

# MODEL LOCAL & DEPARTMENTAL CLUB RULES

The Local Committee must adopt these Model Club Rules from time to time as approved, amended or varied by the Management Committee. Any proposed variation to the Model Club Rules must be submitted to the Management Committee for review and no such variation shall have effect until approved by the Management Committee.

## INTERPRETATION

### 1. Interpretation

1.1. The following definitions and rules of interpretation apply in these Model Club Rules:

**Club:** means the West Midlands Police Sports and Social Club

**Model Rule:** means the rules of the Local & Departmental Club for the time being in force.

**Special General Meeting:** a meeting called in accordance with Model Rule 25 or 26.

**Local Club/Department Annual General Meeting:** a meeting conducted in accordance with Model Rules 20 to 26.

**Local Club/Sporting Section Club:** the Local or Departmental Club formed in accordance with the Club Rules.

**Local Club & Departmental Committee:** the committee formed by the Local Club or Department which will be responsible for governing the Local Club or Department in accordance with these Model Club Rules.

**Local Club & Department Members:** the members of the Local Club or Department.

1.2. Words and expressions used in these Model Club Rules shall, unless the context expressly requires otherwise, have the meaning given to them in the Club Rules.

## NAME:

2. The name of the Local Club / Department shall be:

## AIMS:

3. The aims of the Local Club or Department shall be:

- (a) to form and foster friendship among people with a common interest.
- (b) to provide benefits for Local Club/Department Members by the provision of social events and sporting facilities. These events and facilities will be for the benefit of the Members of the Club.
- (c) to ensure centrally allocated funding is utilised fairly and equitably.

**MEMBERSHIP:****Local Police and Departmental Clubs**

4. Membership of the Local Club/Department Club shall be restricted to Full Members of the Club. Membership and any rights or privileges shall cease upon the Local Club Member resigning or leaving the Club.
5. Full Members who are no longer entitled to be a Local Club Member due to a change of employment location or residential address may remain a Local Club or Department Member if they elect to do so and the Local Club / Department Committee approves this.

**OFFICERS, COMMITTEE, AND MEMBERS:**

6. The Local Club/Department Committee shall consist of a minimum of 3 members. Local Club/Department Members who shall elect from amongst them a chairman, vice chairman, a secretary and a treasurer. The Local Club/Department shall have no limit on its number of members.

**COMMITTEE:**

7. The management of the Local Club/Department shall be carried out by the Local Club or Department Committee, who shall retire annually at the Local Club/Department Annual General Meeting ('Local Club/Department Annual General Meeting') but shall be eligible for re-election.
8. The Local Club/Department Chairman shall have a casting vote in Local Club/Department Committee meetings.
9. The Committee shall have the power to delegate any of its powers to an appointed sub-Committee. The Committee shall have power to co-opt members onto the Committee only in the event of a position becoming vacant between Local Club/Department Annual General Meetings. Those co-opted will have full voting powers but shall only hold office until the next Local Club/Department Annual General Meeting of the Local Club/Department.
10. The quorum for Local Club/Department Committee meetings shall be a minimum of 3
11. Any member of the Local Club/Department who is absent from two consecutive Local Club/Department Committee meetings without explanation may be replaced by the request of the Chairman
12. Minutes must be maintained of all Local Club/Department Committee meetings so that there is accountability to Local Club/Department Members for how subscription monies have been spent. Copies of minutes of the Local Club/Department Committee meeting, Local Club/Department Annual General Meeting or Special General Meeting will be maintained and will be provided to the Executive Committee upon request.

13. If any Local Club/Department does not have an active Local Club/Department Committee and no or limited service is being provided to the Local Club/Department Members, the Management Committee will consider the viability of that Local Club/Department and may decide to suspend funding and / or take over bank accounts until such time as the matter has been resolved. Whether a Local Club/Department Committee is determined active under this Model Rule and Model Rule 11 will be a factor to be determined solely by the Management Committee.
14. Any funds suspended in accordance with Model Rule 13 will be ring-fenced for use solely for the benefit of the Local Club/Department Members. The Executive Committee will then consider alongside the Local Club/Department Members of the Local Club/Department the options for the future, which could include but is not limited to (with the agreement of the Local Club/Department Committee and the Management Committee) the amalgamation with another Local Club/Department which has an active committee, or the temporary chairing of the Local Club/Department Committee by a member of the Management Committee or Executive Committee until a properly constituted Local Club/Department Committee can be identified or other arrangements are put in place

#### **OFFICERS HONORARIA:**

15. Honoraria for officers of the Local Club/Department will be at the discretion of the Local Club/Department committee as to whom and how much shall be paid an honorarium. Any such payments shall be reviewed annually. It will be the responsibility of the recipient of any such payment to account to HMRC for any tax liability.

#### **GENERAL MEETINGS:**

16. The Local Club/Department Annual General Meeting shall be held as and when convenient (but not later than the 31<sup>st</sup> July) and not more than 15 months shall elapse between the date of one Local Club/Department Annual General Meeting of the Local Club/Department and that of the next , such meetings to be held for the following purposes:
  - to consider and if appropriate, approve the minutes of the previous Local Club/Department Annual General Meeting;
  - to receive the Local Club/Department Committee and any sub-committee reports;
  - to receive and if appropriate accept a balance sheet or interim balance sheet and statement of accounts;
  - to consider and confirm the election of Local Club/Department Committee members;
  - to consider any proposal which may be duly submitted to the meeting (in accordance with Model Rule 18); and
  - to consider requests for funding.
17. Notice of the date and venue of the Local Club/Department Annual General Meeting will be published to Local Club/Department Members by posting on the Local Club/Department website (or on the Club's website if the Local Club/Department does not have a website) and by the use of posters at all locations where Local Club/Department Members are based and/or by email at least 28 days in advance of the Local Club/Department Annual General Meeting.
18. Proposals of the Local Club/Department Members for consideration at the meeting shall not less than 21 days before the Local Club/Department Annual General Meeting

be sent by notice in writing to the Local Club/Department Secretary (together with the name of a Local Club/Department Member who will second the resolution). Upon receipt of any such proposal the Local Club/Department Secretary will circulate a copy of the proposed resolution to members of the Local Club/Department Committee and will display a copy in the same manner as notice of the Local Club/Department Annual General Meeting was published in accordance with Model Rule 17 .

19. The agenda, Local Club/Department Committee report, and balance sheet shall be made available to Local Club/Department Members prior to the Local Club/Department Annual General Meeting in the same manner as notice of the Local Club/Department Annual General Meeting was published in accordance with Model Rule 17
20. A Special General Meeting will be summoned by the Local Club/Department Secretary, within 28 days, if ten Local Club/Department Members send in signed requisitions requiring such a meeting and setting forth the subject to be discussed.
21. The Management Committee is also empowered to call a Special General Meeting. Notice of a Special General Meeting will be published to Local Club/Department Members by posting on the Local Club/Department website (or on the Club's website if the Local Club/Department does not have a website) and by the use of posters at all locations where Local Club/Department Members are based and/or by email at least 28 days in advance of the Special General Meeting. No business other than that appearing on the agenda may be discussed at a Special General Meeting. The Model Club Rules may not be altered except at a Local Club/Department Annual General Meeting or Special General Meeting and only following ratification of the proposed alterations by the Management Committee.
22. The quorum for both Local Club/Department Annual General Meetings and Special General Meetings shall be 3

#### **ELECTIONS:**

23. The election of the Local Club/Department Committee members will be conducted at the Local Club/Department Annual General Meeting. Each nominee is required to be nominated and seconded by Local Club/Department Members before their name is added to the list of candidates. The nomination containing the proposer and seconder shall be received by the secretary not less than 14 days prior to the Local Club/Department Annual General Meeting.
24. Existing Local Club/Department Committee members (not co-opted) who wish to be considered for re-election do not need to be proposed or seconded.

#### **REPRESENTATION ON THE CLUB MANAGEMENT COMMITTEE**

25. The Local Club/Department will supply to the Club Director details of all Local Club/Department Committee members and those Local Club/Department Committee members who will represent the Local Club/Department on the Management Committee.
26. A representative of the Local Club/Department must attend all Management Committee meetings, Extraordinary General Meetings and Annual General Meetings or tender apologies to the Club Director to be recorded in the relevant minutes.

27. The Local Club/Department Committee can agree by majority to change the representative of the Local Club/Department should the representative not attend any meetings they are required to attend under Rule 26
28. Breach of Model Rule 26 may result in the quarterly allocation payments being withheld, until such a time that an adequate representative attends a Management Committee meeting, an Extraordinary General Meeting, or an Annual General Meeting.

#### **CLUB ACCOUNTS:**

29. To allocate funds and expenditure a bank account shall be held in the name of the Club to be operated by the Local Club/Department Secretary, Local Club/Department Treasurer, Local Club/Department Chairman and/or such Local Club/Department Committee member as may be from time to time be appointed for such purposes by the Local Club/Department Committee. Alternatively the funds may be held by the Club and managed in line with the directions of the members of the Local Club/Department (and the Management Committee where Model Rule 13 is in effect). A minimum of two authorised signatures shall be required to withdraw or spend funds from this bank account.
30. Accounts will be maintained by the Local Club/Department Treasurer in a format approved by either the Executive Committee or the Management Committee and all expenditure will be supported by invoices/vouchers/receipts. A record of all income received including any sponsorship received is to be maintained by the Local Club/Department Treasurer.
31. Accounts will be prepared for the period of 1st April - 31st March for each year and forwarded for auditing purposes to the Club Director as soon as possible and at the latest by the end of June of that year for discussion at the Annual General Meeting. Receipts for this period must be submitted to the Main Club for scrutiny
32. Failure to produce the accounts required under Model Rule 31, when requested, shall result in funding being withheld until the Management Committee resolves it appropriate to recommence payments.

#### **FUNDING:**

33. Funding for Local Clubs/Department will be a proportion, as agreed from time to time by the Management Committee, of the Subscription received from Full Members of the Club.
34. The agreed proportion will be paid to the Local Club in arrears on a quarterly basis, unless funding is being withheld under these Model Club Rules.
35. It is the responsibility of the Local Club/Department Committee to hold Local Club/Department Committee meetings to consider appropriate allocation of funds and expenditure.
36. The Local Club/Department Committee, in arriving at funding decisions, shall take into consideration any impact on the Local Club/Department and its finances. Local

Club/Department funds are to be spent in accordance with the demographics and wishes of the Local Club/Department Members and are not to be focussed on events / sporting activities which are supported by less than 5 members unless specifically confirmed by a majority of the Local Club/Department Committee. At all times the Local Club/Department Committee will comply with any guidance published by the Management Committee as issued to the Local Club/Department Committee.

37. Funding will normally support the actual expense of the sport and will not include expenditure for travel, accommodation or refreshments etc.
38. Any abuse of the Rules or these Model Rules may result in funding being withdrawn or amended.
39. Items purchased by the Local Club/Department remain the property of the Local Club/Department
40. If it is brought to the attention of the Management Committee that funds are not being deployed for the benefit of the Local Club/Department Members the Management Committee has the power to withhold monies due until the situation is satisfactorily resolved as determined by the Management Committee or the Management Committee invoke their powers under Model Rule 12.
41. In any instances of ambiguity or concern the Local Club/Department Committee must seek advice or guidance from the Executive Committee, the Management Committee or the Club Director.
42. Model Rules 33 to 42 shall apply to any sub-committee which is provided with funding.

### **ALTERATION OF RULES**

43. These Model Club Rules may be revoked, added to or altered by a majority comprising two thirds or more of the Local Club/Department Members present and entitled to vote at either a Local Club/Department Annual General Meeting or a Special General Meeting of the Local Club/Department and if subsequently approved by the Management Committee. The Management Committee of the Club has ultimate authority and responsibility for approving and regulating the operation and structure of the Local Club/Department

### **INTERPRETATION OF RULES**

44. The Management Committee, whose decision shall be final, shall determine any question on a matter not covered by these Model Club Rules, or any question with regard to the interpretation of the Model Club Rules.

### **DISSOLUTION**

45. If the number of Local Club/Department Members shall fall below twenty, or, if a resolution is passed at a Local Club/Department Annual General Meeting or a Special General Meeting by a majority comprising of two thirds or more of the Local

Club/Department Members present and entitled to vote (in this rule called 'the first resolution') of its intention to dissolve the Local Club/Department, the Management Committee shall take steps as soon as reasonably practical to convert into money all property of the Local Club/Department, with power, however, to postpone or delay the conversion of any particular property if the Local Club/Department Members so authorise at a Local Club/Department Annual General Meeting.

46. Out of the proceeds of the conversion under Model Rule 45 the Management Committee shall discharge all debts and liabilities of the Local Club/Department, including the expenses of such conversion. Any balance remaining shall (unless the Management Committee and the Local Club/Department Committee otherwise agree) be transferred and paid to the Club and thereupon the Local Club/Department shall for all purposes be dissolved.

The Local Club/Department Club have read the model rules and have adopted them at our Annual General Meeting held on

Date \_\_\_\_\_

Signed

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Local Club Chairman