

# **Upper Dovercourt Social Club**

## **Club Constitution**

### **1. Name**

The club will be called Upper Dovercourt Social Club (Hereinafter referred to as The Club) and it may also be known as UDSC

### **2. Aims and Objectives**

The purposes of The Club are to provide the local community with a safe, relaxed environment for social interactions and to promote the acquisition and application of skills relating to amateur darts, pool and cribbage within the Dovercourt area, this will include:

- (a) Opportunities for peer-led advice and competition
- (b) Promotion of the club within the local community
- (c) Manage the premises of 618 Main Road, Dovercourt, Harwich, Essex, CO12 4LW
- (d) Ensure a duty of care to all members of the club
- (e) Provide its services in a way that is fair to everyone
- (f) Ensure that all present and future members receive fair and equal treatment

### **3. Membership**

(a) Membership of The Club will be restricted to persons aged 18 and over, due to the provision of alcohol sales upon the premises and in the interest of the protection of children. Under 18's will be permitted access to The Club only as a guest of a full member and will be denied the sale of alcohol in compliance with the Licencing Act 2003.

Membership will be open to any interested person over the age of 18 regardless of sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership may exist on a strictly non-discriminatory basis in compliance and/or the protection of the Licencing Act 2003 and/or the Licensing objectives outlined by the relevant authorities.

(b) Membership fees to be uniform and once yearly, of equal cost to all members with no exceptions.

(c) Membership fees to be determined by the committee at the Annual General Meeting (AGM)

(d) All members joining the Club shall be deemed to accept the terms of this Constitution and any Bye-laws from time to time adopted by The Club, in particular without prejudice to the foregoing generality, the requirement to conduct themselves in accordance with The Club's ethical framework and the bye-laws as to discipline set out therein.

(e) The Club Committee may refuse membership, or remove it only for good cause such as conduct or character likely to bring the club into disrepute. An appeal against refusal or removal may be made to members and if deemed to be of an honest nature a hearing will be considered.

(f) Sanctions may be taken against members for minor breaches of The Club rules these will be non-discriminatory but may include suspension of a membership for a time period agreed upon by no less than four overall committee members including two officers at a disciplinary hearing.

(g) Individuals shall not be eligible to take part in the business of The Club, vote at general meetings or be eligible for selection of any club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by The Club committee.

(h) Members shall be allowed guests at the discretion of the committee or in their place any working member of staff who shall act to represent them in such an instance, refusal for such a fact will be on a strictly non-discriminatory basis but will take into account the protection of the licensing objectives and/or The Clubs constitution, an example of one such use of this power is in the interests of fire safety and to prevent overcrowding.

#### **4. Sports Equity**

(a) The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

*(1) Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*

(b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

(c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

(d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

## 5. Committee

(a) The club will be managed through the Management Committee consisting of: Chairman, Vice Chairman, Secretary, Treasurer, Club Captain and an unbiased selection of four non-role holding committee members. Only these posts will have the right to vote at meetings of the Management Committee.

(b) The officers of the club will be:

(1) *Chair*

(2) *Vice Chair*

(3) *Secretary*

(4) *Treasurer*

(5) *Club Captain*

(c) Officers will be elected annually at the annual general meeting (AGM). All officers will retire each year but will be eligible for reappointment.

(d) All committee members must be members of the Club.

(e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

(f) The Management Committee will be convened by the Secretary of the club and hold no less than 6 meetings per year.

(g) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

(h) The quorum required for business to be agreed at Management Committee meetings will be: 3 Officers.

(i) The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

(j) The Chair shall chair each meeting of the Committee and shall preside at the AGM until the election of the Chair for the new year is taken on the agenda. At this point the Secretary shall conduct the election of Chair, and thereafter the new Chair, if appropriate, shall preside. The Chair shall ensure that the constitution of the Club is maintained, reviewed and developed on behalf and for the benefit of the membership. The Chair shall manage the members of the Committee fairly and effectively and delegate tasks to Committee members where these have been agreed by the Committee.

(k) The Chair shall not have the power of a veto in respect to any matter that is before the Committee or the Club.

(l) The Secretary shall circulate a calling notice and agenda for each Committee meeting to each committee member at least seven days in advance of each management meeting. The Secretary will take minutes and circulate these no more than ten days after each meeting. The Secretary shall also prepare the papers for the Annual General Meeting.

(m) The Treasurer shall ultimately be accountable for monies received and spent by Committee members and shall make appropriate arrangements with Committee members for the proper recording of all transactions on behalf of the Club.

(n) The Secretary shall be responsible for taking the minutes at all meetings of the Club, for filing and submitting minutes to the Club members. The Secretary is responsible for all correspondence and record keeping of the Club and should keep records up-to-date as deemed appropriate.

(o) Officers should fulfil their elected duties with commitment and best endeavours and strive to maintain the good name of the Club.

(p) Each Committee member shall be elected at an Annual General Meeting or, if necessary at an Extraordinary General Meeting.

## **6. Annual General Meeting**

(a) Annual General Meetings shall be held at a time and place to be determined by the Committee.

(b) The agenda for Annual General Meetings shall be prepared by the Secretary and shall be made available before the commencement of the Annual General Meeting. The agenda shall include the following:

*(1) Apologies for Absence; Minutes of the Previous AGM or EGM; Matters Arising from the Minutes; Chair's Report; Reports from Committee Members; Adoption of the Accounts for the previous financial year; Election of Committee Members - Chair, Secretary and Treasurer and other members as the Meeting thinks fit; the Setting of the Annual Subscription Fees; Adoption of Key Objectives for the Year; Affiliation to outside bodies; Motions registered by any member with the Secretary; Any Other Business.*

*(2) Motions not otherwise registered with the Secretary can be raised by any member at the AGM under 'Any Other Business'*

(c) . Notice of an Annual General Meeting shall be given to all members not less than one month in advance of the time and date.

(d) Minutes of Annual General Meetings shall be taken by the Secretary or his/her nominated representative and displayed within The Club.

(e) The quorum for an AGM or EGM shall be 10 members.

(f) The Constitution of the Club must be reviewed periodically at AGM's and in any event not less than every 3 years.

(g) All members have the right to vote at the AGM.

(h) The Management Committee has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **7. Finances**

(a) All club monies will be banked in an account held in the name of the club.

(b) The club's Treasurer will be responsible for the finances of the club.

(c) The financial year of the club will run from 20th March to 19th March.

(d) An audited statement of annual accounts will be presented by the treasurer at the AGM.

(e) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

## **8. Disciplines and Appeals**

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Secretary is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be submitted in writing to the secretary.

(c) The Management Committee will meet to hear complaints within 48 hours of a complaint being lodged.

(d) The committee has the power to take appropriate disciplinary action, including the termination of membership.

(e) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 48 hours of hearing.

(f) There will be the right to appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 48 hours of the secretary receiving the appeal.

## **9. Dissolution**

(a) A resolution to dissolve the club can only be passed at an AGM or extraordinary general meeting (EGM) through a majority vote of the membership.

(b) In the event of dissolution, any financial assets of the club that remain are to be shared fairly and evenly between members, only after firstly, any initial investment has been repaid to surviving founding members and secondly, any future investment has been repaid to investing members.

## **10. Declaration**

Upper Dovercourt Social Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: 

Date: 17/02/2022  
Name: Mr Bradleigh Wosko  
Position: Club Chairman

Signed: 

Date: 17/02/2022  
Name: Mrs Aimi Wosko  
Position: Club Secretary