

# Falmouth *Sports* Club

**CONSTITUTION**  
(Latest revision July 2010)

Falmouth *Sports* Club  
Western Terrace  
Falmouth  
TR11 4QJ  
Telephone 01326 311056  
E-mail [www.falclub.co.uk](http://www.falclub.co.uk)

# RULES

## 1. Name

The Club shall be called The Falmouth Sports Club (hereinafter called The Club)

## 2. Affiliation

The club shall be affiliated to:-

2.1 The Lawn Tennis Association (LTA)

2.2 England Squash and Racketball

2.3 The South East Counties Amateur Athletics Association (SECAAA)

## 3. Objects

The aims and objectives of the Club are:-

3.1 to provide and maintain sports and leisure facilities including Tennis, Squash, Racketball and Road running.

3.2 to offer coaching and competitive opportunities to all members.

3.3 to introduce other activities, either sporting or otherwise as the bye-laws of the Club may allow.

3.4 to ensure a duty of care to all members.

3.5 to provide fair and equal opportunities for membership and participation for all groups in sport and leisure facilities.

3.6 to encourage young people by providing a junior culture within the Club activities.

3.7 to promote the Club within the local community.

3.8 to develop an understanding of fair play and present a 'code of conduct' for sporting activity.

## 4 Membership

4.1 The Club shall consist of the officers and the members.

4.2 Categories of membership will be offered relating to the type of activity and times of attendance.

4.3 Membership of the Club shall be open, and not unreasonably restricted on the grounds of sex, race, or of political, religious or other opinions, to any person in the area who is prepared to accept and support the objectives of the Club.

4.4 In accepting membership a person agrees to abide in the Constitution and Bye-laws of the Club and the rulings of the Club Committee. ( See Bye-laws on page 5 & 6 )

4.5 Members under the age of 19 shall be considered as Junior members.

4.6 Junior members shall not have the right to vote at meetings, but are entitled to elect from amongst themselves, up to two representatives who shall have the right to vote as full members on the Committee of the Club.

4.7 Any candidate for membership shall complete an application form which shall contain the proposed member's full name and address and be signed by two members of the Club of 12 months standing, as proposer and seconder.

4.8 Temporary membership of the Club for any period of less than one year but more than one week, may be granted to such persons as the Committee shall think fit, provided that any candidate for temporary membership shall comply in all respects with the provisions of rule 4.7 above.

4.9 '24 hour' and 'one week' memberships are available at the discretion of the staff on duty.

## 5. Membership Fees

5.1 Membership fees (subscriptions) shall be stipulated by the Committee, distinguishing between categories and age groups.

5.2 The Committee may decide upon other charges or subscriptions at its discretion.

5.3 In the case of new members, unless subscriptions are paid within one month of application, membership shall lapse at the discretion of the committee.

## 6. Officers

6.1 The officers of the Club shall be :-

Membership Secretary  
Honorary Treasurer  
Honorary Secretary

6.2 These officers shall hold office for a calendar year, being elected following the Club Annual General Meeting. (See paragraph 9.5).

All officers shall retire annually but shall be eligible for re-appointment.

6.3 Any vacancy occurring may be filled by a member of the Committee.

## 7. Executive Committee

7.1 The management of the Club shall be vested in the Executive Committee hereinafter called the Committee.

7.2 The Committee shall act for the members. Liabilities incurred shall fall upon the membership (provided they act in accordance with the constitution, in honesty and good faith).

7.3 The Committee shall comprise eight elected members, plus:-

Membership Secretary )  
Honorary Treasurer } see para. 6.1  
Honorary Secretary )

Also, at the discretion of the Committee, a maximum of three co-opted members.

These shall be co-opted following the annual election of the Committee and who shall retire at the Annual General Meeting following such co-option.

7.4 Two elected members of the Committee shall retire at the Annual General Meeting each year, and not be eligible for re-election for the following year subject to a viable new Committee being formed.

7.5 The Committee shall hold not less than six meetings per annum; meetings shall normally be held monthly on the second Monday.

7.6 Five members of the Committee shall constitute a quorum and the Chair of each meeting shall have a casting vote.

7.7 Every question at a meeting of the Committee shall be determined by a majority of the vote of the members present and every voting member having one vote. In the event of an equality of votes the Chair of the meeting shall have a casting vote.

7.8 The Committee may appoint from members of the Club such Sub-Committees as it may deem necessary and may refer or depute to them such of the powers or duties of the Committee as the Committee may determine. Such Sub-Committees shall report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. Such Sub-Committees may be reconstituted annually.

7.9 The interpretation of the Club constitution shall be vested in the Committee, who shall decide all questions relating to the Club, save those specified in or involving an amendment to the constitution. (See paragraph 14)

7.10 The Committee shall be responsible for considering any application for membership and shall decide if this membership should be accepted. This decision shall be in accordance with a non-discriminatory policy specified in paragraph 4.3.

7.11 The Committee shall be empowered to make Bye-laws fixing the subscription rate for all temporary members who's subscription is not covered by the provisions of paragraph 5 above.

## 8. Finance

8.1 All monies raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose.

8.2 The Club Treasurer is responsible for the finances of the Club.

8.3 The financial year of the Club ends on 31st. March.

8.4 Proper accounts shall be kept of all sums of money received and paid out by the Club.

8.5 A statement of accounts, up to and including this date, shall be presented at the Annual

General Meeting of the Club. This statement will have been approved by an Independent, Qualified Examiner.

- 8.6 The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club, and all cheques, drafts etc. of more than £100, drawn on these accounts shall be signed by any two of the following officers:-

Honorary Treasurer;  
Honorary Secretary;  
Chairperson;  
Vice Chair.

Cheques up to £100 shall be signed by one of the officers.

## 9. Annual General Meeting and Other Meetings

- 9.1 The Annual General Meeting (AGM) of the Club shall be held in every year during the month of June when the annual report of the Chairperson and the audited statement of accounts up to the end of the previous financial year shall be presented.
- 9.2 All General and Special meetings shall be convened by notices posted in the hall of the Club and sent to each member two weeks previously. Such notices shall specify the nature of any business to be transacted at such meetings. In the case of a proposal to alter a rule of the Club the nature of such alteration shall be stated in the notice calling such a General or Special Meeting.
- 9.3 Any vacancies occurring upon the Committee either by annual retirement or from any other cause shall be filled in the following manner....
- 9.4 Two months before the Annual General Meeting a notice shall be posted in the hall of the Club stating the number of vacancies on the Committee to be filled and the names of the Committee retiring by rotation.
- A candidate for election to the Committee shall be proposed and seconded by two club members who shall (with the candidate) sign the above notice one week before the Annual General Meeting. If the nominations shall not exceed the number of vacancies, the applicants shall, from the Annual General Meeting become elected members of the Committee.
- If the number of nominations shall exceed the number of vacancies, a ballot will be held at the Annual General Meeting.
- No member may vote for more candidates than the number of vacancies to be filled, nor give more than one vote to any one candidate.
- 9.5 Immediately following the Annual General Meeting the Committee shall meet, including those newly elected, and appoint from members of the Club their:-  
Membership secretary; Honorary Treasurer; Honorary Secretary.
- If there still remains any vacancy or vacancies on the Committee, the Committee shall have power to elect or co-opt from the members of the Club willing to serve as member or members to fill such vacancy or vacancies.
- The Committee shall then elect from amongst the members of the Committee, their Chairperson and Vice chair and also appoint an independent, qualified professional to verify the accounts.
- 9.6 The dates of the Annual General Meeting and meetings of the Committee shall be determined at the previous meeting. In addition the Committee may call a meeting when considered necessary or desirable.
- 9.7 The quorum for General Meetings shall be 10% of the membership eligible to vote.
- 9.8 An Extraordinary General Meeting (EGM) shall be called by an application in writing to the secretary, signed by not less than 60 members. The Committee shall have the power to call an EGM by decision of a simple majority of it's members.
- 9.9 The minutes of any meeting signed by the Chairperson shall be deemed to be correct, and shall be received as conclusive evidence in all legal or other proceedings.
- 9.10 General and Special meetings shall be competent to entertain and determine any business

relating to the Club, its property, management, objects or rules, but no rule established by a General or Special meeting shall be altered except at a General or Special meeting after notice has been given in the summons or notice calling such a meeting.

## **10. Voting Procedures**

- 10.1 Only Sporting Members shall be entitled to vote at any Annual or Special meeting.
- 10.2 All questions that may come before any General or Special meeting shall be determined by a majority of members voting thereon.
- 10.3 Student, Junior, Limited Sporting and Road Runner members are not considered as Sporting Members, as described in 10.1.
- 10.4 The Chairperson shall have a casting vote.

## **11. Property and Staff**

- 11.1 Responsibility for all property owned or leased by the Club and for the employment of paid staff and volunteers rests with the Committee.
- 11.2 Any member removing or damaging any Club property or infringing any of the rules or bye-laws of the Club shall be liable to a fine at the discretion of the Committee besides the amount of the damage. Unless such fine shall be paid within 7 days after notice in writing has been given to the member by the Committee, such member shall cease to be a member of the Club.
- 11.3 That the Club may when authorised thereto by a resolution of the Committee duly passed in the name of Trustees hold purchase and take on lease any land and may sell exchange or mortgage or lease any such land and erect alter or pull down building on it and obtain advances of and borrow money for the purposes of the Club (whether by means of a loan from the Club's bankers or by way of an overdraft on any current account of the Club with its bankers or by any other means) upon such terms as to interest and as the time and manner of repayment of principal and interest or otherwise howsoever as the Committee may determine and the Committee may authorise the mortgaging or charging by or on behalf of the Club of any property (whether reality or personalty) of the Club to secure any such borrowing as aforesaid.

## **12. Discipline and Appeals**

- 12.1 In the event of any breach of the rules or bye-laws of the Club being reported to the Committee, they shall immediately call the attention of the member responsible for such breach, and such member shall be liable to be dealt with under 11.2
- 12.2 Should the conduct of any member, either in or out of the Club be, in the opinion of the Committee, detrimental to the character, good order or welfare of the Club, they shall (at a meeting attended by at least two thirds of its members) have absolute power to expel and discharge such member.
- 12.3 Such a member shall be entitled to attend a meeting of the Committee to appeal against such a decision. Any member so expelled may not enter the Club as a guest of any member.
- 12.4 The appeal should normally be considered within 14 days of it being received by the Committee.

## **13. Dissolution Procedures**

- 13.1 In the event of the Club ceasing to exist, and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the current members.
- 13.2 The Club may be wound up on a resolution of the members, passed by a two thirds majority at a Special meeting convened for that purpose upon the request of at least 10 members of the Club. At least 14 days notice of the meeting shall have been sent to all members of the Club.
- 13.3 In the event of the passing of the resolution to wind up the Club, the members of the Club shall appoint a representative committee which shall be empowered to distribute the

assets, including cash and investments in hand, to clubs having similar objectives as their own.

#### **14 Review of the Constitution**

- 14.1 This constitution shall be reviewed on an annual basis.
- 14.2 Amendments to the Constitution shall only be agreed at General meetings.
- 14.3 Additions to or alterations of the Constitution shall be submitted to the Secretary not less than 21 days before the date of the meeting. No resolution involving an amendment to the Constitution may be proposed or amended from the floor of a meeting.
- 14.4 Any amendments to the proposed motion duly proposed and seconded in like manner shall be submitted in writing to the secretary not later than 3 days before the said meeting.
- 14.5 Any alteration to the Constitution shall require a two thirds majority of members present and voting.
- 14.6 In the event of any question or matter arising which is not provided in the Constitution such question or matter shall be dealt with by the Committee, whose decision will be final.

#### **15 Guests and Non Members**

- 15.1 Non members may be admitted to the Club as guests of members or upon invitation of the Committee on the following special occasions:-
  - Special dances or social events;
  - Tournaments or other sporting events.Provided that the number of days in any one year upon which non members may be admitted to the Club as aforesaid shall not exceed 31 and shall be detailed and minuted at a meeting of the Committee. Non members so admitted shall be entitled to purchase intoxicating liquor for consumption on the premises.
- 15.2 Guests may be introduced into the Club provided the guest has not been previously declined or expelled from membership to the Club.
- 15.3 The member introducing a guest must enter the name of the guest together with his her name in a book which must be kept on the Club premises

#### **16 Trustees**

- 16.1 The real property of the Club shall be vested in not less than two Trustees. Any vacancy occurring through death, resignation or removal shall be filled at any General or Special meeting of the Club. A Trustee may be removed at any General or Special meeting. Any Trustee ceasing to be a member of the Club shall, ipso facto, cease to be a Trustee. The personal property of the Club shall be vested in the Committee for the time being.

#### **17. Bye-Laws**

- 17.1 The Committee shall have power to make Bye-laws governing all matters in connection with the Club, provided that no such Bye-laws shall be inconsistent with the Constitution of the Club. Such Bye-laws shall be binding until rescinded by the Committee. (See Bye-laws below)

#### **18. Complaints**

- 18.1 Any complaints shall be made in writing to any member of the Committee.

## BYE-LAWS

### 1. **Right of Entry**

No one shall enter the Club premises or grounds other than members, including Sporting members and their children, Road-runners, Limited Sporting, Student and Junior Sporting members, also Temporary members and guests of members, except for dances, tournaments and other occasions, when special permission may have been given by the Committee.

### 2. **Hours of Opening**

The Club shall normally be open each day from 10.30 am to 11.30 pm. However the playing areas will be open from 9.00am to 10pm.

The bar shall be open for the sale of intoxicating liquors from 11.00 am till 11.00 pm except for Sunday which will be 11.00 am to 10.30 pm. The only exception to this would be by an extension for a local function. However,

- a) The Committee may, at their discretion, close the bar on any public holiday or as circumstances demand.
- b) Alcoholic refreshment may be served or sold only to persons of 18 years and over.

### 3. **Credit**

No account shall be opened by anyone, nor credit given. Any member whose cheque is returned from the bank will be refused the facility of drawing money on a cheque from the Club, at the discretion of the Treasurer.

### 4. **Membership**

Sporting membership details are described in the Constitution, Rules 4 and 5. Student and Junior membership is described here below ( paragraphs 13 and 18). In addition to these membership categories the following categories are also available:-

Road-runners; Operating from within the Club

Limited Sporting; Use of the Bar, Table Tennis, Pool table and Gymnasium.

The subscriptions are determined by the Committee from time to time.

### 5. **Guests**

Members, other than Junior members, may introduce without charge for social activities, a bona fide guest from outside the County on 10 days in any year upon entry into the visitors book. If games are played, they must be paid for in accordance with the fee determined for that particular game by the Committee from time to time, as well as the appropriate guest fee which shall also be determined by the Committee from time to time.

Other guests, irrespective of residence, may also be introduced to the Club, but on not more than 4 occasions in any one year, and subject to the same conditions set out above. The member inviting a guest is responsible for the behaviour of that guest in the Club and for assuring the appropriate fees are paid. No member may invite as a guest any person who has been refused membership of the Club or whose membership has been terminated by the Committee

### 6. **Children**

Children of members, are permitted on the club premises, subject to parental supervision.

### 7. **Pets**

Dogs or other animals are not permitted on the Club premises or grounds at any time.

### 8. **Hire of Rooms**

Any member may request the use of a room or rooms for a private function, the charge for which will be determined at the time. Application from non members will be considered and be at the discretion of the Committee. A list of non members attending such functions must be on the notice board 24 hours in advance to comply with licencing regulations.

### 9. **Tennis Courts**

The courts will be open for play on every day of the week from 9.30 am till dusk or 9.00 pm. in the case of floodlit courts. Any member of the Committee shall have the power at any time to close any of the courts due to weather conditions or for any other specific reason. All players will wear non marking shoes and clothing as defined by the Tennis Sub- Committee. Other rules relating to the use of courts may be laid down by the Tennis Sub-Committee from time to time.

## **10. Squash Courts**

*Non marking shoes only are to be worn and clothing as defined by the Squash Sub Committee. Other rules relating to the use of courts may be laid down by the Squash Sub Committee from time to time.*

## **11. Booking of Courts**

*All Tennis and Squash courts must be booked in accordance with the rules. The rules for the booking and use of courts may be changed by the Club's main Committee from time to time.*

## **12. Student Members**

*Student members are those aged 19 and above who can supply satisfactory evidence to say they are in full time education. Student membership shall be granted only to those people intending to play Tennis and/or Squash. Student applications shall be completed with the signature of a proposer and seconder who must be Full Sporting members, and the date of birth of the applicant. Student members must abide by the normal Rules and Bye-laws of the Club but may not be elected to the Committee and may not propose, second or support nominations of Full members to the Committee. Student members are reminded that they must abide by the normal licencing regulations regarding the purchase and consumption of alcohol and playing gaming machines. They may be asked to produce evidence of their date of birth at any time by a member the Committee or staff. Student members must abide by any special rules concerning them made by the Tennis and Squash Sub Committees.*

## **13. Gym**

*The gym must be booked in accordance with the rules which apply. Members are expected to leave the room in a clean condition. Members under age sixteen must be accompanied by an adult.*

## **14. Parking**

*Members and guests should park considerately in the areas provided and should not cause obstruction near entrances. The club cannot be responsible for damage to vehicles using the car park. The parking of pedal cycles is not permitted inside the Club buildings. Cycles should be locked as the Club cannot be responsible for any theft which may occur.*

## **15. Sports Bags, Kit and Valuables**

*Members are asked not to leave sports bags in a position which could cause obstruction to other members or near access or exit points. Valuables should not be left in changing rooms, the staff will be glad to hold any valuables behind the bar while members are on court. The Club cannot be responsible for any theft which may take place.*

## **16. Junior Sporting Members**

*Young people under the age of 19 may become Junior members only if they intend to partake regularly in a sporting activity offered by the Club. Junior sporting members must abide by the normal Rules and Bye-laws of the Club however, the following points apply:-*

*Juniors may not introduce guests into the Club except for open sport coaching sessions and tournaments.*

*Juniors may not propose or second new members.*

*Juniors are not permitted in the lounge bar area after 8.30 pm.*

*Juniors are entitled to 50% discount on court fees if:-*

- a) they produce evidence of their identity.*
- b) a court is available (not pre-booked by a Club member)*
- c) It is not in peak time (5.00 pm. to 9.00 pm.)*

## **17. Dress Code**

*Non marking footwear and suitable sports clothing of any colour to be worn at all times on all courts.*