

# SPORTING SECTION MODEL 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 Sporting Section for the time being in force.

**Special General Meeting:** a meeting called in accordance with Model Rule or 23 & 24

**Sporting Section Annual General Meeting:** a meeting conducted in accordance with Model Rules 19 to 25-.

**Sporting Section Club:** the Sporting Section formed in accordance with the Club Rules.

**Sporting Section Committee:** The committee formed by the Sporting Section Club which will be responsible for governing the Sporting Section Club in accordance with these Model Club Rules.

**Sporting Section Members:** the members of the Sporting Section Club.

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.

### 2. NAME:

The name of the Sporting Section shall be:

### 3. AIMS:

The aims of the Sporting Section Club shall be:

- (a) to form and foster friendship among people with a common interest.
- (b) to provide benefits for Sporting Section 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:  
Sporting Sections**

4. Full, Associate and Affiliate Members will be eligible to join a Sporting Section Club. The application must be considered and approved or rejected by the Sporting Section Committee.
5. All sports sections must comprise of a ratio of at least 80% Full Members and a maximum 20% Affiliate &/or Associate Members
6. Under certain circumstances, Sports Sections can apply for an exemption to Rule 5 and request that the number of Affiliate and/or Associate Members account for more than 20% of the total membership. The application must be made to the Club Director who will in turn seek authorisation from the Executive Committee. Only once authorisation has been given may a sports section proceed with more than 20% Associate or/and Affiliate Members.
7. Sporting Sections may require the use of guest players due to unforeseen circumstances. In these instances the section must submit the names of the players to the Club Director for approval at least 24 hours in advance of the fixture. The guest players will be required to pay one month's membership to the main club per fixture and must be paid directly to the main club, or direct to the sports section that will in turn complete the transfer to the main club. . If a player makes more than 3 guest appearances during a twelve month period, they must join the main club as either an Associate or Affiliate Member depending on their relationship to the club.

**OFFICERS, COMMITTEE, AND MEMBERS:**

8. The Sporting Section Committee shall consist of a minimum of 3 Sporting Section Members who shall elect from amongst them a chairman (Sporting Section Chairman'), vice chairman (Sporting Section Vice Chairman'), a secretary (Sporting Section Secretary') and a treasurer (Sporting Section Treasurer'). The Sporting Section Club shall have no limit on its number of members.

**COMMITTEE:**

9. The management of the Sporting Section Club shall be carried out by the Sporting Section Committee, who shall retire annually at the Sporting Section annual general meeting ('Sporting Section Annual General Meeting') but shall be eligible for re-election.
10. The Sporting Section Chairman shall have a casting vote in Sporting Section Committee meetings.
11. 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 Sporting Section Annual General Meetings. Those co-opted will have full voting powers but shall only hold office until the next Sporting Section Annual General Meeting of the Sporting Section Club.

12. Nominees for election to the Sporting Section Committee must be fully paid-up Full Members of the Club. No business shall be transacted at any Sporting Section Committee meeting unless a quorum is present.
13. The quorum for Sporting Section Committee meetings shall be a minimum of 3.
14. Any member of the Sporting Section Committee who is unable to attend Sporting Section Committee meetings without explanation shall be deemed to require a replacement should the Sporting Section Chairman request it
15. Minutes must be maintained of all Sporting Section Committee meetings so that there is accountability to Sporting Section Members for how subscription monies have been spent. Copies of minutes of the Sporting Section Committee meeting, Sporting Section Annual General Meeting or Special General Meeting will be maintained and will be provided to the Executive Committee upon request.
16. If any Sporting Section Club does not have an active Sporting Section Committee and no or limited service is being provided to the Sporting Section Members, the Management Committee will consider the viability of that Sporting Section Club and may decide to suspend funding and / or take over bank accounts until such time as the matter has been resolved. Whether a Sporting Section Committee is determined active under this Model Rule 14 will be a factor to be determined solely by the Management Committee.
17. Any funds suspended in accordance with Model Rule 16 will be ring-fenced for use solely for the benefit of the Sporting Section Members. The Executive Committee will then consider alongside the Sporting Section Members of the Sporting Section Club the options for the future, which could include but is not limited to (with the agreement of the Sporting Section Committee and the Management Committee) the amalgamation with another Sporting Section Club which has an active committee, or the temporary chairing of the Sporting Section Committee by a member of the Executive Committee until a properly constituted Sporting Section Committee can be identified or other arrangements are put in place

#### **OFFICERS HONORARIA:**

18. Honoraria for officers of the Sporting Section will be at the discretion of the sporting section 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:**

19. The Sporting Section 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 Sporting Section Annual General Meeting of the Sporting Section Club 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 Sporting Section Annual General Meeting;
  - to receive the Sporting Section 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 Sporting Section Committee members;

- to consider any proposal which may be duly submitted to the meeting (in accordance with Model Rule 21 and
  - to consider requests for funding.
20. Notice of the date and venue of the Sporting Section Annual General Meeting will be published to Sporting Section Members by posting on the Sporting Section Club's website (or on the Club's website if the Sporting Section Club does not have a website) and by the use of posters at all locations where Sporting Section Members are based and/or by email at least 28 days in advance of the Sporting Section Annual General Meeting.
  21. Proposals of the Sporting Section Members for consideration at the meeting shall not less than 21 days before the Sporting Section Annual General Meeting be sent by notice in writing to the Sporting Section Secretary (together with the name of a Sporting Section Member who will second the resolution). Upon receipt of any such proposal the Sporting Section Secretary will circulate a copy of the proposed resolution to members of the Sporting Section Committee and will display a copy in the same manner as notice of the Sporting Section Annual General Meeting was published in accordance with Model Rule 20.
  22. The agenda, Sporting Section Committee report, and balance sheet shall be made available to Sporting Section Members prior to the Sporting Section Annual General Meeting in the same manner as notice of the Sporting Section Annual General Meeting was published in accordance with Model Rule 20
  23. A Special General Meeting will be summoned by the Sporting Section Secretary, within 28 days, if ten Sporting Section Members send in signed requisitions requiring such a meeting and setting forth the subject to be discussed.
  24. The Management Committee is also empowered to call a Special General Meeting. Notice of a Special General Meeting will be published to Sporting Section Members by posting on the Sporting Section Club's website (or on the Club's website if the Sporting Section Club does not have a website) and by the use of posters at all locations where Sporting Section 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 Sporting Section Annual General Meeting or Special General Meeting and only following ratification of the proposed alterations by the Management Committee.
  25. The quorum for the Sporting Section Annual General Meetings and Special General Meetings shall be 3 Sporting Section Members.

#### **ELECTIONS:**

26. The election of the Sporting Section Committee members will be conducted at the Sporting Section Annual General Meeting. Each nominee is required to be nominated and seconded by Sporting Section 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 Sporting Section Annual General Meeting.
27. Existing Sporting Section 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**

28. The Sporting Section Club will supply to the Club Director details of all Sporting Section Committee members who will represent the Sporting Section Club on the Management Committee, as per point 25.6 of the Main Club Rules "Two members to represent all of the sporting sections as elected at the Sports Forum Meeting prior to the Main Club AGM"
29. A representative of the Sporting Section Club 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.
30. The Sports Forum can agree by majority to change the representative of the Sporting Section Club should the representative not attend any meetings they are required to attend under Rule 29

## **CLUB ACCOUNTS:**

31. To allocate funds and expenditure a bank account shall be held in the name of the Club to be operated by the Sporting Section Secretary, Sporting Section Treasurer, Sporting Section Chairman and/or such Sporting Section Committee member as may be from time to time be appointed for such purposes by the Sporting Section Committee. Alternatively the funds may be held by the Club and managed in line with the directions of the members of the Sporting Section Committee (and the Management Committee where Model Rule 16 is in effect). A minimum of two authorised signatures shall be required to withdraw or spend funds from this bank account.
32. Accounts will be maintained by the Sporting Section Treasurer in a format approved by the Executive 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 Sporting Section Treasurer.
33. 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
34. Failure to produce the accounts required under Model Rule 33 when requested, shall result in funding being withheld until the Management Committee resolves it appropriate to recommence payments.
35. Sporting Section Clubs or Sporting Section Members who receive funding for force, national or international sport shall be accountable for all monies allocated by the Club and are required to produce a document reporting all items of expenditure together with documentary support.

## **FUNDING:**

36. Sporting Section Clubs shall make an annual application for funding, which will include details of their proposed expenditure and a list of Sporting Section Members who will participate. The grant shall be proportionate to the number of Sporting Section Members participating e.g. if only 50% of the participators are Sporting Section Members then this will result in only 50% of the cost being funded. Any proposed grant will take into account any final balances for the previous financial year which remain unspent.
37. It is the responsibility of the Sporting Section Committee to hold Sporting Section Committee meetings to consider appropriate allocation of funds and expenditure.
38. The Sporting Section Committee, in arriving at funding decisions, shall take into consideration any impact on the Sporting Section Club and its finances. Sporting Section Club funds are to be spent in accordance with the demographics and wishes of the Sporting Section Members and are not to be focussed on events / sporting activities which are supported by less than 3 members unless specifically confirmed by a majority of the Sporting Section Committee. At all times the Sporting Section Committee will comply with any guidance published by the Management Committee as issued to the Sporting Section Committee.
39. Any abuse of the Rules or these Model Rules may result in funding being withdrawn or amended.
40. Items purchased by the Sporting Section Club remain the property of the Sporting Section Club.
41. If it is brought to the attention of the Management Committee that funds are not being deployed for the benefit of the Sporting Section 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 16
42. In any instances of ambiguity or concern the Sporting Section Committee must seek advice or guidance from the Club Director.
43. Model Rules 36 to 43 shall apply to any sub-committee which is provided with funding.

#### **ALTERATION OF RULES**

44. These Model Club Rules may be revoked, added to or altered by a majority comprising two thirds or more of the Sporting Section Members present and entitled to vote at either a Sporting Section Annual General Meeting or a Special General Meeting of the Sporting Section Club 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 Sporting Section Club

#### **INTERPRETATION OF RULES**

45. 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**

46. If the number of Sporting Section Members shall fall below 5 , or, if a resolution is passed at a Sporting Section Annual General Meeting or a Special General Meeting by a majority comprising of two thirds or more of the Sporting Section Members present and entitled to vote (in this rule called 'the first resolution') of its intention to dissolve the Sporting Section Club, the Management Committee shall take steps as soon as reasonably practical to convert into money all property of the Sporting Section Club, with power, however, to postpone or delay the conversion of any particular property if the Sporting Section Members so authorise at a Sporting Section Annual General Meeting.

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

The Sporting Section Club have read the model rules and have adopted them at our Annual General Meeting held on

Date \_\_\_\_\_

Signed

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Sporting Section Chairman