

# **BEDFIELD and MONK SOHAM COMMUNITY CLUB**

**(Formerly Bedfield and Monk Soham Sports Club)**

## **CONSTITUTION (updated at an Extra-ordinary Meeting held on 21<sup>st</sup> January 2021)**

### **Name and Affiliations**

- 1.1 At the AGM held on the 2<sup>nd</sup> December 2020, it was agreed that the name of the organization will be changed to BEDFIELD AND MONK SOHAM COMMUNITY CLUB (known as the Community Club throughout this document). Until that date, it was formerly known as Bedfield and Monk Soham Sports Club. In addition, its base at Bedfield sports field will be known as BEDFIELD AND MONK SOHAM COMMUNITY HUB.
- 1.2 The organization will be a sub-committee of Bedfield Parish Council and be affiliated to Monk Soham Parish Council.

### **2. Objectives**

- 2.1 The purpose of the organization will be to provide the best possible leisure and recreational facilities for the villagers of Bedfield and Monk Soham and the surrounding neighbourhood.
- 2.2 These will include a playing field, pavilion/changing rooms, tennis court and any similar sustainable facilities decided by the management committee.
- 2.3 These activities will have the prime objective of reducing social deprivation by encouraging participation in community, sporting and other sustainable activities for the overall benefit of the community.
- 2.4 These activities will be deemed in law to be charitable by improving the quality of life of the persons for whom the facilities are primarily intended.
- 2.5 To raise by subscription, grants, charges or any other legal methods funds for the furtherance of the overall Community Club objectives.
- 2.6 To ensure that the whole of the property and funds of the Community Club shall at all times be used and applied for only charitable purposes.
- 2.7 To ensure that the income and property of the Community Club shall be applied towards the objectives of the Club and no portion thereof shall be paid or transferred directly or indirectly by way of gift, dividend, bonus or otherwise to the members or management of the Community Club.

3. **Management Structure**

- 3.1 The Management Committee will consist of a Chairman, Vice Chairman, Secretary and Treasurer who shall be elected at the annual general meeting of the Community Club each year. The optimum number of Committee Members will remain flexible and supported by the election of other individuals on an ad hoc basis.
- 3.2 The Management Committee must include at least one member of Bedford Parish Council.
- 3.3 The Management Committee shall include a representative of all sub-committees and any other organisations affiliated to the Community Club. It may also include any such persons as may be directed by the Management Committee from time to time as being beneficial.
- 3.4 In the event of resignation of a representative of any organisation, a replacement will be accepted from the parish council or organisation concerned.
- 3.5 The Management Committee shall have the power to fill by co-option any vacancy that may occur among its elected members at any time who will serve the unexpired remainder of the period of the serving member thus replaced.
- 3.6 The Management Committee shall have the power to co-opt in an advisory capacity any person whom they think may help to fulfill a specific project or specialist function.
- 3.7 The Management Committee shall have the power to appoint any sub-committees as they think fit and delegate to these sub-committees such powers as they think desirable and necessary to discharge their intended function.
- 3.8 A meeting of the Management Committee shall be called at any time in any of the following circumstances:
- By order of the Chairman
  - By a request from one third of the members of the Management Committee
  - By a request from at least ten Club members on receipt of a request by the Secretary in writing.

4. **Meetings and the AGM**

- 4.1 An Annual General Meeting shall be held yearly for the following prime purposes:
- Election of the Chairman, Vice Chairman, Secretary and Treasurer
  - Appointments to the Management Committee
  - The presentation and approval of the annual audited accounts
  - Any other agenda items or resolutions.
- 4.2 At least one other meeting must be held by the Management Committee during each financial year.

- 4.3 Ten working days' notice must be given with an agenda of a proposal to hold the Annual General Meeting (AGM) and all other meetings with details of all resolutions included. The agenda is to be sent to all members of the Management Committee and posted on the village notice board and in the hub pavilion. Amendments or additions may be added up to three clear working days before the proposed day of any such meeting.
  - 4.4 Additional meetings may be held at any time at the request of the Chairman or Secretary to discuss specific items such as the annual fete.
  - 4.5 All agenda items and resolutions at any Community Club meeting shall be decided by a simple majority vote of all those present and in the case of a tie, the Chairman shall have the casting vote. Proxy voting will not be allowed.
  - 4.6 The Secretary shall produce minutes of meetings in a manner approved by the Management Committee for that purpose and include the result of all resolutions and proceedings. They shall then be approved at a subsequent meeting and signed by the Chairman as conclusive evidence of the correctness of each entry.
  - 4.7 Notice of any proposed alteration to this constitution must be submitted to the Secretary not less than four weeks before the date of the AGM or of an extraordinary general meeting called for that purpose. No resolutions will be accepted to items 2.6 or 2.7 of this constitution.
5. **Membership and Income**
- 5.1 The subscription for membership (if any) and terms and conditions shall be set by the Management Committee.
  - 5.2 The affiliation fee for other organisations to the Community Club shall be nil.
  - 5.3 A fee will be charged for "one-off" hiring of the facilities, field and equipment to be determined by the Management Committee and subject to annual review. Only Bedford Parish Council and Monk Soham Parish Council will be exempt from payment of this fee.
  - 5.4 Where the facilities are hired on an ongoing basis a contract fee will be agreed between the Management Committee and the user.
  - 5.5 All sub-groups, sub-committees and other users will be expected to contribute to the overall running costs of the Community Club facilities and commitments, at a rate to be decided by negotiation and subject to review when deemed necessary by either party.
  - 5.6 A degree of autonomy will be allowed in the accounts keeping for sub-groups and any sub-committees but the Management Committee reserves the rights to examine all such accounts.

- 5.7 All sub-groups and sub-committees must conform to the overall terms of the Community Club lease and insurance, as well as Health & Safety requirements when on Community Club premises. In addition all users of the pavilion must adhere to the advertised booking policy, as agreed by the Management Committee. Approval of the Management Committee (and Parish Council) must be obtained before making any significant structural alterations. This must also be agreed in consultation with the Bedfield Town Estate (as landlords) and Bedfield Parish Council.
6. **Accounts**
- 6.1 Books of accounts in the manner agreed by the Management Committee shall be kept up to date by the Treasurer.
- 6.2 All bank accounts shall be maintained in the name of the Community Club and approved by the Management Committee into which all monies received shall be paid.
- 6.3 The Management Committee delegate power to the Treasurer for full internet and electronic banking including payments from Bank Accounts. All cheques for payment shall be signed by any two from the Chairman, Secretary and Treasurer.
- 6.4 At the AGM each year the Management Committee shall present to the members a detailed and audited statement of the accounts for the last financial year.
- 6.5 The Management Committee shall agree and appoint an independent auditor to audit the accounts each year.
- 6.6 The Management Committee will present a copy of the audited accounts to Bedfield Parish Council and make all books of accounts and associated documents available on request.
7. **Dissolution**
- 7.1 If upon the winding up or dissolution of the Community Club there remains after the settlement of all debts and liabilities any property or assets whatsoever they shall be given or transferred to Bedfield Parish Council.

**(Approved at a meeting on 21<sup>st</sup> January 2021).**