

## **HASSRA FYLDE CIVIL SERVICE ANGLING SOCIETY CONSTITUTION**

### **Title**

1 The name of the Club shall be "HASSRA Fylde Civil Service Angling Society"

### **Objective**

2 The objectives of the Club shall be to promote and encourage the sport of fishing/angling, Social or Cultural activities for its members.

### **Affiliation**

3 The Club shall be affiliated to HASSRA Fylde and shall comply with the requirements of HASSRA Fylde in operational, organisational and financial matters as described in the Constitution of HASSRA Fylde and the Guide to Staff Clubs Part 2 (the Green Book).

### **Membership**

4 This shall be open to subscribing serving, retired, life and associate members of HASSRA Fylde

5 The Club Committee appointed under paragraph 11 of this Constitution may admit associate members of HASSRA Fylde subject to the terms and conditions of HASSRA Fylde may decide. Such members shall not be able to:

- 5.1 take a role in the HASSRA Fylde Management Committee or its sub committees,
- 5.2 be an officer of the Club (unless approval is given by HASSRA Fylde and the Club's Sponsor Manager),
- 5.3 participate in National HASSRA Championships or Special events,
- 5.4 represent HASSRA as part of a national HASSRA team
- 5.5 participate in the HASSRA National Lottery
- 5.6 participate in recognised Inter Association events

### **Subscriptions**

6 The Club Committee shall level a general or special contribution as may be considered necessary for members who take advantage of the facilities provided by the Club.

### **Annual General Meeting**

7 The Annual General Meeting of the Club shall be held each year within two months of the end of the Club's financial year. Motions for consideration and nominations for election at the Annual General Meeting must be with the Club Secretary at least 14 days before the date of the Annual General Meeting. Proposals and seconding of officers for election should take place before the meeting. The Agenda, together with copies of the audited financial statements for the preceding financial year, shall be circulated to members and or prominently displayed on notice boards within the appropriate site offices for at least 7 days immediately prior to the meeting.

8 Copies of the Agenda shall also be forwarded to the Secretary of HASSRA Fylde not later than 14 days before the Annual General Meeting.

9 The signed, audited and Annual General Meeting approved financial statement shall be sent to HASSRA Fylde no later than six weeks after the Annual General Meeting.

10 At the Annual General Meeting there shall be elected from the eligible membership of the Club a Committee of Management, which shall consist of:

- 10.1 The Officers of the Club Committee, including a Chairperson, a Secretary, a Treasurer and deputy Treasurer, (the Chair being approved by the Club's Sponsor Manager) and
- 10.2 ..... other members.
- 10.3 an auditor for the ensuing year (the "Club" auditor). Another auditor ( the "Official " auditor) shall be nominated or approved by the HASSRA Fylde Management Committee.
- 10.4 a President if the Club so wishes.
- 10.5 a panel of signatories for authorisation of cheques

**Special General Meeting**

11 A Special General Meeting shall be held whenever ..... members by individual demand delivered in writing to the Secretary, make such a request or if the Chair of the Club and his/her Officers decide on the need for such a meeting. Not less than 7 days notice of any Special General Meeting shall be given.

**Committee of Management**

12 The business of the Club shall be managed by the Club Committee of Management subject to any directions which may have been determined by resolution at any Special or Annual General Meeting.

13 Members of the Club Committee shall hold office from the date of appointment until the next Annual General Meeting.

14 If a vacancy occurs the Club Committee may, at any time, and within the rules, appoint an eligible person from the membership of the Club to fill the vacancy until the next Annual General Meeting.

15 The Club Committee may co-opt members of the Club as desired by the Club Committee for such period as they shall determine provided that:

- 15.1 such co-opted members cease to serve at the time of the next Annual General Meeting and
- 15.2 do not have a vote on the Club Committee.

16 The Club Committee shall determine the dates of its meetings which should normally be monthly and make regulations regarding the transaction of business at such meetings.

17 The Club Committee shall have the power to form a sub-committee to discharge special functions or tasks delegated to it.

18 The Club Committee or sub committee may co-opt members of the Club to any sub-committee provided that the number of co-opted members of any sub-committee shall not exceed one third of that sub-committee.

18a. If a member of the committee fails to attend without apology or reason three committee meetings in any year, it will be deemed that the committee member has resigned from the committee

### **Quorum**

19 The quorum of the Club Committee or Sub Committee shall be two officers and .....members.

### **Voting**

20 All Club members are entitled to vote at any Annual or Special General Meeting and shall have one vote. In the event of an equality of votes, the presiding officer shall have an additional or casting vote.

21 Every member of the Club Committee or sub committee shall have one vote. In the event of an equality of votes, the presiding officer shall have an additional or casting vote.

22 Any resolution passed, under the provisions of this constitution, by a majority of the members present and voting at any Annual or Special General Meeting of the Club or any meeting of the Club Committee or sub committee shall be deemed to be a decision of the Club, or of the Club Committee or of the sub committee.

### **Secretary**

23 The Secretary shall keep adequate records of all proceedings at general meetings of the Club and all proceedings of the Committee. The Secretary shall act on all occasions in the execution of his/her office, under the direction of the Committee. In between meetings of the Committee s/he shall be responsible for the conduct of business of the Club in consultation with the Chairperson.

### **Finance**

24 The financial year of the Club shall end on 31<sup>st</sup> March each year

25 All monies received for the Club shall be paid promptly to the credit of the Club's bank account. A bank statement shall be provided monthly to the Club Chair by the Bank. Cash on hand should be kept to a minimum in accordance with business and security needs. <sup>(3)</sup>

26 Cheques drawn on the Club's banking account will be signed by two people from the Panel of Approved Signatories. The names of the panel of signatories must be furnished to the bank.

27 The Treasurer shall maintain accounts of all sums received and expended in a form approved by the HASSRA Fylde Management Committee.

28 The accounts of the Club shall be audited by two auditors appointed under rule 12.3. In addition the Club auditor should audit accounts and procedures from time to time during the accounting year, reporting findings to the Club Chair who must report any concerns to the Secretary of HASSRA Fylde.

29 Annually the Chairperson of the Club shall make a declaration to HASSRA Fylde regarding the proper management of the Club and the operation of its financial controls (this is known as the 'Chairperson's Declaration').

30 The Club shall maintain an inventory of all equipment, kit and trophies for presentation at the AGM each year.

#### **Amendment of this Constitution**

31 No change shall be made, amended or rescinded unless:

- 31 .1 Notice of the proposed change shall have been given on the Agenda paper of an Annual or Special General Meeting.
- 31 .2 The proposal shall have received the assent of at least two thirds of the members present and voting thereon.
- 31 .3 The proposed change has been approved by the Management Committee of HASSRA Fylde.

#### **Bye- Laws**

32 The Club Committee shall have power to make such bye- laws as are not inconsistent with these rules to cover any matter arising in the management of the Club.

#### **Surrender of Books**

33 All officers of the Club, who, under these rules, or in pursuance of these rules, have the custody of any books, documents, records, properties or monies belonging to the Club shall, on request, surrender them immediately to the Club Committee. They shall also at any time furnish them immediately for inspection by the Secretary or the Treasurer of the Club or the Chairperson of HASSRA Fylde.

#### **Dissolution of the Club**

34 The Club may be dissolved by a resolution passed at any Annual or Special General Meeting of the Club provided that:

- 34.1 notice of such proposed resolution has been given in writing to all members of the Club and to HASSRA Fylde not less than 14 days before the date of the meeting, and that
- 34.2 such resolution shall not be deemed to be passed unless it has received the assent of at least two-thirds of the members of the Club present at the meeting and voting thereon.
- 34.3 The Permanent Secretary of the parent Department or a representatives shall have the power to instruct the Club to dissolve should at any time s/he deem the continuation of the Club unnecessary or undesirable, and the Committee shall comply with such instructions within such period as the said Department, or his/her representative may appoint.
- 34.4 If, after payment of all debts, any funds or property remain, such funds or property shall be transferred to HASSRA Fylde within such period as HASSRA Fylde shall appoint.

#### **Termination of Membership of the Club**

35 If at any time the Club Management Committee are of the opinion that it would be in the interests of the Club that a member should be asked to resign his Club membership a written notice to this effect shall be sent to the member.

The written notice should state the grounds for requiring the termination of any individuals membership of the club.

A period of two weeks will be allowed for an explanation to be furnished by the Club Member and the member will be given an opportunity to appear before the Club Management Committee or a Subgroup of the Committee who have been appointed by the Chair to look at any such matters.

The member may appear in person or their submission may be in writing to the Committee.

The Committee will look at all the evidence provided and make a discission based on any such evidence.

Following consideration of the case the Club Management Committee shall notify the member in writing of their decision.

If it is deemed that a members actions warrant their membership of the club to be terminated then their membership will cease for such time as the Club Management Committee shall decide.

### **Election of First Officers and Committee of Management**

36 Notwithstanding anything contained in this Constitution, first officers of the Club and members of the first Club Management Committee shall be elected at a General Meeting of staff of the Departments included within the boundary of HASSRA Fylde.

### **Interpretation**

37 Nothing in this Constitution shall be interpreted as conflicting with the rules and Constitution of HASSRA Fylde.

37.a In any case of doubt as to the meaning of any rules or its applicability the decision of the Chairperson of the Club after consultation with officers of the Management Committee of the Club shall be final.