

CONSTITUTION AND GENERAL RULES

THE BROAD OAK SPORTS AND SOCIAL CLUB

1. NAME AND OBJECTS

- a) The names of the Club shall be 'The Broad Oak Sports and Social. Club' (hereinafter referred to as 'the Club').
- b) The headquarters of the Club shall be Broad Oak, Airport Service Road, Portsmouth (hereinafter referred to as 'the Club Premises').
- c) The objects of the Club shall be to promote and encourage social athletic and educational activities of a non-political nature amongst its members.

2. MEMBERSHIP

- i) Candidates for membership shall not be admitted to membership or the privileges of the club without an interval of at least 7 days - during which period, applicants' names and addresses will be displayed on the Club Notice Board.
- ii) Upon acceptance of membership the Secretary shall keep the name and address of the member on the member's database to be maintained by the Secretary.
- iii) Members shall be issued with a membership FOB which shall be produced on entrance to the Club Premises and on demand by any Officer of the Club.
- iv) Types of membership shall be :-

a) Ordinary Membership

Ordinary membership shall be open to all employees of the Broad Oak Business Park (BAE Insite, Selex and EADS Astrium) (hereinafter know as '*The Site*'). Applications for Ordinary membership shall be in writing on an application form addressed to the Membership Secretary with a statement authorising the Site to deduct the amount of the subscription by instalments in accordance with Rule 5. The Secretary shall submit applications for consideration and election at the following meeting of the Executive Committee, held once a month.

An Ordinary Member ceasing to be employed by The Site shall cease to be an Ordinary Member of the Club and to have any interest in the assets, property or funds of the Club. No part of his Club or Section subscription shall be returned unless the Executive Committee so directs.

b) Joint Membership

Joint membership shall be open to the wife, husband or partner of any Ordinary or Associate Member. Applications for Joint membership shall be in writing, addressed to the membership Secretary and endorsed by the Proposer, who shall be an Ordinary or Associate Member. The Secretary shall submit applications for consideration and election at the next following meeting of the Executive Committee.

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c) **Honorary Membership**

Honorary membership may be granted by the Executive Committee to persons associated with but not employed by the Company.

d) **Temporary Membership**

Temporary membership may be granted by the Secretary for a period of up to three months to persons temporarily employed by the Company subject to confirmation at the next following meeting of the Executive Committee.

e) **Life Membership**

Life membership may be granted by the Executive Committee.

f) **Individual Membership**

Individual membership may be granted by the Executive Committee and shall be open to any person unconnected with the Site who wishes to take part in any of the activities of the Club. The Candidate for such proposed membership must be sponsored by an Ordinary Member. Individual membership shall be reviewed annually.

g) **Sub-Section Membership**

Sub-Section Membership may be granted by the Executive Committee to members of sub-sections who do not fall into any of the preceding categories but such membership will not entitle sub-section members to be admitted to the Club premises.

h) **Senior Citizen Membership**

Senior Citizen Membership may be granted by the Executive Committee to senior citizens who upon their retirement wish to remain associated with the Club, or become new members. Senior citizens retiring from The Site also have the option of joining The Fellowship.

- i) All types and sizes of membership may be amended at any time by the Executive Committee.

3. VOTING

All members are entitled to attend the Annual General Meetings of the Club but only Life and Ordinary members attending shall be entitled to vote.

4. SUSPENSION, EXPULSION

Any member may be suspended for a specified period or expelled from the Club by the Executive Committee if two thirds of the members of the Executive Committee, present and voting at a meeting, are of the opinion that he/she has been guilty of offensive behaviour or of breaking the rules. He/she shall be allowed to give a personal explanation to the Executive Committee before any final decision is reached. The

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decision of the Executive Committee shall be final. A person expelled from the club shall not be readmitted to the club without the agreement of the Executive Committee.

5. SUBSCRIPTIONS

- i) Ordinary members shall pay a subscription through the company's payroll system or by direct debit.
- ii) Joint members shall pay an annual subscription
- iii) Temporary members shall pay a subscription
- iv) Individual members shall pay an annual subscription
- v) Honorary and Life members shall not be required to pay subscriptions.
- vi) Sub-Section members shall pay an annual subscription.
- vii) Senior Citizen members shall pay an annual subscription.
- vii) At the discretion of the Executive Committee, the subscription rate for Ordinary members may be increased by a maximum of 10p per week which must be ratified at the next Annual General Meeting, but notwithstanding any decision made at the Annual General Meeting no monies collected will be refunded. Subscription rates for all types of membership will be reviewed annually, and the rates posted on the Club notice board.
- ix) Sections of the Club constituted according to Rule 15 may levy additional subscriptions.

6. OFFICERS

- i) The officers of the Club shall be :-
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Honorary Treasurer
 - e) Membership Secretary
- ii) The Committee shall appoint two Trustees whose function will be to further the interests of the Company and the Club members by providing guidance and support on the efficient management of the Club, and holding Club investments in their name on behalf of Ordinary and Life members.
- iii) To facilitate the efficient management of the Club, the Committee will appoint salaried full time officials. (Bar Manager and Steward)
- iv) The Bar Manager shall appoint part time staff to ensure the smooth running of the club.

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7. EXECUTIVE COMMITTEE AND CLUB MANAGEMENT

The Club shall be under the control, management and direction of the Executive Committee.

- a) There shall be a minimum of ten and up to a maximum of twenty-one members of the Executive Committee, four of whom may be elected from associate members at the Annual General Meeting.
- b) The Chairperson, Vice Chairperson and Secretary shall be selected by the Executive Committee from its elected members at its first meeting following the Annual General Meeting each year and will adopt the title of 'Finance Committee' these officers must be Ordinary Members.
- c) An Accountant shall be appointed by the Executive Committee which may delegate its authority to the Trustees and/or members of the Executive Committee.
- d) The Chairperson, if present, shall preside at meetings of the Executive Committee. If he is not present within five minutes of the scheduled time for the meeting, the Vice Chairperson, if present, shall preside. If neither are present, the Executive Committee shall appoint one of its members to act as Chairperson.

8. THE DUTIES OF THE EXECUTIVE COMMITTEE

The duties of the Executive Committee shall be to govern the social, athletic and educational activities of the Club. The Executive Committee shall act according to the rules of the Club and shall be generally responsible to its members for framing, determining and carrying out the policy of the Club so as to provide the best possible facilities for a service to all members in relation to the resources available. The Executive Committee shall usually meet every month and shall minute its proceedings. In particular the Committee shall:-

- a) Report annually to members at the Annual General Meeting.
- b) Determine the aims of the Club and its investment policy.
- c) Make and promulgate by-laws and regulations as necessary to ensure the satisfactory conduct of the Club in the best interests of its members. All by laws and regulations shall be displayed on the Club notice board within seven days of the relevant resolution of the Executive Committee and shall be ratified at the next Annual General Meeting, at which time they will form part of the Broad Oak Sports and Social Club's constitution.
- d) Adjudicate upon any dispute or difference between members which may affect the conduct or welfare of the Club or about the interpretation of the rules, by-laws or regulations. The decision of the Executive Committee shall be final and binding.
- e) Act as a public relations/liaison body in receiving and dealing with complaints, compliments, suggestions etc.

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- f) Act as the sole body in granting (subject to the limited powers of the Secretary in granting temporary membership under Rule 2 (iv) (d) terminating or suspending membership.
- g) Decide on membership contributions and subscriptions and be responsible for obtaining the approval of members as appropriate.
- h) Choose and appoint Club Officials.
- i) Receive and approve reports from the Steward and Chairperson every month.
- j) Appoint a Finance Committee to consider and thereafter approve an annual revenue, capital and manpower budget.
- k) Receive examine and approve full accounts from the Accountant each quarter.
- l) Approve or initiate all capital expenditure over £2000 at a meeting.
- m) Determine the pricing policy of the Club.
- n) Determine the Investment Policy of the Club in conjunction with the Trustees.
- o) Approve the formation of Sections of the Club.
- p) Appoint sub-committees as required from its elected members.
- q) Initiate and approve any honorariums it may deem to be appropriate.

9. VOTING BY EXECUTIVE COMMITTEE

Voting shall only take place at a meeting of the Executive Committee when seven members including the Chairperson or his deputy shall form a quorum. Decisions shall be taken by a majority of votes cast. Each elected Member present shall be entitled to one vote. If votes are equal the Chairperson of the meeting shall have a casting vote.

10. ELECTION OF EXECUTIVE COMMITTEE

- a) The term of office of the elected members of the Executive Committee shall be two years. At each Annual General Meeting, one half of the elected members of the Executive Committee shall retire but shall be eligible for re-election. Those to retire shall be those longest in office since their last election, but as between persons who were elected on the same day those to retire (unless they otherwise agreed amongst themselves) shall be determined by lot at the Annual General Meeting.
- b) Elections of members of the Executive Committee shall be conducted as follows:-
 - i) Nominations in writing for election shall be sent to the Secretary at least seven days before the Annual General Meeting, election of committee members can also be undertaken at the monthly executive committee meetings.

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- ii) Nomination papers shall include the names of the Ordinary Member nominated and his proposer and seconder and a statement of the nominee that he is willing to serve.
- c) The Executive Committee may continue to act notwithstanding any vacancy. Vacancies shall be filled by an appointment of the Executive Committee. Appointed members wishing to continue in office shall stand for election at the Annual General Meeting following their appointment.

11. DUTIES OF CHAIRPERSON AND, SECRETARIES.

a) Chairperson (or in his absence Vice Chairperson)

The Chairperson shall ensure that, the Committee carries out its responsibilities and acts as the main link between the Executive Committee and the Steward, and that he/she understands the policy of the Executive Committee and that the Executive Committee understands the terms of reference, objectives and progress of the Steward in carry out his/her duties to the satisfaction of the Executive Committee.

The Chairperson will retain managerial responsibility for all appointed officials and club employees.

b) Secretaries

The duties of the Secretaries shall include convening, attending at and keeping minutes of all meetings, giving and receiving any necessary notices, receiving and acting upon applications for membership (including granting temporary membership under Rule 2 (iv) (d), maintaining a Register (Database) of members, maintaining the Club notice board, maintaining Guests and Visiting Teams Books, issuing membership cards, applying for the renewal of the Club Registration Certificate and any other certificates, permits, licences and the like and conducting correspondence.

12. AUDITORS

The accounts shall be audited by Auditors appointed by, and at, the Annual General Meeting for the following year.

13. GENERAL MEETINGS

Annual General Meeting

- a) Annual General Meetings of the Club shall be convened by the Secretary at the instance of the Executive Committee each year in June to receive and pass the Accounts and Annual Report for the year ending the previous 31st day of March, to elect members of the Executive Committee pursuant to Rule 10 to transact any other business.
- b) At least fourteen days notice of Annual General Meetings shall be given on the Club notice board stating the business to be transacted with a copy of the accounts for the previous year. No business other than that specified in the notice convening Annual General Meetings shall be considered.

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- c) The Chairperson shall preside at Annual General Meetings. If he /she is not present within five minutes of the scheduled time for the Annual General Meeting the Vice Chairperson, if present, shall preside. If neither is present, the Annual General Meeting shall elect an elected Member of the Executive Committee to preside.
- d) At Annual General Meetings 10 Ordinary members shall be a quorum.
- e) Resolutions of Annual General Meetings shall be passed by a majority of the votes cast. If votes are equal the Chairperson of the Annual General Meeting shall have a second or casting vote.

14. SPECIAL GENERAL MEETINGS

- a) Special General Meetings of the Club can be convened within 21 days by the Secretary:-
 - i) At the instance of the Executive Committee; or
 - ii) When requested in writing by at least 25 Ordinary members stating fully the objects of the Special General Meeting; or
 - iii) On receipt of a proposal to alter the rules (Rule 18) supported by 25 Ordinary members.
- b) At least fourteen days notice of Special \General Meetings shall be given on the Club notice board stating the business to be transacted. No business other than that specified in the notice convening the Special General Meeting shall be considered.
- c) The Chairperson, if present, shall preside at Special General Meetings. If he/she is not present within five minutes of the scheduled time for the Special General Meeting the Vice Chairperson, if present, shall preside. If neither is present the Special General Meeting shall elect an elected member of the Executive Committee to preside.
- d) Resolutions of Special General Meetings shall be passed by a majority of votes cast (save as provided in Rule 18). If votes are equal the Chairperson of the Special Meeting shall have a second or casting vote.
- e) Resolutions passed at a Special General Meeting or Annual General Meeting may be referred to all Ordinary members in the form of a ballot paper prior to implementation, if considered necessary and only at the discretion of the Executive Committee.

15. CLUB SECTIONS

- a) Sections of the Club may be formed if approved by the Executive Committee. Each section shall have a Chairperson, Secretary and Treasurer and will be responsible for the collection of any Section subscription from its own members. One of the aforesaid officers of the Section must be an Ordinary or Associate Member.
- b) Each section shall draw its own rules and maintain its own accounts which do not form part of the main Club accounts. The rules of the section shall not conflict with the Club rules and are subject to the approval of the Executive Committee.
- c) Membership of Sections shall be open only to members.

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- d) Members shall not take part in the activities of a Section until all due subscriptions have been paid.
- e) The Secretary of each section shall submit a list of its members and a copy of its yearly accounts to the Executive Committee no later than 30 April each year.

16. NOTICES

Notices, announcements, etc. shall be posted in the Club Premises only by the Secretaries or Steward, who are empowered to remove any notices which the Executive Committee has not approved. The Secretaries with the assistance of the Steward shall maintain the Club notice board in the Club premises.

17. DISSOLUTION OF THE CLUB

- a) The Club shall be dissolved if it is so resolved at a Special General Meeting called by the Executive Committee, if the executive committee deem necessary this will be followed by a ballot of all Ordinary and Life members.
- b) Upon dissolution the assets of the Club shall be realised and after discharging the liabilities of the Club, the balance, if any, shall be divided equally between such persons as were Ordinary or Life members at the date of the said Special General Meeting

18. RULES

- a) The Club rules shall not be altered (by making new rules or amending or repeating an existing rule) without resolution passed by a two thirds majority of the Executive Committee present and voting at a Special General Meeting or an Annual General Meeting.
- b) Twenty one days notice in writing of an intention to propose any such alteration of the rules shall be given to the Secretary who shall forthwith give a copy thereof to each Member of the Executive Committee. The Secretary shall then give notice of The Annual General Meeting or a Special General Meeting specifying the proposed alteration.
- c) Any alteration duly made as aforesaid shall be binding on all members subject to Rule 14 (e).

- 19.** A copy of the rules and any regulations and by-laws shall be available at the office of the Secretary and a copy displayed in the Club.

20. GUESTS

- a) Guests shall ordinarily be limited to 2 per member on any day subject to the Executive Committee's discretion. They must be signed in by a member in the Guests Book at a charge to be decided by the Executive Committee. Members will be held responsible for the actions of their guests on the Club Premises.

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- b) Visiting teams may be entertained as guests without charge (at the discretion of the Steward) and their names shall be recorded in the Visiting Teams Book.

21. INTOXICATING LIQUOR

- a) The supply of intoxicating liquor in the Club will be permitted beginning and ending with the licensing hours of the Club
- b) Intoxicating liquor shall not be supplied to members or any other persons on the Club Premises other than by or on behalf of the Club.
- c) Intoxicating liquor shall not be supplied to any persons on the Club Premises other than a Member or bona fide guest.
- d) The Executive Committee shall be responsible for the purchase of, and the supply to the Club of intoxicating liquor and shall secure due observance of all statutory or other provisions relating to the sale or supply of intoxicating liquor, the Club Registration Certificate granted in respect of the Club Premises and any other Certificate, Orders or Licences granted in respect of the Club.
- e) No person shall be paid by the Club any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole.

22. INDEMNITY CLAUSES

a) **Indemnity of Officers.**

The officers and employees of the Club shall be entitled to be indemnified out of the assets of the Club against all expenses, costs claims and liabilities arising out of or in the course of the Officer's or employees duties or acts as officers or employees which the officers or employees or their predecessors may incur, except such (if any) as they may incur through their own wilful neglect or default.

b) **Indemnity of Executive Committee and the Trustees.**

The members of the Executive Committee and the Trustees shall be entitled to be indemnified out of the assets of the Club against all expenses, costs, claims and liabilities arising out of or in the course of their duties or acts as members of the Executive Committee or Trustees as the case, may be which they or their predecessors in title may incur, except such (if any) as they may incur through their own wilful neglect or default