

Algarbe Croquet Club

Constitution

1. NAME AND OBJECTS

The Club shall be named the "Algarve Croquet Club", the object of which shall be the encouragement of, and provision of facilities for playing Croquet and the promotion of participation in the sport of Croquet.

2. OFFICES

- a. The Officers of the Club shall be the Chairman, Secretary and Treasurer. All shall be Honorary.
- b. The Secretary and Treasurer shall be elected at the Annual General Meeting (A.G.M.) and hold office until the next A.G.M., but shall be eligible for immediate re-election, unless the Secretary or Treasurer has held that office for 3 years consecutively at the date of the AGM, in which case they shall be eligible for re-election only after 2 further years have elapsed. The Committee shall have power to fill casual vacancies until the next A.G.M.
- c. The duties of the officers shall be as follows:
 - i. The Chairman shall preside at general meetings and Club functions.
 - ii. The Hon. Secretary shall keep the minutes of the General and Committee meetings, maintain a register of members and act as directed by the Committee.
 - iii. The Hon. Treasurer shall keep the accounts of the Club and be responsible for all monies belonging to, due to or payable by it. He or she shall present at the A.G.M. a statement of his accounts approved and signed by the Hon. Auditor, for the year ending the previous 31st December.
- d. The Chairman shall be elected from and by the Committee at their first meeting after the A.G.M. The Chairman shall hold office for a period of 5 years and shall at the end of that period not be eligible for re-election until a further 1 year has elapsed. The Chairman shall however have the absolute right to resign his or her office during the course of his or her term, by notice in writing given to the committee at least 6 weeks in advance of the next AGM.

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3. **PRESIDENT AND VICE-PRESIDENT.** A President (and Vice-President) may be nominated by the Committee by way of recognition for special services to the Club. Any person so nominated, may be created a President (or Vice-President), for life or any lesser period, by a resolution of a General Club Meeting, and approved by not less than three quarters of those voting upon the said resolution; however in extenuating circumstances both President and Vice President may be removed from office upon the same terms. Neither the President nor Vice President has a vote at Committee Meetings unless elected to the Committee; nor shall they have a vote at General Club Meetings unless members of the Club.

4. **The COMMITTEE**

- a. The affairs of the Club shall, except as provided elsewhere in this Constitution, be managed by a Committee consisting of the Chairman, Secretary, Treasurer and not more than six additional members, making a total of nine maximum. This number of nine does not include co-opted members.
- b. The members of the Committee shall be elected at the A.G.M. to serve until the next A.G.M. The Committee may fill casual vacancies until the next A.G.M.
- c. (i) The Committee shall meet as soon as is convenient after the A.G.M. and thereafter when necessary as decided by the Chairman. The Chairman shall also be bound to call a meeting within 21 days of the receipt by the Hon. Secretary of a written requisition signed by any four Committee members. The Hon. Secretary shall arrange meetings and shall give not less than seven days' notice of the time, place and business to be conducted, to those entitled to attend. Four members of the Committee shall constitute a quorum and must include The Chairman or the Hon. Secretary.

(ii) Those entitled to attend committee meetings are the ordinary members of the committee, together with such co-opted members as have been specifically invited to attend the relevant meeting.

(iii) All members of the Committee (including the Chairman), shall be entitled to vote and speak, including co-opted members. A simple majority shall be decisive on all questions. In the event of a

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tie, the Chairman may exercise a further, Casting Vote. Agendas and minutes must be circulated to all Committee Members including co-opted members, to be received by them at least one clear day in advance of the relevant meeting.

(iv) The Honorary Secretary is to chair the meeting if the Chairman is not present, and in that capacity (and that capacity only) the Honorary Secretary shall, if necessary, have the same Casting Vote as the Chairman would have had.

- d. The Committee may appoint a suitable member to act as Tournament Secretary and may co-opt the person so appointed onto the Committee.
- e. The Committee may, if its members deem it necessary and appropriate, appoint suitably qualified members of the Club to form a Handicap Sub-Committee which shall have power to determine Club members' handicaps. This Sub-Committee shall appoint its own Chairman, who shall be responsible for calling meetings when required and notifying the Secretary of its decisions.
- f. The Committee may appoint Sub-Committees to deal with any matters. If the Chairman of such sub-committee is not a member of the Committee he or she may be co-opted onto the Committee.
- g. The Chairman of each Sub-Committee shall arrange the meetings of that Sub-Committee, and shall give not less than 7 clear days' notice of the time, place and business to be conducted, to those entitled to attend.
- h. The minimum number of members of any Sub-Committee shall be 3. The Chairman of the Sub-Committee shall take prompt steps to fill any casual vacancy that may arise between meetings of the Sub-Committee.
- i. The presence of at least 2 of the members of the Sub-Committee at a meeting shall constitute a quorum, unless there are more than 3 members on that Sub-Committee, in which case a meeting will be quorate if at least half the members of the Sub-Committee are present.

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5. GENERAL MEETINGS OF THE CLUB

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- a. General Meetings of the Club shall normally be chaired by the Committee Chairman. If he or she is not present, the meeting shall elect a Chairman for the meeting. Ten of the Club members eligible to attend and vote shall constitute a quorum. Voting shall be by show of hands, except where otherwise provided in these Rules, or at the discretion of the Chairman, when a secret ballot may be taken. Members unable to attend may appoint a proxy to vote (but not speak) for them, by notifying the Club Secretary in writing 24 hours in advance of the meeting. Unless otherwise provided in these Rules, a simple majority of those voting shall be decisive on all questions.
- b. The Annual General meeting of the Algarve Croquet Club shall be held prior to the last day of December each year. Eight weeks' notice of the time, date and place, and twenty-one days' notice of the business to be conducted shall be published by the Committee; and every reasonable effort shall be made to send this information to voting members. The general headings of business to be conducted at said meeting shall be as follows:
 - i. To confirm the minutes of the previous A.G.M. and any subsequent General Meetings.
 - ii. To receive the Report of the Committee.
 - iii. To receive the Hon. Treasurer's accounts; approve the budget for the forthcoming year; seek members' opinions on the rate of subscriptions and Lawn Fees for the forthcoming year (although the final decision is to be made by the committee) and appoint an Hon. Auditor.
 - iv. To elect the Officers and Committee for the ensuing year.
 - v. To consider any motions of which notice has been given to the Hon. Secretary not less than six weeks before the date fixed for the meeting.
 - vi. At the absolute discretion of the meeting's Chairman, to consider Any Other Business not involving any alteration to the Constitution of the Club, or its dissolution, or the transfer of any of the Club's assets or the borrowing of any money, or any expenditure outside the immediate resources of the Club.
- c. Nominations of candidates for election as Officers or members of the Committee, duly Proposed and Seconded by two other voting Club Members, and with the written agreement of the person

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nominated, must be delivered in writing to the Hon. Secretary not less than fourteen days before the date fixed for the A.G.M. If there are more candidates than vacancies for any post, a secret ballot shall be held, otherwise the persons nominated shall be declared elected. If necessary, entitled Members may vote once for each vacant position on the Committee. Candidates may vote for themselves. The candidates with the most votes shall be elected. In the event of a Tie, a further ballot shall be taken for the tied position(s), but if a second ballot is also tied, the Chairman of the Meeting shall then have a Casting Vote. If any post remains unfilled, nominations shall be accepted from the meeting and a ballot held if necessary; if insufficient nominations are forthcoming, the Committee shall have power to fill any vacancies.

- d. An Extraordinary General Meeting may be called at any time by the Committee, which shall be bound to do so within 30 days of the receipt by the Hon. Secretary of a written requisition signed by not less than one-half of the members eligible to attend and vote; and stating the business which the said meeting is proposed to conduct. Fourteen days' notice of the time, place and business to be conducted must be published and no other business whatsoever shall be conducted at such an Extraordinary General Meeting.
- e. An Extraordinary General Meeting shall be competent to remove any of the Officers, or members of the Committee; and to fill any vacant posts. In the event of the Committee becoming inquorate, through resignations or any other causes, the Chairman or Secretary, or failing them, a member of the Committee, shall call an Extraordinary General Meeting to elect a new Committee.

6. MEMBERSHIP

- a. The classes of Club membership shall be as follows:
 - i. Full.
 - ii. Junior. (applications open to those under 25 years on 31st December).
 - iii. Temporary. (All visitors, including members of visiting teams and tournament players shall be deemed Temporary Members of the Club for the duration of their visit.)
 - iv. Honorary. (The Committee may elect as Honorary Members persons who have rendered special services to the Club or

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who are prominent locally.) The committee also reserves the right to waive membership fees in cases of genuine proven financial hardship, at its absolute discretion.

The Committee reserves the right to charge a Joining Fee for new members. The Committee reserves the right to decline applications for all classes of membership at its absolute discretion without being bound to give an explanation.

Full Members of the Club, and Junior members age 21 or over, shall be equally entitled to attend and vote at general meetings and be nominated for any post. Other Junior, Temporary and Honorary Members shall have no entitlement to attend or vote at general meetings nor to be nominated for any post.

- b. Applications for membership of the Club shall be open to anyone interested in croquet, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, the number of members may be limited, according to the available facilities, and at the discretion of the Committee.
- c. Membership subscriptions shall be payable on application for membership and thereafter annually in accordance with the Club's Bye Laws. Any member wishing to resign must give 30 days' notice in writing to the Secretary to avoid liability for the ensuing year's subscription, and having done so forfeits all Voting Rights. Any member whose subscription is not paid in time, according to the Bye Laws, in any year shall be deemed to have resigned but shall remain liable for that year's subscription.
- d. Members shall be entitled to use the Club's facilities and equipment, subject to these rules and the Bye-Laws made under paragraph 8, but the Club shall have no liability whatsoever for any loss, damage or injury sustained whether personal or to property.
- e. The Committee may refuse membership, or remove it, and expel members for reasonable cause, such as (but not limited to) unbecoming conduct or character likely to bring the Club or the sport of croquet into disrepute; or habitual unpleasantness. An appeal against refusal or removal may be made to the Committee, which shall be bound to re-consider the matter but its decision is absolutely final and membership fees paid are non-refundable.

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Those who have been subject to these actions may re-apply for membership after 4 months.

- f. Persons may not be admitted to membership, or be admitted as candidates for membership, or to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission.
- g. Occasional Visitors at any time may be introduced by any Full Member upon entering their names in the Club's Visitors' Book and payment of the appropriate Fees. Such visitors may use the Club under the same conditions as members, shall be Temporary Members within the meaning of Clause 6 (iii) above and shall not be entitled either to attend or vote at meetings. Occasional Visitors who play at the club regularly shall be required to apply for appropriate membership as laid out in the Bye Laws.

7. TRUSTEES

The Committee may appoint no fewer than two, nor more than four, Club Members to act as Trustees of the Club, subject to such appointment being confirmed at the next Annual General Meeting. The Trustees shall act under the direction of the Committee.

8. CLUB RULES AND BYE-LAWS

- a. The Committee may at any time make, revise, amend, adapt or rescind Bye-Laws consistent with this Constitution to control, inter alia, the use of the Club facilities and equipment; Lawn Fees and Subscription Rates. A copy of this Constitution, Club Rules and any Bye-Laws made shall be available to all Club Members, who are required to acquaint themselves fully therewith as a condition of membership; and all members shall be deemed conversant with, and bound by, the same.
- b. This Constitution may only be altered by a resolution of a General or Extraordinary Club Meeting, approved by not less than three quarters of those voting upon it.
- c. No arrangements may be made for any person directly or indirectly to derive any pecuniary benefit from the supply of goods or services, by or on behalf of the Club, to members or guests thereof, apart from any benefit accruing to the Club as a whole, or to use members' contact details for any purpose other than Club

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business unless such arrangements have been sanctioned by the Committee.

9. NON-PROFIT MAKING

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

10. DISSOLUTION OF THE CLUB

The Club shall, and shall only, be dissolved by a resolution of a General or Extraordinary Club Meeting, approved by not less than three quarters of those voting upon it, who shall be deemed to constitute a quorum. In this eventuality this meeting shall appoint a Committee to wind up the affairs of the Club. Upon dissolution of the Club, any remaining assets shall be given or transferred to The Croquet Association in England for redistribution by them (without charge) as they see fit, and at their absolute discretion, for development of Croquet in Portugal or (as a second choice) in Britain. In the event of the liabilities of the Club exceeding its assets the laws of Portugal shall apply.

The above Constitution is agreed by the Committee of the Algarve Croquet Club and acceptance of its terms absolutely are a requirement of all members of the Club's Committee and all members of the Club without exception. In the event of this constitution in whole or in part being in conflict with the laws of Portugal, the laws of Portugal shall be deemed to take precedence.

Signed this 28th Day of July Two Thousand and Nineteen

William Weber, Chairman

Martin Walsh, Hon. Secretary

Mark Shreeve, Hon. Treasurer

Trevor Morgan, Hon. Vice-Secretary

And witnessed by:

Clive Viney Life President

William L. Weber

Martin Walsh

Mark Shreeve

T. A. Morgan

Clive Viney

Also witnessed by the following Members of the Algarve Croquet Club Committee:

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JOHN MELTON



J.M. Melton



