



## **RULES OF POLO FARM SPORTS CLUB**

**(Endorsed at the 2018 AGM)**

### **1.0 NAME**

The Club shall be called “Polo Farm Sports Club”.

### **2.0 OBJECTS AND POWERS**

2.1 The objects of the Club shall be the encouragement of hockey, cricket, tennis and croquet and the provision of facilities for those sports including the provision of a Clubhouse.

2.2 In pursuit of the objects of the club, the powers and limitations of the club are:

2.2.1 Subject to the Rules, to do all such lawful things as are consistent with the furtherance of the Objects.

2.2.2 To obtain funding for the activities of the Club by obtaining sponsorship, grants and other available funding, and, subject to 2.2.5 below, by licensing or leasing the facilities to the playing Clubs and to others.

2.2.3 To apply the income of the club only in promoting its objectives and make no payment to its members or third party of Club surplus or of capital repayment other than of any loan made to the Club or of a distribution should the club be dissolved.

2.2.4 The Club shall not dedicate any land under Section 16 of the Countryside and Rights of Way Act 2000.

- 2.2.5 Land owned by the Club shall not be sold, leased or otherwise transferred so as to give security of tenure to a third party, either as a whole or in part, unless at any general meeting it is agreed by a majority of three quarters of those present and voting, except that any such disposition may be made by the Executive Committee if it is a) required by law or b) land in respect of which a lender holding a charge forecloses.
- 2.2.6 Money may be borrowed and the power to borrow is delegated to the Executive Committee, and the trustees shall make such dispositions of Club property and enter into such agreements as the Executive Committee directs for the giving of security for such borrowing.

### 3.0 CLASSIFICATION AND ELECTION OF MEMBERS

- 3.1 The Club shall consist of the playing members, non-playing / social members, holiday (temporary) playing members, and life members of the playing clubs, and any life members of the Club itself.

Corporate membership may also be granted to incorporated or unincorporated organisations with objects not inconsistent with those of the club.

- 3.2 The playing members of the Club shall be the members of Canterbury Hockey Club, Canterbury Cricket Club, Canterbury Ladies Hockey Club, the Canterbury Lawn Tennis Club, and Canterbury Croquet Club\* ("the Playing Clubs"), but shall not include those who are members of those clubs as part of any corporate membership.

\* see below 12.1.iii

- 3.3 Admission of playing and non-playing members (apart from life members) shall reflect the decisions of the constituent clubs and their processes.
- 3.4 Election to corporate membership shall be by and at the discretion of the Executive Committee.
- 3.5 Holiday playing members, playing members who are members under a corporate membership and non-playing members shall be entitled to all the benefits and privileges of membership except that they shall not be qualified to be officers or members of the Executive Committee, or to vote as members, or to claim any share of the property as a Club upon its dissolution.
- 3.6 Life membership shall be regarded as recognition of outstanding services to Polo Farm Sports Club and election shall be at a general meeting of the members on the recommendation of the Executive Committee. A small standing group comprising those current Life Members who are also members of the Executive Committee shall meet to consider any nominations to be put to a general meeting.

### 4.0 SUBSCRIPTIONS

- 4.1 The annual subscription to the Club shall be determined from time to time at the general meeting of the Club and shall be published in the current websites, booklets or fixture cards of the playing clubs.
- 4.2 Playing members' subscriptions shall be payable with their playing club subscription, their playing club receiving this as agent for the Club and accounting for it accordingly.
- 4.3 Non-playing members' subscriptions shall be payable on the 1st May and any non-playing member not having paid his subscription by the 31st July shall be liable to lose the privilege of membership.
- 4.4 If any member shall be in arrears in respect of the annual subscription for more than three months the Executive Committee may resolve that such member shall cease to be a member of the Club and shall forfeit all rights of membership.

#### **5.0 RETIREMENT AND REMOVAL OF MEMBERS**

- 5.1.i Any member wishing to retire from the Club shall notify the fact to the Secretary. No member having ceased to belong to the Club shall be entitled to have any part of his subscription returned.
- 5.1.ii The Executive Committee shall have the power to suspend or cancel the membership of anyone whose behaviour they consider contrary to the welfare or the good conduct of the Club. Any person whose membership is so cancelled may appeal to a committee of members appointed for the purpose by the Executive Committee but not being members of the Executive Committee.
- 5.1.iii Corporate membership may be cancelled at the discretion of the Executive Committee.
- 5.1.iv Any person shall, upon ceasing to be a member of the Club, forfeit all right to any claim upon the Club and its property and funds.

#### **6.0 EXECUTIVE COMMITTEE**

- 6.1 The management of the Club (except as otherwise provided by these rules) shall be delegated to a committee of not less than 18 members, such a committee to be known as the 'Executive Committee'.

- 6.2 The Executive Committee shall consist of the President and Officers, those being a Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer as well as at least twelve but no more than eighteen members drawn from the playing clubs on a basis as recommended by the Executive to the AGM provided always that there is a minimum of one from each playing club and as recommended by the Executive to the AGM. A single voting position on the Executive Committee shall also exist for a representative of Canterbury Christ Church University.
- 6.3 All the Officers of the Executive Committee shall be elected annually at the Annual General Meeting of the Club, chaired by the Club President. The names of the candidates for election and the names of their proposers and seconders shall be forwarded to the Secretary not later than 28 days before the date fixed for the Annual General Meeting.
- 6.4 The Chairman of the Executive Committee shall be elected from its members by the Committee at its first meeting after each Annual General Meeting. In the case of equality of votes by the Executive Committee, the President shall have a second or casting vote.
- 6.5 The Executive shall normally meet on at least six occasions in the calendar year; 10 members of the Executive Committee shall be required to form a quorum.
- 6.6 The Executive Committee shall have the power to appoint an officer, or to accept a nomination of a member by a playing club, to fill any casual vacancy in the officers or representative members on the Executive Committee until the Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of that committee at such meeting.
- 6.7 The Executive Committee may from time to time make, repeal and amend all such regulations (provided they are consistent with these rules) as they shall think expedient for the management of the Club. The Executive Committee shall determine any question of interpretation of these rules or any other matter not covered by them and shall have the power to co-opt any member and to appoint sub-committees.
- 6.8 The Executive Committee shall appoint Task Groups (sometimes referred to as sub-committees) in areas such as Development, Facilities, Finance, Events and Competitions etc with appointees to those groups being drawn from Executive members as well as on an ad hoc basis.
- 6.9 The Executive Committee may for the purposes of the Club borrow any sum or sums of money they think fit. (see also 2.2.6 above)

- 6.10 The Secretary of the Club shall keep a register of all club members, aided in this task by the Membership Secretaries of the individual playing clubs.
- 6.10.1 Every member shall
- a) on admission provide his/her name, date of birth, postal and e-mail addresses, and telephone numbers, and
  - b) communicate any changes to such information to the Secretary, and all notices required by these rules to be given to members shall be deemed to have been duly given if sent to the latest address provided.
- 6.11 The Secretary will also be responsible for recording the Minutes of the Executive meetings and making such confirmed minutes available to club members.
- 6.12 The use of the Club facilities shall be controlled by the Executive Committee; members shall have the right to use the facilities subject to the prior rights of use granted by the Executive Committee, and subject to any limitations set by the Executive Committee.
- 6.13 Declaration of interest
- 6.13.1 If a member of a committee is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Club, he must declare the nature and extent of that interest to the committee.
- 6.13.2 The member may be asked to leave any meeting at which the transaction or arrangement is discussed for all or part of any discussion.
- 6.13.3 The member shall not participate in any vote taken with regard to the transaction or arrangement.
- 6.13.4 The Committee in question may approve the committee member voting notwithstanding such an interest or where the member's interest arises from a guarantee, security or indemnity given, or to be given, by or to a member in respect of an obligation incurred by or on behalf of the club.
- 6.13.5 Any conflict of or declaration of interest shall be minuted in detail, and any sub-committee decision with regard to this shall be notified to and ratified by the Committee.
- 6.14. The Honorary Secretary shall give to all members of the Committee not less than seven days' notice of such meetings, special urgency excepted. The Honorary Secretary shall keep minutes of the proceedings of such meetings, such minutes to be circulated to all Committee members and, upon the establishment of a website with restricted area facility for members, posted on the club website.
- 6.15 Accounts & Sinking Fund

6.15.1 The Executive Committee shall prepare a statement of accounts made up to 30<sup>th</sup> April in each year to be submitted to the Club at the next Annual General Meeting, and a copy of the same shall usually be sent to every member together with the notice convening the meeting.

6.15.2 Accounts shall be prepared in accordance with generally accepted professional accounting practice. In order to ensure that funds are available for the replacement of assets when required, a note to the accounts shall reflect how far the total accumulated depreciation of assets recovered from income, after adjustment for inflation, (the “sinking fund”) is represented by available short-term funds (cash and bank balances plus debtors less creditors other than loans and less any designated reserves).

6.15.3. For the avoidance of doubt, the sinking fund shall

a) not be applied in funding expenditure properly chargeable to the income and expenditure account in the year incurred;

b) it may be applied in the acquisition of additional capital assets, undertaking deferred repairs (not provided for by depreciation), or in the early repayment of loan finance, provided that replacement of assets can be funded as required according to depreciation policies, and that short-term funds will be restored to the level of the sinking fund balance.

6.15.4 The Accounts shall be examined by a suitably qualified accountant.

## **7.0 TRUSTEES**

7.1 There shall not be more than 4 nor less than 2 Trustees of the Club, elected by the Executive Committee. The property of the Club shall be vested in the Trustees to be dealt with by them as the Executive Committee shall from time to time direct. The Trustees shall be indemnified against risk and expense out of Club property.

7.2 The Trustees shall hold office until death or resignation or until removed from office by a resolution by the Executive Committee. Upon any such death, resignation or removal, the Executive Committee may appoint any person or persons to be the new Trustee or Trustees.

## **8.0 ANNUAL GENERAL MEETINGS**

An Annual General Meeting shall be held at least once in every calendar year and 15 months must not elapse without an Annual General Meeting being held. The business of the Annual General Meeting shall be:

8.1 To confirm the minutes of the previous Annual General Meeting.

8.2 To receive from the Executive Committee a report on the general condition and progress of the Club during the preceding year.

8.3 To receive from the Treasurer a statement of the previous year’s accounts and, if approved, to adopt the same.

- 8.4 To elect the following officers for the ensuing year:  
President, Treasurer, Assistant Treasurer, Secretary, and Assistant Secretary. The AGM will note the Vice Presidents of individual constituent clubs as elected by those clubs and will endorse those members of constituent clubs who are representatives on the Executive Committee.
- 8.5 To elect examining accountants.
- 8.6 To transact any other business which may be in the interests of the Club.

## **9.0 GENERAL MEETINGS**

- 9.1 A special General Meeting shall be called by the Secretary when instructed to do so by the Executive Committee or within 21 days of the receipt of a request to do so signed by at least 10% of the members, specifying the business to be transacted. No business shall be considered at a special general meeting except that for which it was convened.
- 9.2 At least 14 clear days' notice, in writing, of a General Meeting (including an Annual General Meeting) shall be given to all members except that at least 21 days' notice, in writing, shall be given to all members of a proposed resolution to add to, repeal or amend these rules.
- 9.3 At all General Meetings, the President or, in his absence, the Chairman shall take the chair. In the absence of both, a person elected by the majority of the members present shall take the chair. Every member present, unless excluded under 3.5 or being a member below the age of 18, including corporate members, shall be entitled to one vote and on any motion submitted and, in the case of equality of votes, the Chairman of the meeting shall have the second or casting vote.
- 9.4 The quorum at all General Meetings (including an Annual Meeting) shall be 20.

## **10.0 THE CLUBHOUSE AND BAR**

- 10.1 No responsibility shall rest on the Club management or the Executive Committee for loss or damage to the property of any member whilst on the Club premises.
- 10.2 The Clubhouse shall be open to members at such times as shall be determined by the Executive Committee.
- 10.3 Intoxicating liquor may be sold by or on behalf of the Club in accordance with the Licensing Act 2003 and the terms of its Premises Licence.
- 10.4 The sale of intoxicating liquors shall be governed by the Executive Committee in the interests of the members. The Executive Committee may delegate this responsibility to the designated premises supervisor specified in the licence and any sub-committee appointed for this purpose.

10.5 The hours during which intoxicating liquor may be supplied to members shall be determined from time to time by the Executive Committee subject to the terms of the Club's Premises Licence.

10.6 A copy of these rules shall be exhibited on the Club noticeboard and on a relevant page of the Club website.

## **11.0 AMENDMENT TO RULES**

These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting in respect of which at least 21 days' notice, in writing, has been given to all members providing that no such resolution shall be deemed to have been passed unless it was carried by a majority at least two thirds of the members present and entitled to vote thereon.

## **12.0 DISSOLUTION OF THE CLUB**

12.1 If at any general meeting of which 28 days' notice thereof has been given and at which not less than one half of the members shall be present, a resolution for the dissolution of the club shall be passed by a majority of at least three quarters of the members present and entitled to vote thereon, the Committee shall thereupon proceed to realise the property of the club, and after the discharge of all liabilities, shall:

- i) pay to The English Sports Council such amount as may be repayable in respect of any lottery funding not exceeding the amount of any such funding as may have been received within the preceding twenty-one years;
- ii) pay to The English Cricket Board ECB (or instead, with The ECB's agreement, to such other nominated organisation with similar objectives to The Club), such amount of any funding as may have been received in respect of any ground improvement within the preceding twenty-one years;
- iii) distribute the residue of the property of the club equally between members other than those excluded under 3.2, the playing members of Canterbury Croquet Club and Corporate members as defined in 3.1, the amounts so calculated being transferred on their behalf to their respective playing clubs, subject to the right of a playing member to require that his share be paid to him / her.

## **13. MEANS OF COMMUNICATION TO BE USED**

13.1 Any communication by or to the Club required by the rules may be made the means provided for by these rules.

- 13.2. Communication to members may be in hard copy form and shall be
- (i) handed to the member, or
  - (ii) sent or supplied by hand or by post to the address in the register of members.
- 13.3. Communication to members may be sent in electronic form to an address specified for the purpose by the member, unless the member has required that communications are not sent in that form.
- 13.4. Communication to the Club by members may be in hard copy form and shall be
- (i) handed to the Honorary Secretary, or
  - (ii) sent or supplied by hand or by post to the Clubhouse.
- 13.5. Communication to the Club in electronic form may be sent by electronic means to an address specified for the purpose by the Club, unless the Club has required that communications are not sent in that form.
- 13.6 Any communication to a committee member in connection with the taking of decisions by the committee may be sent or supplied by electronic means unless that member has asked not to be sent or supplied with such notices or documents in electronic form for the time being.

Endorsed by The Annual General Meeting of Polo Farm Sports Club

22 November 2018