TIMPERLEY SPORTS CLUB
CLUB RULES

1. Title

The Club shall be registered as, and shall trade under the title of Timperley Sports Club.

2. Purpose of the Club

The purpose, objectives and principles of the Club shall be particularised in the Club's Constitution.

3. Membership

3.1 The Club shall have a Patron, a President, a Chairman, Honorary Life Members, and Vice Presidents in addition to Cricket, Hockey, Lacrosse, Social and Life Social Members.

In addition, the Club shall have no less than two Trustees appointed by the Executive Committee and ratified by the membership annually at the Club's Annual General Meeting (AGM).

Categories of Membership shall be as follows:

a] Senior (Age18 and over) playing membership of one or more Sports Sections, i.e., Cricket, Hockey or Lacrosse.

b] Student membership (Age 18 and over) of one or more Sports Sections, i.e. Cricket, Hockey or Lacrosse.

c] Junior membership (Age under 18) of one or more Sports Sections, i.e. Cricket, Football, Hockey or Lacrosse.

d] Social membership (Age 18 and over).

e] Joint Social membership.

f] Life Social membership.

g] Joint Life Social membership.

h] Senior Citizens Social membership (Age 65 and over).

i] Country membership.

j] Honorary Life membership.

k] Non-voting Social membership.

In respect of Categories of Membership dependent upon age, the age of a member shall be that as at the start of the Club year, namely 1st May.

3.2 Student members are defined as members undergoing recognised full time courses at further or higher education establishments.

3.3 Country members are defined as members living outside a radius of 20 miles from the Clubhouse. Such members shall be allowed a reduction in their annual subscription as approved by the Executive Committee.

3.4 Non-voting Social members shall have no voting rights at any General Meeting of the members. Such members shall be allowed a reduction in their annual subscription as approved by the Executive Committee.

Non-voting Social membership shall be available to existing or new Social members, however;

a] All Senior and Student Sports members of the Club MUST have full voting rights, and therefore there shall be NO option for these Sports members to have Non-voting Social status.

b] Membership of ANY committee within the Club shall require full voting membership status.

c] Non-voting Social members CANNOT represent the Club in ANY of its organised sporting activities.

3.5 Unemployed Senior Sports members may be allowed a reduction in their annual subscription at the discretion of the Executive Committee, for the period for which they remain unemployed.

4. Election of New Members

4.1 Membership of the Club shall be open to all persons and shall not be unreasonably restricted on the grounds of sex, race, politics, religion or other opinions, to any person who is prepared to accept and support the objectives of the club.

4.2 Persons seeking membership shall complete and submit a membership application form to the Club's Subscription Secretary either directly or through a Sports Section. Forms may be submitted by hand or electronically through the Club's website.

The names of prospective new members shall be posted on the Executive Notice board in the Clubhouse for a period of not more than seven (7) days.

Any objections to any prospective new member must be provided in writing to the Honorary Secretary within ten (10) days of the notice of application being posted.

4.3 Following the time periods stated in rule 4.2 above each application shall be submitted to the Executive Committee for consideration and approval. Successful applicants shall subsequently only become members of the Club on receipt of their relevant subscription.

In the event that membership is refused, the applicant shall be informed in writing of the reasons why membership cannot be approved at that time. The refused applicant shall be advised of their right of appeal.

Notice and reasons for appeal must be made to the Honorary Secretary within 28 days of the notification of membership being refused. The Executive Committee shall hear the appeal, not later than 28 days following the receipt of a notice to appeal.

After hearing the appeal the decision of the Executive Committee shall be final.

4.4 The Executive Committee shall have the power to limit the total number of Social memberships available in a particular year following the Club's Annual General Meeting.

5. Special Membership Categories

5.1 Honorary Life Membership

Honorary Life Membership is usually bestowed upon long standing senior members who have given an extensive commitment of time and service to the Club as a whole in a voluntary capacity, over a sustained period. This period would normally not be less than 10 years. Honorary Life Members shall not have to pay a subscription from the date of their election.

Such is the high regard in which Honorary Life Membership is held, that each nomination shall be made by a member of the Executive Committee and each nomination shall require the support of either the Club Patron, the Club President or a Club Trustee.

The conduct of all nominees should be beyond reproach and without censure during the period of their membership.

After agreement, the Executive Committee shall propose the Honorary Life Member at the Annual General Meeting of the Club.

5.2 Section Vice Presidency

A Section Vice Presidency is usually bestowed upon long standing senior members who have given an extensive commitment of time and service to a Section in a voluntary capacity, over a sustained period. This period would normally not be less than 8 years. Section Vice Presidents shall be allowed a reduction of 25% in their normal Section subscription during the period they remain a full member of the Section or Club.

Section Committee Chairs shall submit all nominations for a Section Vice Presidency to the Executive Committee for approval. However, the Club Patron, the Club President or a Club Trustee may seek clarification on the reasons for a nomination from the appropriate Section Chair before such nomination is approved by the Executive Committee.

The conduct of all nominees should be beyond reproach and without censure during the period of their membership.

After approval, the Section shall propose the Section Vice President at the Annual General Meeting of the Club.

5.3 Life/Joint Life Social Membership

This shall be available to all existing members who have been members of the Club for at least 12 months preceding their date of application for Life Social Membership. Applications for Life Social Membership shall be made in accordance with Rule 4.

6. Executive Committee

6.1 The Club shall be managed by an Executive Committee consisting of ;

- The President The Chairman
- The Honorary Secretary The Honorary Treasurer
- The Minutes Secretary The Subscription Secretary
- The Sports Development Chairman
- The Chair of each of the Sections: - Cricket, Football, Hockey and Lacrosse.
- A representative of the Social Section

and in addition

- The Assistant Secretary The Assistant Treasurer

who shall only attend the Executive Committee meetings in lieu of the Honorary Secretary or Honorary Treasurer respectively.

The Committee, who must be members of the Club, shall be elected by ballot at the Annual General Meeting which shall be held during the month of April, with the exception of the Section Chairs, who shall be elected by the Section's members at the Section's Annual General Meeting. The Committee shall have full voting rights on decisions taken by the Executive Committee.

6.2 The Chairman, Honorary Secretary and Honorary Treasurer shall normally only be allowed to serve for a maximum continuous period of 5 years. If it is deemed to be in the best interests of the Club by the Executive Committee, the incumbents may be put forward for re-election beyond this term provided that:

a] their nomination is approved by the Executive Committee prior to the Annual General Meeting, and

b] full reasons for their continuation are provided to the membership at the Annual General Meeting.

6.3 The Executive Committee shall co-opt The Club Manager to the Executive Committee who shall report monthly on Club affairs and in addition shall co-opt the Club Trustees. The Club Manager and Trustees shall advise the Committee as necessary, but shall have no voting rights on decisions taken by the Executive Committee.

In addition the Executive Committee shall have the power to co-opt additional representatives as necessary, to assist in the management of Club affairs.

6.4 There shall be Sub-committees in respect of Finance and Sports Development elected by the Executive Committee, which shall be chaired by the Honorary Treasurer and Sports Development Chairman respectively.

In addition, the Executive Committee shall, at any time, determine any appropriate sub-committee structure required to fulfill the objectives of the Club.

6.5 Section Chairs should attend Executive Committee meetings whenever possible, but shall in their absence send a duly appointed representative to act on their behalf.

6.6 Five members of the Executive Committee shall constitute a quorum. The Executive Committee shall manage the financial and general affairs of the Club within the spirit of the Club Constitution and shall have the power to formulate such bye-laws as from time to time it may deem to be expedient, providing no bye-laws contravene any of the Club Rules.

The Committee shall generally meet monthly and adjourn its meetings as it may think fit and its decisions upon any complaints, disputes or interpretations of the Rules shall be final.

7. Section Committee Management

7.1 Each sport played at the Club shall be managed by a different Section.

The Sports Sections shall be managed by committees consisting of an elected Chair, Secretary, Treasurer and at least two members, one of whom shall represent the interests of the Junior membership of the Section.

The Social Section shall be managed by a committee consisting of an elected Chair, a representative from each Sports Section and not less than two members, one of whom shall be the Secretary of the Social Section.

7.2 Each Section shall elect a Subscription Secretary who shall be responsible to the Club's Subscription Secretary for the collection of subscriptions and for ensuring that a full record of the membership of their Section is maintained at all times. Section Subscription Secretaries should ensure that their records match with the master record maintained by the Club Manager on the Club database. All discrepancies should be immediately advised to the Club Subscription Secretary.

7.3 Each Sports Section shall elect a Social representative responsible for arranging social events and fund-raising to represent the Section on the Social Section Committee.

7.4. Each Sports Section shall elect a representative responsible for Sports Development to represent the Section on the Club Sports Development Committee.

7.5 The Section Committees shall be elected at a Section's Annual General Meeting.
Section Committees shall have the power to co-opt members to assist in the management of their respective Sections.

7.6 The President, Chairman, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all Committees with power to vote at all meetings other than Sports Sections' selection committee meetings.

7.7 All Sports Sections' matches shall be governed by and played in accordance with the laws of their respective governing bodies. Copies of the governing bodies' rules shall be kept in the Clubhouse for reference.

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The Sports Sections shall be responsible for the application of their sports governing bodies' rules and the good conduct of their members whilst on the field of play.

7.8 The Executive Committee shall expect each Section to manage and conduct its affairs generally and financially in a sound and reasonable manner within the spirit of the Club's Constitution.

8. Finance

8.1 The Honorary Treasurer shall submit a draft set of Annual Accounts for the financial year ending 31st December to the Executive Committee for approval at its February meeting.

8.2 The draft Annual Accounts, approved by the February Executive Committee meeting, shall be submitted to the Club's Auditor(s) for independent examination to meet the timescales set down for the Annual General Meeting.

8.3 The Honorary Treasurer shall present the independently examined Annual Accounts for acceptance and adoption at the Club's Annual General Meeting.

8.4 In addition, the Honorary Treasurer shall produce a written interim report of the half year accounts to the Executive Committee as soon as possible after 30th June, but no later than 31st August.

8.5 A copy of the accounts and interim report shall be displayed on the Executive notice board for a period of 28 days following the Club's Annual General Meeting.

8.6 The Club's Auditor(s) shall be elected at the Club's Annual General Meeting. The Executive Committee shall have the right to appoint the Auditor(s) if the position becomes vacant at any time. The Club's Auditor(s) term of office shall be until the next Annual General Meeting.

8.7 The Club shall be allowed to borrow and raise money in any manner and to secure the repayment of any money borrowed, raised or owing by mortgage, charge, standard security, lien or other security upon the whole or any part of the Club's property or assets (whether present or future) and also by a similar mortgage, charge, standard security, lien or security to secure and guarantee the performance by the Club of any obligation or liability it may undertake or which may become binding on it.

9. General Meetings

9.1 The Annual General Meeting shall be held during the month of April. At least fourteen days notice shall be given of such meeting, and a notice confirming the date and time of such meeting shall be displayed on the Executive noticeboard.

9.2 At the Annual General Meeting the members shall receive a comprehensive report from the Executive Committee in respect of the achievements during the previous year and forthcoming plans in respect of the Club's on-going development.

9.3 All nominations for officials and the Auditor(s) must be proposed and seconded, and details of such nominations must be set out on a notice which the Honorary Secretary shall cause to be exhibited on the noticeboard at the Clubhouse advertising the Annual General Meeting.

9.4 All members, excluding Junior members and non-voting Social members, shall have the power to vote. In so far as Social Section members are concerned such power shall be restricted to matters not directly affecting the playing Sections. Any Social member however, who is a member of a Sports Section committee shall be excluded from such restriction. In this connection, in cases of doubt at any meeting, the decision of the Chairman of such meeting shall be final.

9.5 A Special Extraordinary General Meeting of members shall be called at any time by the Honorary Secretary on the written request of twenty-five senior/student members. A Special Extraordinary General Meeting may be called at any time by the Executive Committee. At least fourteen days notice shall be given in writing and by post of such meeting and the notice shall state the special business to be transacted. There shall be a notice exhibited on the Executive noticeboard in the Clubhouse advertising the date and time of such Special Extraordinary General Meeting, together with the business to be transacted.

9.6 A quorum of members for the Annual General Meeting or for a Special Extraordinary General Meeting shall be the lesser of 20 voting Senior/Student members or 5% of the voting Senior/Student membership of the Club, except in the case of a Special General Meeting called to dissolve the Club where the quorum shall be the greater of 25 voting Senior/Student members or 7.5% of the voting Senior/Student membership of the Club, these numbers to be calculated by the Executive Committee, as at the date of notice of such General Meetings. Only those present within the meeting room shall be deemed to be attending the General Meeting.

9.7 The Annual meetings of the Sports Sections shall be held towards or at the end of their respective playing seasons. The Annual meeting of the Social Section shall be held towards the end of the Club's Social subscription year. Only members registered with Section Secretaries in addition to the Patron, President, Chairman, Honorary Life Members, the Section's Vice Presidents and officials of the Club shall be notified of such meetings.

9.8 At least seven days notice shall be given for Section Annual General Meetings and such notice shall be given by exhibiting on the noticeboard at the Clubhouse a notice advertising the date and time of such Section Annual General Meeting.

9.9 At Section Annual General Meetings only the Patron, President, Chairman, Honorary Life Members, the Section's Vice Presidents and the Senior or Student members registered with respective Sections shall have the power to vote.

10. Subscriptions

10.1 The annual subscription for the Club year commencing on the 1st May shall be proposed by the Executive Committee prior to the Club's Annual General Meeting. Any amendments proposed to the annual subscription shall be notified to those members eligible to vote under rule 9.4 by email or post where applicable, fourteen days prior to the Annual General Meeting and by the display of a notice on the Club noticeboard in the Clubhouse. The annual subscription shall then be approved by the membership at the Club's Annual General Meeting. Objections to the proposed subscriptions should be received by the Honorary Secretary in writing at least 24 hours before the Annual General Meeting.

10.2 In respect of new Senior/Student members joining the Cricket Sections after 30th June, or Hockey, Lacrosse and Social Sections after 31st December, the subscription for membership shall be for the first year, fifty percent of the normal subscription.

10.3 Annual subscriptions for all members shall be for the period commencing on the 1st May each year.

The due dates for payment of subscriptions shall be as follows:-

Cricket and Social members.	1st May
Hockey, Football and Lacrosse members	1st October

10.4 Any member whose subscription or subscriptions for the current year has not been paid within one calendar month of the due date for payment shall not be permitted to participate in any of the playing or social activities of the Club.

10.5 Any member whose subscription or subscriptions has not or have not been paid within two calendar months of the due date shall ipso facto cease to be a member {without prejudice to any rights or claims of the Club against

that member} and shall forfeit all rights or claims upon the Club or its property. Such former member may re apply for membership on payment of arrears, under the conditions of rule 4.

10.6 Any Section whose members are still recorded on the Club database two months after the due date will forthwith become liable for those members' subscriptions. After 31st December in any year, the Honorary Treasurer is empowered to take legal proceedings to recover outstanding subscriptions on the instructions of the Executive Committee.

11. Termination of Membership

11.1 Hockey, Football and Lacrosse members wishing to resign must send a written notice to the Secretary or Chair of their Section by 15th September.

Cricket or Social members wishing to resign must send a written notice to the Secretary or Chair of their Section by 15th April.

Members resigning after these dates may be held liable for the current season's subscription.

11.2 The Executive Committee reserves the right to recover any subscription from any member whose notice of resignation is not received by the above dates.

11.3 The Chairman, Honorary Secretary or Honorary Treasurer shall have the authority to suspend, forthwith or otherwise, the membership of any member whose conduct, in their opinion, may be considered injurious to the character and interests of the Club. Such suspension shall be confirmed immediately in writing to the member or members involved.
Upon suspension or other complaint of misconduct, an immediate investigation shall be conducted by the Chairman, Honorary Treasurer or Honorary Secretary on behalf of the Executive Committee into matters leading to the suspension or complaint. Within 10 days, the member or members involved shall be informed of the outcome of the investigation and whether a disciplinary hearing is being called to discuss their conduct.

11.4 Where applicable, such member shall receive seven days written notice to attend a disciplinary hearing, such notice to outline the alleged misconduct and requesting that they attend to address issues raised in connection with their actions. Such member may be accompanied by a Club member or parent/guardian (mandatory in the case of a junior member) at the disciplinary hearing.

The Chairman or Honorary Secretary may at their discretion postpone the date of a disciplinary hearing, in order to ensure that such member receives a fair hearing. If, having received due notice, any member refuses to attend a disciplinary hearing, then the hearing may proceed in the member or members absence.

The disciplinary hearing will be convened and conducted by a disciplinary panel comprising at least three, but no more than five, Executive Committee members, and must include at least one of the Chairman, Honorary Secretary or Honorary Treasurer, plus the Chair of the relevant Section of the member. No person on the Executive Committee who may have been directly involved in the incident may sit on the disciplinary panel.

The findings and/or conclusions of the disciplinary panel shall be recommended to the Executive Committee for consideration and resolution who shall have the authority to further suspend or cancel the membership of any member following the outcome of the disciplinary hearing, such outcome to be confirmed immediately in writing to the member.

During any period of suspension, the member shall not be allowed the use of any of the Club's facilities or be allowed to represent the Club in any sporting or other capacity.

11.5 Any member whose membership is cancelled through any of these rules shall forfeit all rights and privileges as a member of the Club and shall be unable to use its properties or effects, but shall nevertheless remain liable for his/her subscription for the current year if such subscription has not been paid

11.6 A properly convened and quorate Executive Committee is the only body with the right to refuse applications for membership or withdraw membership from existing members.

11.7 Members shall have the right of appeal against any decision to further suspend or cancel their membership.

Notice of appeal must be made to the Honorary Secretary within 28 days of the notification of membership being further suspended or cancelled. The Executive Committee shall hear the appeal, not later than 28 days following the receipt of a notice of appeal.

Members may be accompanied by a Club member or parent/guardian (in the case of a junior member) at this meeting.
The outcome of this meeting will be final and there shall be no further stage of appeal.

12. Bar/Clubhouse Hours

12.1 The permitted hours for the sale of intoxicating liquor from the Bar shall be as from time to time determined by the Executive Committee. These hours shall always be in accordance with those legally provided by the Licensing Authority and shall be posted at all times on the Executive noticeboard.

12.2 If the Executive Committee determines that the Bar shall be open on Christmas Day, the sale of intoxicating liquor shall only be within the following times: -

12 noon to 3.00pm

plus a further maximum of 3½ hours between the hours of 5.00pm and 10.30pm. All Christmas Day opening hours must be approved in accordance with the Licensing Authority.

12.3 The Clubhouse will be closed each night half an hour after the official closing time of the bar, except on such occasions as may be sanctioned by the Executive Committee.

12.4 A meeting of the Executive Committee shall have the power to close the Clubhouse in order that any Section of the Club or body of members may promote a social or similar function upon the premises. Full details as to the reasons for a 'closed function' must be provided to the Executive Committee before a decision is taken.

At least seven days notice of such closure shall be given to members by means of a notice exhibited on the noticeboard of the club. Such notice shall specify the rooms to be closed.

Any member not paying for admission to such 'closed' function shall only be allowed the use of rooms in the Clubhouse, not specified on the closure notice.

12.5 The Club Steward or Bar staff may refuse admission and/or service to any person whose conduct in their opinion may be considered injurious to the character and interests of the Club. In addition, the Club Steward or Bar staff may instruct such person(s) to vacate the Club's premises and grounds immediately.

12.6 Such conduct shall be reported to a member of the Executive Committee at the earliest opportunity.

13. Guests

13.1 Guests shall be allowed to visit the Club on the introduction of a member.

13.2 The names and addresses of all guests must be entered in the visitor's book kept for that purpose and each guest must be signed in by the member introducing the guest on the occasion of the visit. Members shall be responsible at all times for the conduct of their guests whilst on the Club's premises or grounds.

14. Special Functions

14.1 Intoxicating liquor may be supplied during such hours as the Executive Committee may from time to time determine (in accordance with Rules 12.1 and 12.2) to members and also to non-members of the Club, attending at the Club premises, being aged 18 years and over or such other age as shall be permitted by law, at functions which have been authorised by the Executive Committee provided that:-

a) such functions are of a sporting nature, involving attendance at the Club premises of members and supporters of visiting teams (provided that they are members of such teams) and officials, or

b) such functions are special functions organised by individual members or Sections of the Club whose officials and/or individual members of the Section must be present and responsible for such functions provided that such functions have been authorised by the Executive Committee and minuted in advance, or

c) such functions are not provided for in sub-paragraphs a) and b) above, provided that such functions have been authorised by the Executive Committee and minuted in advance.

Functions not provided for in sub-paragraphs a) and b) above shall not exceed twelve functions in any one year.

d) fees for functions under sub-paragraphs b) and c) shall be determined by the Executive Committee

e) all monies received from any such function as mentioned above shall be paid to the Club or organising Section.

f) members of any Club or Section sub-committee formed for any purpose of organising any function as mentioned in sub paragraphs a), b) or c) above or any individual Club member organising any such function as mentioned in sub paragraphs a), b) or c) above, shall be responsible to the Executive Committee for the conduct of all persons attending such functions. The Executive Committee shall at all times have overall responsibility and control over such functions.

g) on the occasions of any of the functions mentioned in sub-paragraphs a), b) or c) above, no person shall under any circumstances take intoxicating liquors off the premises.

15. Hiring of Clubhouse, Grounds and Outside Facilities

15.1 The Clubhouse, grounds and outside facilities shall be available to hire by all existing Club members with bona fide guests.

15.2 The Clubhouse, grounds and outside facilities on permission of the Executive Committee may be hired to outside organisations and clubs for such purposes, at such times and for such fee as shall be determined by the Executive Committee.

15.3 Each organisation hiring under rule 15.2 must complete the Club registration form and shall nominate a person to be responsible for all of the participants of the said organisation or club whilst on Club premises or grounds or whilst using Club Facilities.

16. Alteration of Club Constitution and Rules

16.1 No alteration shall be made to the Club's Constitution except at an Annual or Special Extraordinary General Meeting duly convened. Written notice of any alteration shall be sent by email or post where applicable, to those members eligible to vote under rule 9.4 at least forty two (42) days before the day of such General Meeting. Any alteration shall be sponsored by at least two of the constituent Sports Section Chairs. The terms of any proposed alteration shall be affixed to the noticeboard in the Clubhouse at least forty-two (42) days before the date and time and place of such General Meeting. Any alteration shall be agreed by at least 75% of those members present who are eligible to vote under rule 9.4.

16.2 No alteration shall be made to these Rules except at an Annual or Special Extraordinary General Meeting duly convened. Written notice that the Rules are to be altered shall be sent by email or post where applicable, to those members eligible to vote under rule 9.4 at least fourteen (14) days before the day of such General Meeting. The terms of any proposed alteration shall be set out in a notice which shall be affixed to the noticeboard in the Clubhouse at least fourteen (14) days before the date and time and place of such General Meeting. Any alteration shall be agreed by a majority of those members present who are eligible to vote under rule 9.4.