

# Rutherford Appleton Laboratory Recreational Society

## Annual General Meeting 2023

### Proposed Rule Changes

The Recreational Society Committee recommends changing the Society Rules as follows:-

Current Rule	Change To
<p><b><u>Rule 3 Membership</u></b>  d. Retired Membership  Members who retire from the STFC service will retain full membership privileges until the end of that membership year, after which they may apply for Retired Membership. Retired Membership shall be open at the discretion of the Committee with the same conditions as Associate Membership.</p>	<p><b><u>Rule 3 Membership</u></b>  d. Retired Membership  Members, who retire from the STFC service <b>or an Affiliated company</b>, may apply for Retired Membership. Retired Membership shall be open at the discretion of the Committee with the same conditions as Associate Membership.</p> <p><i>Removed “will retain full membership privileges until the end of that membership year, after which they...”</i></p>
<p><b><u>Rule 3 Membership</u></b>  Applications for Membership  Application for Full and Affiliate Membership shall be made by:-</p> <p>i. Completing the current Civil Service Sports Council application form obtained from the RecSoc intranet. The completed form should be forwarded to the RecSoc Membership Secretary for processing, OR,</p> <p>ii. Completing the Online Membership application form via the Civil Service Sports Council web pages. The confirmation email received on completion must be forwarded to the RecSoc Membership Secretary to validate membership of the RecSoc before making use of the facilities.</p>	<p><b><u>Rule 3 Membership</u></b>  Applications for Membership  Application for Full and Affiliate Membership shall be made by:-</p> <p><b>i. Completing the Civil Service Sports Council online application form.</b></p> <p><b>ii. Completing the RecSoc website online Full/Affiliate Membership application form.</b></p>
<p><b><u>Rule 3 Membership</u></b>  Application for Associate Membership shall be made by completing the current application form obtained from the RecSoc intranet. The completed form should be forwarded to the RecSoc Membership Secretary, along with the appropriate payment.</p>	<p><b><u>Rule 3 Membership</u></b>  <b>Application for Associate Membership shall be made by completing the RecSoc website online Associate Membership form. An invoice will then be issued for online membership fee payment, unless payment has been made by card or cash via the lounge/bar payment system.</b></p>

<p><b><u>Rule 4 Subscriptions</u></b>  <b>a. Full Members &amp; Affiliate Members</b>  Monthly, quarterly or annual rates, set by the Civil Service Sports Council payable by deduction from salary or by direct debit.</p>	<p><b><u>Rule 4 Subscriptions</u></b>  a. Full Members &amp; Affiliate Members  Monthly, <del>quarterly</del> or annual rates, set by the Civil Service Sports Council payable by deduction from salary or by direct debit.</p>
<p><b><u>Rule 5 Guests</u></b>  a. The number of guests which a member may introduce shall be limited to three, at any one time.  b. The names of guests must be entered in the Visitor's Book.</p>	<p><b><u>Rule 5 Guests</u></b>  a. The number of guests which a member may introduce shall be limited to <b>five</b>, at any one time. <b>Permitted exceptions to this rule are approved private parties, retirement parties or work social functions.</b>   <del>b. The names of guests must be entered in the Visitor's Book.</del> Delete as no longer applicable.</p>
<p><b><u>Rule 6 Visitors</u></b>  a. The name of the visiting club or Organization is entered into the Visitors' Book prior to entry to the Society premises, together with the name and address of a responsible officer of that club or Organization.</p>	<p><b><u>Rule 6 Visitors</u></b>  <del>a. The name of the visiting club or Organization is entered into the Visitors' Book prior entry to the Society premises, together with the name and address of a responsible officer of that club or Organization.</del> Delete as no longer applicable.</p>
<p><b><u>Rule 10 Management and Committee Structure</u></b>  a. The management of the Society shall be vested in the Committee which shall consist of the Chair, the Vice-Chair, the Honorary General Secretary, the Honorary Treasurer, and twelve additional members elected annually from among Full and Affiliate Members of the Society at the Annual General Meeting.</p>	<p><b><u>Rule 10 Management and Committee Structure</u></b>  a. The management of the Society shall be vested in the Committee which shall consist of the Chair, the Vice-Chair, the Honorary General Secretary, the Honorary Treasurer, and <b>up to eight</b> additional members elected annually from among Full and Affiliate Members of the Society at the Annual General Meeting.</p>
<p><b><u>Rule 10 Committee Meetings</u></b>  e. The Committee shall meet at least once each month, six to be a quorum. Not less than seven days' notice in writing shall be sent (except in emergencies) to each Committee Member and the agenda shall be stated. Each member present may have one vote, and the Chair (or Vice-Chair if the Chair is not present) may have only one casting vote. Copies of the Minutes of the Committee meetings shall, after ratification, be available for inspection by any member of the Society on request to the Honorary General Secretary.</p>	<p><b><u>Rule 10 Committee Meetings</u></b>  e. The Committee shall meet at least once each month, <b>with half of the Committee required</b> to be a quorum. <b>One of the Officers of the Society must attend and preside over the meeting.</b> Not less than seven days' notice in writing shall be sent (except in emergencies) to each Committee Member and the agenda shall be stated. Each member present may have one vote, and the <b>presiding Officer</b> may have only one casting vote. Copies of the Minutes of the Committee meetings shall, after ratification, be available for inspection by any member of the Society on request to the <del>Honorary</del> General Secretary.</p>

<p><b><u>Rule 11 The Society Bar</u></b>  d. The bar may be open during the following hours at the discretion of the Committee:</p> <p>Monday to Saturday    12.00 - 1400 hrs 18.00 - 23-00 hrs  Sunday                      12.00 - 1400 hrs 19.00 - 22-30 hrs</p>	<p><b><u>Rule 11 The Society Bar</u></b>  d. The bar may be open at the discretion of the Committee <b>during the permitted hours defined in the Club Premises Licence:</b>  <b>Monday to Thursday    10:00 – 23:00 hrs</b>  <b>Friday &amp; Saturday        10:00 – 00:00 hrs</b>  <b>Sunday                      10:00 – 23:00 hrs</b>  <b>Lunchtime opening on a normal workday will be strictly within the hours of 12:00 – 14:00.</b></p>
<p><b><u>Rule 11 The Society Bar</u></b>  i. The Bar Manager shall be responsible for the Bar Bank Account, which shall be a separate account from the Society Account. Signatures to the Bar Account shall be those of the Bar Manager and either the Honorary Treasurer or the Chair.</p>	<p><b><u>Rule 11 The Society Bar</u></b>  i. The Bar Manager shall be responsible for the Bar Bank Account, which shall be a separate account from the Society Account. Signatures to the Bar Account shall be those of the Bar Manager and <b>any of the Officers of the Society.</b></p>
<p><b><u>Rule 12 Finance</u></b>  b. Cheques  Cheques must be signed by any two of the three authorised signatories who shall be the Honorary Treasurer, Chair and Honorary General Secretary and other Committee members as deemed appropriate.</p>	<p><b><u>Rule 12 Finance</u></b>  b. <b>Online banking payments</b>  <b>Online banking payments must be authorised by two Officers of the Society, one of whom must be an online account signatory and conduct the online payment transaction.</b></p>
<p><b><u>Rule 13 Duties Of Officers</u></b>  a Honorary General Secretary  iv, Issuing Membership Cards as may be directed.</p>	<p><b><u>Rule 13 Duties Of Officers</u></b>  <b>a. Honorary Secretary</b>  <del>iv, Issuing Membership Cards as may be directed.</del> Delete as no longer applicable.</p>
<p><b><u>Rule 14 General Meetings</u></b>  b. Notice to members  Not less than twenty-one days preliminary notice shall be given of any General Meeting and not less than seven days’ notice accompanied by an Agenda.</p>	<p><b><u>Rule 14 General Meetings</u></b>  b. Notice to members  Not less than <b>fourteen</b> days preliminary notice shall be given of any General Meeting and not less than seven days’ notice accompanied by an Agenda.</p>
<p><b><u>Rule 14 General Meetings</u></b>  d. Quorum at General Meetings  A quorum for an Annual General Meeting shall be thirty Full or Affiliate Members. All members of the Society shall be entitled to attend General Meetings but only Full or Affiliate Members may vote. If a quorum is not</p>	<p><b><u>Rule 14 General Meetings</u></b>  d. Quorum at General Meetings  A quorum for an Annual General Meeting shall be <b>twenty</b> Full or Affiliate Members. All members of the Society shall be entitled to attend General Meetings but only Full or Affiliate Members may vote. If a quorum is not</p>

<p>present, the meeting will be adjourned to a date within twenty-one days. Seven days notice of the resumption of the meeting will be given, which will then be reconvened in the same place and at the same time and the business on the Agenda will be conducted regardless of the number of members present.</p>	<p>present, the meeting will be adjourned to a date within twenty-one days. Seven days' notice of the resumption of the meeting will be given, which will then be reconvened in the same place and at the same time and the business on the Agenda will be conducted regardless of the number of members present.</p>
<p><b><u>Rule 15 Conduct of Members and Visitors</u></b></p> <p>d. Admission of children</p> <p>Children shall not be admitted to, or remain on, the grounds and premises of the Society unless accompanied by a Full Member or an adult Associate Member, who shall be held responsible for their conduct and safety while there.</p>	<p><b><u>Rule 15 Conduct of Members and Visitors</u></b></p> <p>d. Admission of children</p> <p>Children shall not be admitted to, or remain on, the grounds and premises of the Society unless accompanied by a Full <b>or Affiliate</b> Member or an adult Associate Member, who shall be held responsible for their conduct and safety while there.</p>
<p><b><u>Rule 16 General</u></b></p> <p>c. Constitution of Clubs</p> <p>The Society shall be arranged into clubs for the Organisation of sporting and specialised activities. Members shall be eligible to join any club on payment of the appropriate subscription (if any) subject to the rules of that Club. Clubs shall be run by sub-committees, responsible to the Recreational Society Committee. Club Secretaries shall be responsible for ensuring that their members comply with Section 3 of these Rules concerning membership.</p> <p>Clubs must provide an annual report, including a statement of income and expenditure, at the Annual General Meeting. Clubs must also maintain an up to date membership list and provide a copy to the Committee upon request.</p>	<p><b><u>Rule 16 General</u></b></p> <p>c. Constitution of Clubs</p> <p>The Society shall be arranged into Clubs for the organisation of sporting and specialised activities. Members shall be eligible to join any club on payment of the appropriate subscription (if any) subject to the rules of that Club.</p> <ul style="list-style-type: none"> <li>○ <b>Each Club shall have a formal Club Constitution and/or Rules that define its objectives, management and membership structure and general operating procedures.</b></li> <li>○ <b>Each Club shall be run by a manager or committee who is/are responsible to the Recreational Society Committee.</b></li> <li>○ <b>The club manager, or at least one member of the club's committee, must be a Full or Affiliate member.</b></li> <li>○ <b>Club managers</b>, or secretaries of the committee, shall be responsible for ensuring that their members comply with Section 3 of these Rules concerning membership.</li> <li>○ <b>Clubs will be listed in the RecSoc website and must maintain up-to-date contact details.</b></li> <li>○ Clubs must maintain an up-to-date membership list and provide a copy to the Committee upon request.</li> <li>○ Clubs must provide an annual report, including a statement of income/expenditure and a membership summary, at the Annual General Meeting.</li> </ul>

<p><b><u>Rule 16 General</u></b>  e. Cessation of Clubs  Any Club of the Society which ceases to function and is closed down shall transfer all its remaining funds and assets to the Society. The Committee shall have the right to cease supporting or close down clubs if they are deemed to be in contravention of any of the Society’s rules. Under such circumstances the club secretary may appeal the decision as provided in Clause 15(a).</p>	<p><b><u>Rule 16 General</u></b>  e. Cessation of Clubs  Any Club of the Society which ceases to function and is closed down shall transfer all its remaining funds and assets to the Society. The Committee shall have the right to cease supporting or close down Clubs if they are deemed to be in contravention of any of the Society’s rules, <b>or their purpose no longer meets the requirements of the current membership or no longer adequately serves the best interests of the Society</b>. Under such circumstances, the club secretary may appeal the decision as provided in Clause 15(a).</p>
<p><b><u>Rule 16 General</u></b>  f. Composition of Teams  Any Society sports team must include, or be accompanied by, at least one Full Member while using Society premises and facilities.</p>	<p><b><u>Rule 16 General</u></b>  f. Composition of Teams  <b>Any competing club or sports team representing the Society in a competition must include at least one Full or Affiliate Member while using Society premises and facilities.</b></p>

## **Rule Addition**

<p><b><u>Rule 13 Duties of Officers</u></b>  c. Chair and Vice-Chair  The duties of the Chair and Vice-Chair shall include:</p> <ul style="list-style-type: none"> <li>i. Representing the Society and promoting its objectives to the membership, STFC management, other affiliated organizations and CSSC.</li> <li>ii. Liaising with the Society President to maintain support from STFC senior management and advocate the Society’s health and wellbeing provision for staff.</li> <li>iii. Ensuring the Rules and complaints/disciplinary procedures are up to date, appropriate and enforced.</li> <li>iv. Presiding over Annual General Meetings and Committee meetings ensuring that:- the relevant documents and reports are available; the meeting continues without diversion from the agenda; all at the meeting have a chance to speak; any necessary decisions are taken with a vote if required; if votes are divided equally the presiding Chair or Vice-Chair may have the casting vote.</li> <li>v. Presenting the Report of the Committee at the Annual General Meeting or at a Special General Meeting if one is called.</li> <li>vi. Dealing with complaints, mediating in cases of minor disputes and presiding over disciplinary meetings when required to address formal complaints.</li> <li>vii. Signatory for the Society bank account and Bar bank account.</li> <li>viii. Recruiting and welcoming new Committee members; fostering an inclusive team ethos; thanking Committee members who are standing down; writing to members who are being offered Honorary membership.</li> <li>ix. Advocating to STFC Management, Department Heads and Division Heads for recognition and reward for the RecSoc Committee, club representatives and other volunteers providing health and wellbeing opportunities to STFC and other Harwell Campus staff.</li> </ul>
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