

KINGSTON MAURWARD CROQUET CLUB

RULES

1. Name

1a The name of the club shall be The Kingston Maurward Croquet Club.

2. Object of the Club

2a The objective of the club is to promote the sport of croquet in and around West Dorset.

3. Committee

3a The management of the club is vested in a committee consisting of three officers and five ordinary members.

3b The officers of the club shall be Chairman, Secretary and Treasurer who shall be appointed by the committee from amongst its members for a period of one year.

3c A quorum at a committee meeting shall be four members.

3d Members of the committee shall be elected at the Annual General Meeting and subject to the provisions of this rule shall serve for a period of three years. A retiring member shall be eligible for re-election. As a transitional measure at the first committee meeting held after the 2018 Annual General Meeting the members shall draw lots to determine which members shall retire after one year, two years, or three years respectively, the numbers of each being as equal as may be, with any excess of one serving for three years and any shortfall of one serving for one year.

3e The notice convening the Annual General Meeting shall list the members of the committee, shall specify the names of the retiring committee members and indicate those willing to stand again.

3f Those willing to serve on the committee shall be proposed and seconded by two other members of the club who shall forward such nominations to the Secretary in writing no later than eight days before the Annual General Meeting. This procedure will not apply to those committee members who are willing to stand for re-election.

3g The committee may co-opt a club member to fill a casual vacancy on the committee. The club member so co-opted shall serve until the next Annual General Meeting.

3h Voting in contested elections will be by secret ballot.

3i Decisions of the Committee may be made by a majority when necessary without meeting and the Secretary's record of such a majority decision shall be conclusive unless challenged within 14 days of notification of such a decision to all committee members.

4 General Meetings

4a The Annual General Meeting will take place in February or March of each year. Motions for the agenda must be forwarded to the Secretary, in writing, by 31 December of the previous year. A quorum at an Annual General Meeting shall be twelve Club members including at least two officers.

4b An Extraordinary General Meeting shall be held whenever the committee think that it is expedient, or whenever ten Club members so request to the Secretary in writing, stating the purpose of the meeting. The meeting shall be held not less than thirty five days, or more than sixty days after such a request has been received. A quorum at an Extraordinary General Meeting shall be twelve Club members including at least two officers.

4c The Chairman at any General Meeting shall be entitled to one vote and a casting vote. Should the elected chairman not be present at a General Meeting, then the chair shall be taken by a committee member chosen by the committee members present.

4d The Secretary shall give not less than twenty one days notice, in writing, to every club member of the time, date and venue of a General Meeting and shall include an agenda.

4e The rules of the Club may only be amended by resolution at a General Meeting. The resolution must be passed by two thirds of the Club members present.

4f At a General Meeting a resolution put to the vote shall be decided by a show of hands. A declaration by the chairman of the meeting that the resolution has been carried, or lost, shall be conclusive, unless a secret ballot is requested by at least ten club members, either before or after the declaration by the chairman. The chairman's decision on all points concerned with the conduct of the meeting shall be conclusive and binding.

4g A member is entitled to appoint a proxy to exercise all or any of his rights to attend, speak and to vote at any General Meeting instead of him. A proxy can only be appointed by completing a proxy form available from the Secretary on request.

4h A proxy must be a member of the Club and must attend the General Meeting in person.

4i Completion and return of a form of proxy will not preclude a member from attending and voting at the meeting or any adjournment thereof in person. If a proxy is appointed and the member attends the meeting in person the proxy appointment will automatically be terminated.

4j To be valid the prescribed form of proxy must be completed and lodged with the Secretary not less than 48 hours before the time fixed for the meeting or for any adjournment

4k In order to revoke a proxy instruction, a member will need to send a signed hard copy notice clearly stating their intention to revoke a proxy appointment to the Secretary.

5. Accounts

5a The financial year of the Club shall be the twelve months ending on 31 December.

5b The treasurer shall keep all accounts, shall have charge of all monies belonging to the Club and at the Annual General Meeting present the independently examined accounts for the previous financial year.

5c The independent examiner shall be appointed annually at the Annual General Meeting. The independent examiner may be a Club member.

6. Membership

6a Each member shall pay an annual subscription payable before 31 March. The amount of the annual subscription shall be determined at the Annual General Meeting. If a Club member's subscription has not been paid by 31 March then the membership is deemed to be terminated.

6b Membership of the Club shall be open to any person completing a membership form and paying the relevant joining fee and annual subscription.

6c Membership of the Club may be refused or withdrawn if a person's conduct is likely to bring the Club or sport into disrepute. An Extraordinary General Meeting shall be called to consider a member's conduct and to vote on the resulting motion. The member concerned shall be permitted to address the meeting before the votes are cast. Should a Club member be expelled, the current annual subscription shall be refunded.

6d. The Committee may suspend a member, or refuse membership, voting in favour of such suspension or refusal being not less than the number of Committee Members minus one.

7. Visitors

7a Playing Visitors to the Club shall pay a lawn fee set at the AGM unless visiting an event approved by the Committee and any fee charged approved by the Committee

7b No playing visitor may visit the Club more than five times in any year (save that a visit to an event approved by the Committee under paragraph 7a shall not be included in the count)

8. Child Protection and Vulnerable Adults

The Club will adopt a Safeguarding Policy as prescribed by the Croquet Association and will appoint a Member as Safeguarding Officer.

9. Questions Unresolved

7a Any matter not resolved by these rules shall be decided by the committee.

Adopted at the AGM held on the 17th March 2018