member shall have the right of appeal according to the following procedure

- (a) a resolution is put to an Extraordinary General Meeting
- (b) the resolution is carried by 4/5ths of those attending and voting
- (c) this is the only business at the meeting
- (d) before putting the motion to the vote the person appealing, or a representative on his behalf, shall have a full opportunity to address the meeting.

Following expulsion any subscriptions paid that year shall be returned.

11. CONSTITUTIONAL AMENDMENTS

Resolutions to amend the Constitution shall be submitted as directed under items 7(b) or 8 above. Any such resolutions must be carried by at least 2/3rds of those present and voting.

12. USE OF FACILITIES BY VISITORS

Guests of the Club, guests of members of the Club and members of the public may use the Club's facilities on a reasonable number of occasions in any season on payment of a green fee the rate of which shall be determined for any year at the AGM or an agreed charge for a group event. Visitors shall be accompanied by and supervised by a member of the Club and shall only use the Club's hoops and other lawn equipment on lawns as laid out at the time. Where appropriate, non-members will be encouraged to become a member of the Club in which case the amount paid in green fee(s) shall be deducted from the relevant subscription.

13. DISSOLUTION OF THE CLUB

- (a) If the Club should cease to function because of lack of support from members, loss of facilities or for any other reason, or if at a General Meeting of the Club a resolution is passed calling for the dissolution of the Club, the secretary, or in his absence any other officer, shall be required to call an Extraordinary General Meeting, to be held not less than one month thereafter, to discuss and vote on a winding up resolution.
- (b) If at the Extraordinary General Meeting the resolution to wind up the Club is carried by at least 2/3rds of the members present and voting, the management committee shall thereupon, or at such a date as specified by the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club the remaining assets shall be divided equally between the North West Federation of Croquet Clubs and Croquet England.

Adopted 5 April 1978, revised 28 February 1990, 5 March 1997, 9 March 2000, 7 March 2002, 4 March 2004, 10 March 2008, 16 March 2010, 5 March 2013, 26 February 2016, 24 February 2017, 21 February 2020, 10 March 2023 and 8 March 2024