

Tasburgh Sports & Social Club

CONSTITUTION OF THE TASBURGH SPORTS & SOCIAL CLUB CIC

1. NAME

The name of the club is "Tasburgh Sports and Social Club CIC" [hereinafter referred to as the "TSSC" or "Club" or "club"]

The club premises are at "Tasburgh Village Hall", Grove Lane, Tasburgh NR15 1LR

2. OBJECT

The objects of the club are:-

- a) To promote social and recreational activities in the village of Tasburgh and the surrounding neighbourhood
- b) To provide support to the village hall and/or other local village community groups, both financially & otherwise where appropriate, and subject to funding availability.

3. CLUB STATUS

The TSSC is not a charity but a Community Interest Company [C.I.C.] within the meaning of the Companies Act 2006. This means that:

- a) All activities undertaken by the Club must be in accordance with the C.I.C. Articles of Association which takes legal precedence over the Club's Constitution.
- b) All assets of the TSSC are held in an asset lock which secures those assets for the good of the community. In the event of the TSSC ceasing to be an ongoing entity, all its assets will be transferred to Tasburgh Village Hall.
- c) The primary focus of any profit made by the TSSC will be used for the benefit of the community within the meaning of the Act. Profits will not be used to pay a cash or other dividend to any member or individual associated with the Club.
- d) The day-to-day running of the club will be the responsibility of a Board of Directors. When a member is elected to be a Director, resigns or is dismissed as a Director, Companies House must be informed within 14 days of their appointment or resignation/dismissal. It is the members' responsibility to provide any necessary information within this timeframe that is required for Companies House registration.
- e) The fee payable on a Directors appointment is currently £1. This is the maximum limit of a Director's liability to the club. The fee is returned when a Director leaves the Board.
- f) No remuneration is attached to being a Director – the role is purely voluntary. Legitimate expenses incurred in pursuit of the role can be claimed, subject to approval by the Board and/or the members at the AGM

4. MANAGEMENT

- a) The management of the club shall be entrusted to a Board of Directors consisting of a Chair, Vice Chair, Secretary and Treasurer as primary officers plus a minimum of 2 other members of the club to undertake additional roles as required. The role of Designated Premises Supervisor (DPS) is collectively held by the Board of Directors and not an individual, in accordance with Licensing Act 2003 amendments made in 2018. All directors are elected annually following the Annual General Meeting in accordance with sections 10 to 24 of the Articles of Association, one of whom shall attend the meetings of the Village Hall Committee.
- b) Nominations for election to the Board shall be made in writing to the Secretary not earlier than 15 days and not later than 48 hours before the meeting. The nomination shall include details of one member as a proposer and one other member as a seconder and shall show the nominees consent. Nominations will not be required for existing Board members who will be eligible to participate in any necessary election. If no such election is required then the existing Board shall be returned unopposed until the next Annual General Meeting.
- c) Once the Board has been elected at the Annual General Meeting, at the first subsequent Board meeting the Directors will elect persons from among their group to the various roles of office (Chair, Secretary etc.). All such roles are to be for a period of 12 months or until the next AGM. Directors can either volunteer and be seconded or proposed and seconded for a particular role. Election to each position will be by either a show of hands or by secret ballot. The Chair will be elected first. Where there is a tie of votes for a position among 2 or more Directors and the previous incumbent is one of those offering themselves again for election, then the said Director will be elected to continue in that role. When the previous occupant of a role does not re-apply for it and there is a tie between those Directors seeking to fill it, then the Chair will have the casting vote. No Director should hold more than 2 roles at any one time unless exceptional circumstances prevail.
- d) Board members must be members of the club, but not necessarily resident in the village of Tasburgh.
- e) Any Board member may resign at any time, having given the Board of Directors at least one month's notice.
- f) Where the Board has prior knowledge of an intended resignation at the Annual General Meeting of any member of the Board, then the Board must inform the club members prior to the nomination period as detailed in the Articles of Association.
- g) The Board shall have the power at any other time to fill any casual vacancy among the Board of Directors. Any officer or member of the Board so appointed shall hold office only until the next Annual General Meeting, but then shall be eligible for re-election.

5. PREMISES LICENSE

- a) The Premises License will be held by the TSSC Board of Directors, which will permit the sale of alcohol within the Social Club, the main hall and areas designated by submission made to the licensing authority in 2005. Any alterations or changes, to be submitted to the Licensing Authority, are to be signed by at least 3 primary Directors of the serving board. The DPS will be the responsible authority for the day to day management of the club and Premises License.
- b) The DPS:-
 - i) Must have at least one Director who holds a personal licence to sell alcohol
 - ii) Must be a member of the Tasburgh Sports and Social Club CIC
 - iii) Must be a member of the Board of Directors
 - iv) Will be collectively responsible for the sale of alcohol on the premises in accord with the terms on the Premises Licence as issued by the Licensing Authority.

- c) Any group, other than the Board of Directors, wishing to sell alcohol within the Village Hall, TSSC or elsewhere within the boundaries of the License, must notify the Licensee and the Premises Licence holders in writing, a minimum of two weeks before the planned event.
- d) No member, guest individuals or group may bring their own alcohol to consume within the License boundaries unless by prior agreement with the Board. Where such agreement is given, the Board is entitled to ask for a corkage fee to be paid. Where no agreement is given, the Board has the power to confiscate the alcohol.
- e) Under terms of the 2003 Licencing Act, drinks with an ABV greater than 0.5% are deemed alcoholic. Drinks with an ABV below 0.5% are deemed non-alcoholic and can legally be sold to under 18's. However, sales of such drinks to under 18's will be solely at the discretion of the bar staff receiving the request, and no explanation will be necessary following a refusal.

6. MEMBERSHIP

- a) The formation meeting of the club is the 11th February 1993 and all persons who applied for membership by that date shall be founder members of the club.
- b) Family membership will cover children of the member providing that they are under the age of 18 years but not the spouse.
- c) Every candidate for membership shall be not less than 18 years of age. The Board of Directors are not obliged to accept any application for membership. If they feel unable to support the application, the reasons shall be given and the Secretary shall give him/her 14 days written notice to attend a meeting of the Board and shall inform him/her of the reasons for rejection of their application. They will have the right to appeal in person at this meeting.
- d) The terms and conditions of membership can only be changed by a proposal supported by a majority vote at the AGM or via an Extraordinary General Meeting.

7. HONORARY MEMBERSHIP

The Board of Directors can bestow the title of Honorary President to any member or Director deemed to have given outstanding service or reward to the TSSC.

- a) The award is for life.
- b) The award is solely in the gift of the existing Board of Directors and is open to any member.
- c) Subject to Board approval, the recipient may receive a permanent memento such as an engraved glass or tankard.
- d) There are no special privileges, level of authority or managerial involvement with the everyday running of the TSSC associated with the award other than free membership for life.
- e) If the recipient is already a Director of the TSSC, they must with immediate effect resign their position and will be removed as a Director at Companies House.
- f) Recipients will be able to attend regular monthly meetings, but only as a guest and they cannot vote on any motions raised.
- g) There can be more than one Honorary President at any time as deemed appropriate.
- h) Any member can nominate any other member for the award and present a case for the Board to discuss and act on. The Board's decision is final in all such nominations.

8. FEES AND SUBSCRIPTIONS

- a) There will be no joining fee to be a TSSC member.

- b) Every member shall as condition of membership pay an annual subscription as determined by the Board which shall become due on the 1st April in each year and payable not later than the last day of that month.
- c) If payment is not made the Board shall then be entitled to terminate the membership. If the member then wishes to re-join, they will have to pay the annual subscription appropriate at the time. The Board shall have the power to refund the whole or part of the subscription in special circumstances.
- d) The annual subscription fee for members aged between 18 and 65 is £10 without exception.
- e) Once an existing member reaches 65 years of age, the annual subscription halves to £5 thereafter.
- f) Any new member joining in the final quarter of a year will pay a reduced fee determined by the Director whose discretion will determine the appropriate amount to be paid.
- g) Gold Card Members – those who are the original founders of the Club, or who have been deemed to have made a Significant Contribution to the development and well-being of the Club – are Life Members and do not pay the annual subscription.
- h) The terms and conditions of the annual subscription fees can only be changed by a proposal supported by a majority vote at the AGM or via an Special General Meeting.

9. PAID STAFF

The Board shall have the power to employ one or more persons, on a paid basis, to undertake the duties of bar steward and / or bar staff. It is the responsibility of the Board to ensure that:-

- a) Suitable persons are employed
- b) Adequate and appropriate training is provided
- c) Employers Liability and Public Liability Insurance is taken out and maintained in force
- d) Appropriate controls exist for the handling and accounting of money and stock
- e) All applicable health and safety legislation is complied with
- f) A written job description and contract of employment is provided which should amongst other things clarify duties, responsibilities, hours to be worked and termination of the contract
- g) Good practices are used with regard to the recruitment of employees including advertising any vacancies, carrying out interviews and obtaining references
- h) Good practices are used to monitor the performance of the employee(s)
- i) Appropriate disciplinary procedures, including dismissal, are in place in the event of the failure of the employee(s) to perform their duties to the satisfaction of the Committee
- j) Each employee is informed in writing of their personal responsibility to declare any income to the Inland Revenue and / or any other appropriate Agency
- k) If an employee becomes a member of the Social Club Board the employee is not allowed to vote on any matter that directly or indirectly concerns the execution of their role as an employee.

10. “TRIVIAL BENEFIT” REWARD FOR STAFF

In accordance with the government and HRMC rules, the TSSC can reward volunteers undertaking bar duty a “Trivial Benefit” award worth up to £50 per annum providing:

- a) It costs the TSSC £50 or less to provide per volunteer, and
- b) It isn't cash or a cash voucher, and
- c) It isn't a performance related reward for their work, and
- d) It isn't in the terms of their contract, should they have one.

The TSSC and volunteer does not need to:

- a) Pay tax on the value of the award so there are no PAYE implications for the TSSC or volunteer.

- b) Pay National Insurance on the value of the award so there are no NI implications for the TSSC or volunteer.
 - c) Notify HMRC about the award, even if the volunteer is receiving other tax benefits.
- The volunteer will accrue a credit for each hour worked. This is set at £5 per hour, but will be subject to annual review by the Board.

The maximum hours that can be worked in any tax year are 10, earning a maximum of £50.

The credits earned can be exchanged for:

- a) Standard bottles of beer, lager or cider drinks at a predetermined rate of exchange per hour worked
- b) Standard bottles or cans of soft drinks at a predetermined rate of exchange per hour worked
- c) Standard bottles of wine at a predetermined rate of exchange
- d) A credit to be exchanged for free drinks at the bar
- e) A “One4All” Gift Card obtained from the Post Office up to a maximum value of £50 which can be used in major retailers across the UK

A Credit Register must be kept to accurately record all data per volunteer. The Chair will have ultimate authority to approve or disallow rewards.

Awards will be subject to immediate suspension if government legislation changes.

11. FINANCIAL PROVISION

The Treasurer shall be responsible for paying all monies received by the club into an account in the name of the club at any bank as the Board shall choose. Cheques may be drawn on that account by any two signatories of the principal officers of the club, who shall be the Chair, Vice Chair, Secretary and Treasurer.

Monies received by the club may be used in any of the following ways:-

- a) For the day to day running of the club including payment of legitimate expenses incurred by Directors working on the Club’s behalf
- b) To the good of the club and its members
- c) In such a way as to benefit the community by furthering the objectives of the club as outlined in Rule 2
- d) For a particular charitable purpose as may be decided by the club Board
- e) To support the Village Hall Committee in its management of the Hall

12. ACCOUNTS

- a) Full accounts of the financial affairs of the club duly audited by the appointed auditors shall be made available to every member at the Annual General Meeting.
- b) Following the audit, any profit declared [and retained] by the Club as a C.I.C. which is over and above the original working capital will be subject to Corporation Tax at the current rate.
- c) Any balance of the income over expenditure, subject to the retention of a sum for operational or future investment costs, shall either be paid to the Treasurer of Tasburgh Village Hall Management Committee, or be donated to another village community group, as agreed by the Board each year.
- d) Where substantial investment to improve the Village Hall environment is agreed and will cost donation sums over a number of years to complete, the Board is entitled to request that all such sums are ring-fenced within the Village Hall Accounts to protect them from non-agreed alternate use.

13. BOARD MEETINGS

The Board shall meet at least bi monthly or as frequently as is necessary in order to carry out the business of the club. The quorum for Directors’ meetings may be fixed from time to time by a

decision of the Directors, but it must never be less than three, and unless otherwise fixed it is one third of the total number of directors. In the event of equality of votes, the Chair shall have a casting vote. Meetings should be of no more than two hours duration. Where a meeting continues for longer than two hours, it must be with the agreement of all directors present at the meeting.

14. ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting of the club will be held within 6 months following the end of the previous financial year. At the AGM, the following business will be conducted:-

- a) The presentation and passing of the accounts, (if accepted) for the previous year.
- b) The election of Directors and Officers
- c) Appointment of Auditor.
- d) To deal with any special matter which the Board wish to bring before the members and receive suggestions from the members for consideration by the Board.
- e) To consider and if approved, sanction any duly made alteration of the club rules.
- f) Such other business as shall have been communicated to the Secretary not less than 14 days before the date of the meeting in accordance with section 30.1 of the Articles of Association.

Notice of an AGM shall be posted on the club notice board not later than 10 days before the date of the meeting and shall include the agenda of the meeting.

Where possible, notice will also be communicated to members via email.

15. SPECIAL GENERAL MEETINGS (SGM)

A Special General Meeting may be convened at any time by the Board and shall be convened within 21 days from the receipt of a request in writing by not fewer than 20 members or by one fifth of the total membership, (if fewer than 20), such a request specifying the object of the meeting.

- a) To consider and if approved, sanction any duly make alteration of the rules of the Club.
- b) To deal with any special matter which the Board may wish to place before the members.
- c) To receive the resignation of the Board or to remove any Director or Directors there from and to fill any vacancy or vacancies created thereby.
- d) To consider such matters as are specified in the notice of members requiring the meeting.

16. QUORUM

The quorum at any AGM or SGM shall be one tenth of the total membership or 12 whichever is smaller.

17. VOTING AT GENERAL MEETINGS

At any Annual or Special General Meeting of the club, every member over the age of 18 years shall be entitled to be present and entitled to vote upon every question raised. The Chair is not allowed a casting vote at General Meetings.

18. CHAIR

The person in charge of any meeting of the club or of the Board shall be the Chair as designated by the Board of Directors under sections 10 through 17 of the Articles of Association, failing whom one of the principle officers, failing whom a member of the meeting elected by the meeting for the purpose as designated under section 35 of the Articles of Association.

19. EXPULSION OF MEMBERS

- a) The Board shall have the power to expel any member who shall offend against the rules of the club or whose conduct is considered prejudicial to the interests and welfare of the club.
- b) This will include abusive, threatening or violent behaviour toward any member or guest of a member within the environs covered by the Premises License. It also includes malicious damage to any item of Club property.
- c) Before any such member is expelled, the Secretary shall give him/her 14 days written notice to attend a meeting of the Board and shall inform him/her of the complaint made against him/her.
- d) No member shall be expelled without first having an opportunity of appearing before the Board and answering complaints made against him/her. Equally, no member shall be expelled unless two thirds of the Board there present vote in favour of his/her expulsion.

20. GUESTS

- a) There may be admitted to the club guests of members. No person may be entertained as a guest on more than four occasions.
- b) No member may entertain more than two guests on any one occasion.
- c) The member introducing a guest shall enter the name and address of the guest together with his/her own name in a book, which shall be kept in the club.
- d) No person whose application for membership has been declined or who has been expelled from the club shall be introduced as a guest.
- e) Members shall be responsible for the conduct of their guests.

21. VISITORS

Intoxicating Liquor may be sold by or on behalf of the club to:-

- a) Members of visiting teams. Bona Fide guests and officials of such teams when playing against teams associated with the club premises.
- b) The Board of Directors may organise social functions on behalf of members or permit other functions in furtherance of the objectives of the club and allow persons attending such functions on the club premises to purchase intoxicating liquor.

There shall be no sale of intoxicants to persons under the age of 18 years except such sales as are provided for by section 49 (4) of the licensing Act 2003. Intoxicating Liquor shall not be sold or supplied to or consumed by any person under the age of 18 years.

The rules shall not be altered so as to authorise any presently unauthorised sale of intoxicants, save for the purpose of allowing such sales as are provided for by the Licensing Act 2003.

Any member found to be in breach of this rule by purchasing alcohol for a minor can have his/her membership revoked.

22. OPENING OF CLUB

The opening and closing of the club premises may be between the hours listed on the Premises License displayed in the Social Club.

23. PERMITTED HOURS

Hours during which the Social Club may open to its members for the sale of alcohol will be those listed on the current Premises License displayed in the Social Club. Any changes to these times

must be agreed by the Board, ~~in consultation with the DPS~~, and an application submitted to the Licensing Authority.

24. CHILDREN

Children and young persons under the age of 18 years must be accompanied by a member who will be deemed responsible for their behaviour. Children under the age of 14 years will be excluded from the bar counter area when it is open for the sale of alcohol.

25. ALTERATION OF RULES (ALCOHOL)

No alteration or additions to the rules governing the sale of alcohol within the club shall be made. Where legislation dictates, the Board and DPS will ensure that all legal requirements are met. The DPS will ensure that the Premises License is renewed as required and bring to the attention of the Board any relevant information regarding the same.

26. ALTERATION OF RULES (GENERAL)

Any alterations to the principal rules of the club will be raised at the Annual General Meeting or at a Special General Meeting and must be agreed by the majority of the members present. These changes will then take effect subject to any conditions that may be imposed upon any license or certificate issued to the club, or its nominee and providing no such alterations or addition shall be in conflict with the rules or the Village Hall Management Committee.

27. GAMING MACHINES

Gaming Machines may only be played by club members aged 18 or over. The Board of Directors shall appoint a sub committee comprising 2 members of the Board. Such members shall be responsible for the machines at all times and in particular only they may empty the machines and must deposit all monies in a separate bank account. Such an account is to be included in the presentation of accounts at the Club's Annual General Meeting.

28. MAIN HALL FUNCTIONS

Social Club members will not be permitted general access to the main hall while functions authorised or organised by the Tasburgh Village Hall Management Committee are taking place therein, unless so authorised by the Tasburgh Village Hall Management Committee. Notice of any such event shall be posted on the club notice board not later than 7 days before the event takes place.

APPENDIX – DATES & DETAILS OF CONSTITUTION AMENDMENTS:

Date:	Amendments
May 2011	Details not recorded
December 2014	MANAGEMENT – Item 4c added FEES & SUBSCRIPTIONS – Item 7d amended to include return of signed renewal form for over 65’s to remain members.
November 2016	ANNUAL GENERAL MEETING – Timings of AGM dates amended
January 2022	General - Non gender specific terms now used throughout PREMISES LICENCE – Item 5b – update to DPS terms Item 5e – new terms of sale for non or low alcohol drinks MEMBERSHIP – Item 6d added re change of membership conditions HONORARY MEMBERSHIP – Section 7 is a new subject added in its entirety. FEES & SUBSCRIPTIONS – Item 8a – amended to abolish Joining Fees Item 8b – amended to remove value of annual subscription Item 8d – new annual subscription value for 18>65 year olds Item 8e – new annual subscription value for over 65 year olds Item 8f – new authority to reduce fees if joining in final quarter of the year Item 8h – new addition: T&C’s can only be changed at an AGM TRIVIAL BENEFIT AWARD – Section 10 is a new subject added in its entirety.