

# NEWPORT CROQUET CLUB

## Terms of Reference

### MEMBERSHIP

A **Full Member** is any person aged 18 years or over.

A **Family Member** is a member of a Full Member's family up to and including 17 years of age. A Family Member will not be entitled to vote at any General Meeting of the Club.

A **Student Member** is a Member who is in fulltime education aged 18 years or over.

A **Country Member** is a Member who lives a distance of more than 40 miles from the Club.

A **Second Member** is a Member whose principal membership is to another Croquet Club.

**Honorary Members** may be elected at any General Meeting in recognition of services to the Club and on the recommendation of the Committee. A two-thirds majority of the Members present and voting shall be necessary at such election. Honorary Members may be elected for life or for such other periods and on such conditions as a General Meeting may deem expedient, and they shall be entitled to full rights and privileges of using the Club and shall be entitled to vote at any General Meeting of the Club.

**All Members** shall be entitled to use and enjoy all the facilities and activities of the Club.

**Equal Opportunities for Members** No individual shall be excluded from membership of the Club on the grounds of sex, race, colour, age, religion, sexual orientation, disability or political affiliation.

The **Honorary President** may be elected at any General Meeting of the Club to work alongside the Club Chairman to help smooth the administration of the club, and provide impartial advice based on broad experience. In short the Honorary President sets the tone for the whole club. He/She will be tactful and discreet, well-versed in the running of the club, familiar with good practices and procedures, and guide, support and advise other Club Officers and Committee Members on any club matters. He/she will attend the Annual General Meeting and Committee Meetings.

The **Honorary Chairperson** may be either an Association Croquet player or a Golf Croquet player and the **Vice-Chairperson** (elected at the first Committee Meeting) shall be from the other discipline. The Chairperson should be familiar with the Constitution and Terms of Reference; chair Committee Meetings using an agreed agenda; encourage and recognise good efforts by Club Members; actively seek ideas and promote initiatives to improve the way the Club operates for the benefit of its members; develop and maintain good relationships with Club Members.

The **Honorary Secretary** shall call the Annual General Meeting and not less than four Committee Meetings each year and keep full and correct minutes of all proceedings. All complaints shall be made in writing to the Honorary Secretary who, if he/she shall be unable to deal with them, shall submit them to the committee, whose decision shall be final. He/She shall agree the agenda with the Chairman and write and circulate minutes; receive and action, as necessary, correspondence from the Croquet Association sent to club secretaries; review and maintain an up-to-date Club Constitution; review and preserve the Club records.

The **Honorary Treasurer** shall receive money due to the club and transact all the financial business of the Club. He/She shall keep the accounts of the Club and shall present at each Annual General Meeting an annual statement of accounts made up to the 31<sup>st</sup> day of October in each year. The banking accounts shall stand in the name of the Club.

### **MANAGEMENT OF THE CLUB**

The entire management of the Club shall be deputed to a Committee consisting of up to twelve members including the four Honorary Officers.

### **ELECTION OF COMMITTEE MEMBERS**

At the Annual General Meeting members of the Committee shall retire, but shall be eligible for re-election. Every Member present and voting shall be entitled to vote for as many candidates as there are vacancies to be filled. Nominations may be taken from the floor at the Annual General Meeting for the additional vacancies. Committee members shall take office after the Annual General Meeting on 1st January. At the first Committee Meeting a Vice-Chairperson, Lawn Manager, Social Secretary and Web Master shall be appointed. These persons need not be members of the Committee.

## ***CASUAL VACANCIES***

In the event of a casual vacancy among the Honorary Officers or on the Committee, the Committee shall have power to appoint any Member to fill such casual vacancy until the next Annual General Meeting. However, the proceedings of the Committee shall not be invalidated in consequence of there being less than the prescribed number of members thereof.

## ***POWER OF COMMITTEE***

The Committee, in addition to the powers specifically conferred upon them by these rules, shall have the control of the finances of the Club, power to engage, control or dismiss external contractors, and all such administrative powers as may be necessary for properly carrying out the objects of the Club in accordance with these rules.

## ***SUB-COMMITTEES***

The Committee may from time to time appoint such sub-committees as they may deem necessary and may depute or refer to them such of the powers and duties as the Committee may determine. Such sub-committees shall report their proceedings to the Committee.

## **MEMBERSHIP ELECTION AND OTHER MEMBERSHIP MATTERS**

### ***1. ELECTION OF MEMBERS***

Every candidate for admission as a Full Member of the Club shall be proposed by one Full Member and seconded by another, one of whom shall vouch from their personal knowledge for the fitness of the candidate.

### ***2. ADDRESSES OF MEMBERS TO BE REGISTERED***

Every Member shall from time to time communicate to the Honorary Secretary his/her address. Such address shall be inserted in the Register of Members and all notices sent by post or email to such address shall be deemed to have been duly delivered two days following the date of posting (excluding Sundays and Bank Holidays).

### ***3. RULES OF MEMBERSHIP***

- (a) Every Member shall be bound by and submit to the terms of membership of the Club.
- (b) No Member shall take away from the Club any property unless authorised by a Committee Member, neither shall they injure or destroy any property of the Club.
- (c) No Member shall receive any profit or emolument from the funds or transactions of the Club.

## **SUBSCRIPTIONS AND DISCIPLINE**

### ***1. SUBSCRIPTION***

- (a) The annual subscription shall be as determined by simple majority at the Annual General Meeting and shall be payable on the first day of January each year. No Member whose subscription is in arrears can compete for any Club trophy or prize or vote at any meeting. A list of all such Members shall be posted in the Club House on the 1<sup>st</sup> day of May annually and any Member whose subscription is unpaid on the 30<sup>th</sup> day of June shall be deemed to have resigned.
- (b) Subscriptions may vary according to membership type.

### ***2. GUESTS***

1. No Member may introduce more than three guests in any one day, and no person shall be permitted as a guest at the Club on more than five occasions in one year.
2. On application to the General Committee a Full Member of six months standing may introduce to the Club on a special occasion an unrestricted number of guests.
3. Without special permission, no Member or guest is permitted to bring an animal of any kind onto the Club premises.

### ***3. MATCHES TOURNAMENTS ETC.***

The Committee shall have the power to make arrangements for holding matches, tournaments or other like competitions and to provide cups and other prizes and to reserve lawns as may be required on any occasion as the Committee in their discretion think proper.