

# NORFOLK CONSTABULARY SPORTS & SOCIAL CLUB RULE BOOK

## CONSTITUTION

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1. The club shall be known as 'The Norfolk Constabulary Sports & Social Club' and will be responsible for discharging the objects of the club throughout the Force.

## OBJECTIVES OF THE CLUB

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2. To promote good fellowship and stimulate and foster the social & athletic activities of the Force and the care & welfare of members.
3. To advise & represent the Chief Constable and the Force as required in matters controlled or conducted by the Police Sport UK.
4. To operate as a non-profit making organisation; any surplus funds accruing to be carried forward for utilisation in the following year.

## MEMBERSHIP

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5. There shall be 4 classes of membership known as Full Membership, Retired Membership, Associate Membership & Volunteer Membership. Nomination for membership for the various classes of membership shall be made in accordance with the following rules. Continuance of membership is conditional upon the member's observance of the rules of the club.

a) Full membership is open to all employees of the Norfolk Constabulary, serving members of the Special Constabulary & all Retired members of the Social Club who continue to be full paying members.

b) Retired members are defined as receiving:

- A retirement pension
- An ill-health pension
- A lump sum granted in lieu of an ill-health pension

6. .Associate Membership and Volunteer Membership is open to persons having active association with the Norfolk Constabulary or the Sports & Social Club, a Constabulary employee who has been a full member for a minimum of 5 years who has been made redundant or a member /retired member of another Police Service .
7. To become an Associate Member or Volunteer Member a person will be proposed and seconded by a full member and ratified at a Force Management Committee meeting.
8. There shall be a limit to the number of Associate Members and Volunteer Members. This limit shall be fixed by a General Meeting of members and may be revised only by motion at such a meeting. Figures should not exceed 10%.
9. Retired members who pay full subscriptions can become a member of the Force Management Committee.
10. All members will pay the full subscription rate except:
  - i Those employees of the Constabulary who have an annual income equal to or less than Grade C on the spinal pay scale, and not in receipt of a full police pension, will be entitled to pay half fees.
  - ii. Members who at the time of retirement were paying the reduced rate. As defined in 11(i).
  - iii Serving members of the Special Constabulary.
  - iv Associate and Volunteer Members whose annual income is on a par with those persons defined in rule 10(i).
11. A membership card shall be supplied to all members. This card remains the property of the Force Club and will be returned on a member leaving the club. If lost by the member a replacement card will be supplied by the Membership Secretary at a cost to be decided by the Force Management Committee. Members must adhere with the terms and conditions issued with the membership card.

## MANAGEMENT

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12. The Chief Constable is President of the Club.
13. The Deputy Chief Constable and Assistant Chief Constable are Vice Presidents of the Club.
14. The Chairman and all officers of the Force Management Committee are to be elected at the Annual General Meeting.

15. In some cases it may be necessary to appoint a Chairman or Vice Chairman at other times throughout the year. In such cases notification must be given to all members at least 21 days before a special general meeting with nominations from those eligible under Rule 11 being forwarded to the incumbent Chairman or Vice Chairman 7 days prior to date of the meeting.

16. The club shall be managed by a Force Management Committee which will comprise the following:

The Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Membership Secretary, Retirement Secretary and Lottery Secretary, Events Secretary .The Committee should be elected at the Annual General Meeting:

The Force Management Committee shall have the power to co-opt additional members as required. Such co-opted members shall have the authority to vote.

17. Roles and responsibilities of officers

President - Responsible for strategic direction.

Chair - Responsible for overseeing the day to day management. Chair of Sporting Events sub-committee.

Vice Chair - To support and act as deputy for the chair.

Secretary - Responsible for supporting Chair, recording and disseminating all meetings, documentation and letters

Club Administrator - Responsible for general administration, of Force management Club.

Treasurer - Responsible for financial management.

Assistant Secretary - To support and act as deputy to secretary.

Assistant treasurer - To support and act as deputy to treasurer.

Membership Secretary - Responsible for ensuring membership lists are up to date.

Retirement's Secretary - Responsible for ensuring gifts are supplied promptly to retiring club members.

Lottery Secretary - Administration of force lottery

Events Secretary - Administration of force events

18. The Force Management Committee shall meet not less than three times a year, 4 members of which represent a quorum.

19. The Force Management Committee shall appoint a recognised auditor, such appointments to be made annually.
20. Any matter arising which is not covered by the rules of the Club shall be determined by the Force Management Committee and submitted to the next general meeting of members for approval.
21. Each sporting section shall be managed by full paying members. Each section will have an elected Chairman, Secretary and Treasurer.
22. All sporting section members are required to be a full paying member if eligible
23. The Events Secretary will submit recommendations annually for social activities and events to Force Management Committee for approval.
24. The Club shall establish a grants sub-committee to review applications for grants submitted by Sporting and Social Sections. The grants sub-committee shall report to the Force Management Committee at the last meeting in any financial year. Members shall comprise the Treasurer plus at least two other representatives

## **GENERAL MEETINGS OF MEMBERS**

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25. An Annual General Meeting (AGM) shall normally be held in the month of March each year. Twenty-eight days' notice at least shall be given to members, and not more than fifteen months shall elapse between annual general meetings.
26. An Extra General Meeting (EGM) of members may be called at the discretion of the Force Management Committee or shall be called within 28 days of the receipt by the Secretary of a written request by 10 Club members
27. Notice of motion or any other business for consideration shall be forwarded to the secretary in writing, to reach him/her at least 14 days before the date of the meeting.
28. Seven days' notice at least shall be given to members that an EGM shall take place together with notice of the business to be transacted.
29. A copy of the Financial Statements & Agenda of the business to be transacted at the AGM shall be sent to the Force Management Committee, plus sporting and social sections at least seven days before the meeting.

30. Each sporting section will provide the secretary with a yearly report at least 21 days prior to the AGM.
31. Each sporting section must be represented at the AGM and will provide a verbal resume of their report, unless legitimate reasons for non-attendance are given in advance.
32. Failure to adhere to rules 29 and 30 may result in forfeiture of section funding for that financial year.

## **SUBSCRIPTIONS**

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33. Subscriptions from full serving members shall be deductible from pay at source.
34. Subscriptions from all other members shall be payable direct to the Membership Secretary.
35. The rates of subscription payable by Full members and Associate members shall be determined at a General Meeting of members.

## **FINANCE**

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36. The funds of the Force club shall be controlled and utilised by the Force Management Committee in the interest of members and in connection with approved sporting, social and welfare activities. For these purposes grants may be made at the discretion of the Force Management Committee, or to support members competing in Police Sport UK (PSUK) events, or the Olympics.
37. The Force Management Committee may consider a request for an additional subsidy for individuals nationally selected for participation in National or International events. This will be decided upon on a case by case basis.
38. All monies paid by members for social activities and events will be submitted by the Events Secretary to the Treasurer and will be accounted for through the Sports and Social club account.
39. The Force Management Committee has authorised the Treasurer to arrange financial facilities in the form of a club debit card. This card is to remain under the control of the Treasurer.
40. A full report and financial break down will be submitted by the Events Secretary to the Force Management Committee annually or as requested. This will also form part of the annual audit process

41. Force sporting section secretaries and Events Secretary are required to ensure that they submit a grant request to the Treasurer for grant allocation meeting of the Force Management Committee club, in order to support their proposals for finances for the coming year.
42. Sporting sections will ensure that their request for a grant includes members' contributions as proposed by the grants sub-committee and formally approved by the force management committee on an annual basis.
43. The Treasurer shall hold all funds received to the credit of the Force Club. He/she or other nominated persons will bank all monies held on behalf of the Club and discharge all lawful debts. (He/she is authorised to operate a separate petty cash account in which cash shall not be held in excess of £50.00)
44. Withdrawals may only be authorised by the Treasurer, Assistant Treasurer, or those approved by the Force Management Committee in accordance with policies determined by that Committee. Deposits to Force Club accounts will be made by persons approved by the Force Management Committee
45. Accounts shall be made up to 31<sup>st</sup> December in each year and annual financial statements will be prepared there from.
46. In the event of dissolution of the Club, the property and monies remaining shall be surrendered to the Chief Constable for devolving to other police organisations whose aims and objectives are similar to those of the Club or to other purposes following a legislative review by Norfolk Constabulary's Director of Financial Services and Accountancy.
47. On application to the Force Management Committee, individual sections will be allowed to maintain their own bank account subject to compliance with:-
  - a. The Chief Constable's instructions on the running of such accounts.
  - b. In accordance with any advice given by the Force Management Committee.
  - c. Any monies and equipment originally the property of the Club remain the property of the Norfolk Constabulary Sports and Social Club.
  - d. Each Section holding a bank account will submit a certified copy of their accounts as at 31<sup>st</sup> December each year to the Force Sports and Social Club Treasurer by 1<sup>st</sup> March, preceding the AGM
48. The Force Management Committee is able to consider payment of an Honorarium to any of its members. However, any Honorarium is in recognition of commitment, additional duties or similar and is irrespective of any growth in Force Club membership or gained wealth.

49. The Force Management Committee may enter into an arrangement with Sporting Sections to make or receive an interest free loan assuming it is in the interests of both Sections and their members

## **RETIREMENT GIFTS**

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50. On retiring from the organisation full members will be entitled to a retirement gift providing they have been a fully paid up member for at least 12 months preceding the date of retirement.
51. Each member will only receive one gift from the Sports and Social Club regardless of the number of times they retire.

Retiring from the organisation is defined as Retiring from Norfolk Constabulary with:

- i. A retirement pension
- ii. An ill health Pension
- iii. A lump sum granted in lieu of an ill-health pension
- iv. In exceptional circumstances subject to approval by the force management Committee.

52. The Force Management Committee will identify a range of gifts, the description and value of which to be decided and reviewed on a regular basis.

## **LOTTERY**

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53. The Norfolk Constabulary Sports and Social Club shall, subject to agreed rules, operate a lottery. The lottery shall be run in accordance with the rules as shown at Appendix 'A'.

## **RECORDS**

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54. The Secretary shall keep Minutes of all proceedings. The minutes will be discussed at the following meeting, amended if necessary and then signed and dated as being a true record.
55. The Secretary shall submit an annual report to the Management Committee and this report shall also be made available to members attending the Annual General Meeting.

## **COLOURS**

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56. The colours of the club shall be blue and gold unless a sporting section is affiliated to a governing body which will define the colours permitted.

## **SPECIAL AWARDS**

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57. An award shall be presented to members of the Force Club, who, by virtue of outstanding performances in the field of sport or invaluable service to the club are eligible, in the opinion of the Force Management Committee, for the award.
58. Representatives of sporting sections shall submit to the Secretary on 1<sup>st</sup> December each year the names of the recommended persons setting out in full the reasons for the nomination.
59. The award will be for any outstanding service or achievement and not merely because the candidate was selected to represent the Force on a number of occasions.
60. Only one award will be made to an individual even though it may be felt by representatives that the particular individual is deserving of recognition in more than one sport.
61. The award will be made free of charge, with maintenance and care the responsibility of the recipient
62. The decision of the Force Management Committee is final.

## **MISCONDUCT**

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63. Any alleged misconduct by a member of the club shall be reported to the Secretary and such alleged misconduct shall be investigated by the Force Management Committee. The Force Management Committee may, having given the member the opportunity to answer for and explain his/her conduct, terminate the membership of the member, or suspend the membership of the member for such period as the Committee in its discretion considers fit.

## **AFFILIATION**

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64. The Force Club may be affiliated to the Governing Associations and Societies of all sports sponsored by the Club, at the discretion of the Force Management Committee.

## **ALTERATION OF RULES**

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65. No rule shall be altered, revoked or added to, save by two-thirds majority of those present and voting at the Annual General Meeting or at a special general meeting of members. All members shall be entitled to be present at general meetings but only full members may vote
66. Proposed alteration of Rules shall be circulated to all members in accordance with Rule 24-25.



67. A copy of the Rules of the Club will be available to all members on request or on the Norfolk Constabulary Sports and Social Club website.  
([www.norfolkconstabularyssc.co.uk](http://www.norfolkconstabularyssc.co.uk))

## Appendix A

# Norfolk Constabulary Sports and Social Club Lottery Rules

1. The Lottery will be known as the Norfolk Constabulary Sports and Social Club Lottery.
2. The objects of the lottery are to raise funds for the club and to provide cash prizes to members. (Private Society Lottery)
3. Membership is restricted to Full ,Retired/Associate and Volunteer paying members of the Club (as per club rules).
4. The Lottery sub-committee will be responsible for all matters relating to the organisation and management of the lottery.
5. The Lottery sub-committee will comprise the following members of the Sports and Social Club Executive Committee:-  
Vice Chairman  
Secretary  
Assistant Secretary  
Treasurer  
Lottery secretary
5. Proceeds less expenses and prizes will be devoted to the funds of the Club.
6. A draw for prizes will be held at the Bi-monthly meeting of the Management Committee.
7. Each ticket costs 54p which is payable monthly or annually. A member may hold as many tickets as he/she wishes.
8. Members will only be allowed to participate in the draw if they have paid the appropriate levy per ticket, deducted at a source preceding each draw and are members of the Norfolk Constabulary Sports and Social Club at the time of the draw.
9. The draw will take the form of a “number” draw and no prize will be delivered except to the person holding the winning number.
10. At each draw the following rules will apply:-
  - A) A member will only be entitled to win one prize per ticket held in each lottery.

B) If a number is drawn which at that time is not allocated to a member it will be totally disregarded.

**12.** The proceeds of the Lottery at each draw will be allocated as follows:-

1st £1000	6th £75	11 <sup>th</sup> £75
2nd £300	7th £75	12 <sup>th</sup> £75
3rd £225	8th £75	13 <sup>th</sup> £75
4th £150	9th £75	14 <sup>th</sup> £75
5th £75	10th £75	15 <sup>th</sup> £75

The value of these prizes will be reviewed periodically. The remainder of the proceeds will go towards Club funds.

**13.** The promoter will be the Lottery Secretary of the Norfolk Constabulary Sports and Social Club.

**14.** The promoter will maintain an up-to-date record of the members and membership numbers

**15.** Each participant in the Lottery will be required to give a written undertaking:-

A) That he/she wishes to be a member.

B) Authorising deduction at a source for tickets per pay period, or arranging to pay for the tickets annually.

C) Will notify the promoter when they wish to cease participating in the Lottery.

**16.** These rules may be amended by the Management Committee to meet changing circumstances, subject to confirmation at the next General Meeting, but any such amendments shall have effect up to the time of such meeting.