

**NOTTINGHAMSHIRE POLICE
SPORTS AND SOCIAL CLUB**

CONSTITUTION

1. NAME

This club shall be known as The Nottinghamshire Police Sports and Social Club, hereinafter referred to as 'The Club'.

2. ADDRESS

(iv) The Headquarters of the Club shall be the Nottinghamshire Police Headquarters, Sherwood Lodge, Arnold, Nottingham.

(v) A branch of the Club is construed as being:-

- (a) An approved Divisional Sports and Social Club,
- (b) An approved Registered Club or Home Office Canteen,
- (c) Any recognised sporting or social activity.

3. OBJECTS

The objects of the Club shall be:-

- *To enable our members to pursue a healthy life style, encouraging and supporting access to recreational, social and sporting activities promoting participation of a diverse membership.05*
- The provision of the necessary equipment and facilities for such recreational, social and sporting activities.
- To continue to promote Police Sport UK with reasonable expenses being met from the main funds.

4. MEMBERSHIP

Membership of the club shall consist of three groups:-

- i. *Full Members - have right to hold office and vote at any General Meeting.05*
- ii. *Associate Members - will not be eligible to hold office or vote at any General Meeting and will be limited to Force Lottery facilities only.05*
- iii. *Family Members - will not be eligible to hold offices or vote at any General Meeting and may only access facilities whilst accompanying a member.05*

5. MANAGEMENT

The Club shall be governed by the Force Committee.

6. OFFICERS OF THE CLUB

The Chief Constable shall be President and the Deputy Chief Constable and Assistant Chief Constables shall be Vice Presidents of the Club. The President will appoint the following officers to the Club:-

- (i) Honorary Chairman

- (ii) Honorary Secretary
- (iii) Honorary Treasurer

7. FORCE COMMITTEE

A Committee shall be formed to meet on at least four occasions per annum, two as an Executive. In addition to those officers appointed by the President it shall comprise the following:-

- (i) Each Divisional Sports and Social Club Secretary
- (ii) One representative from each Registered Club or bar run under Home Office licence,
- (iii) Four members elected from amongst the representatives of the recognised sports,
- (iv) A member to represent Police Sport UK.
- (vi) A member to represent the views of the female membership.05*
- (vii) A member to represent NARPO 07*

The Committee shall have the power to co-opt additional members to the committee who will not have the power to vote.

This Committee will allocate working monies to the Branch Committees.

At the first meeting after each AGM of the Force Committee, written recommendations should be invited from all Branches of the Club to make applications for grants to finance them over the ensuing year. This should not preclude an application being made by any additional representative at any of the quarterly meetings for additional funds to finance some specific event, for example, a PAA Police Sport Uk competition. 08

~~The Force Committee will ratify any single items of major expenditure (above an agreed figure determined annually) by any individual Branch. 08~~

8. QUORUM

A quorum will comprise at least two officers ~~and sufficient~~ Four members ~~to achieve two thirds~~ of the Force Committee. 08

9. EXECUTIVE COMMITTEE

The Executive of the Committee shall comprise the officers of the Force Committee, plus ~~five~~ Six other members who shall be elected at the first meeting of the Force Committee following the Annual General Meeting, one of whom will represent female members, two shall represent sports sections, one shall represent Divisional Sports and Social Clubs, and one shall represent Registered Clubs or bars, ~~and one shall represent NARPO 07~~

10. ANNUAL GENERAL MEETING

The Annual General Meeting of the Club shall be held as soon as practicable and in any case within four months after the end of the financial year. This will be for the election of the Force Committee, the examination of certified accounts and for any other business as may be considered necessary.

The Financial year will end on the 31st March.

Notice of the Annual General Meeting shall be displayed twenty-eight days in advance.

Any member wishing to submit any proposal for consideration will do so in writing to the Honorary Secretary, giving at least twenty-one days notice.

11. SPECIAL MEETINGS OF FORCE COMMITTEE

A special meeting of the Force Committee may be called at any time at the request of any six members of that committee, upon notice signed by the six members setting out the purpose for which the meeting is required being given to the Honorary Secretary, who will call a meeting of the Force Committee within twenty-one days of the receipt by him of the said notice.

12. PROVISION OF FINANCE

All full members of the Club as defined in Rule 4 (i) and (ii) shall pay an annual subscription to be deducted from pay/*pension* in equal monthly amounts, *or a member can set up a direct debit to ensure such payment is made.05*

The subscription shall be an amount determined by the Force Committee.

13. FUND-RAISING ACTIVITIES

The Club may organise such fund-raising activities as may be approved by the Force Committee.

14. EXPENSES

All members of the Force Committee, including co-opted members, shall be entitled to all expenses reasonably incurred in connection with the business of the Club. Such expenses shall be met from Club funds.

15. BANKERS

A current bank account shall be opened in the name of the Club, and these bankers shall be authorised to honour all cheques or other orders drawn on the Club account, provided that such cheques or orders are signed by two of the following officers, i.e. the President, a Vice President, Chairman, Honorary Secretary, Honorary Treasurer.

16. CERTIFIED ACCOUNTS

The Honorary Treasurer shall prepare annually a set of accounts, showing the financial position of the Club as at 31st March each year. These accounts shall be examined by a professional auditor appointed annually by the Club and submitted to the Chief Constable.

All registered Social Clubs and Home Office bars will also end their financial year on 31st March.

17. DISPOSITION OF FUNDS

- (i) The Force Committee shall review annually the financial assets of the Club.
- (ii) The Club may make such donations to charities as the Force Committee may from time to time approve.
- (iii) The Executive Committee shall be responsible for the day-to-day administration of the Club within the policy laid down by the Force Committee.

- (iv) All branches will submit a balance sheet at the conclusion of their financial year.
- (v) The Force Committee may allocate funds to branches of the Club. Branches will submit projected financial expenditure for the next financial year to reach the Honorary Treasurer not later than the 30th September each year.
- (vi) The Force Committee will assess annually the assets and liabilities of each branch and have the responsibility for the investments of all excess funds.
- (vii) The Force Committee may allocate funds to finance Club projects.

18. CLUB PROPERTY

- (i) All land and buildings now or for the time being held for the benefit of or purchased for the Club shall be vested in three trustees who shall be nominated by the Force Committee.
- (ii) As regards any such land and buildings so vested the statutory power of appointing new trustees shall apply to the trusts affecting the said land and buildings and shall be exercisable by the Honorary Chairman for the time being of the Club save that:-
 - (a) the said power shall only be exercisable when the Force Committee have nominated a new trustee, to serve in place of any of the trustees and
 - (b) in favour of such new trustee.
- (iii) All equipment, trophies and property acquired by the Club shall remain the property of the Club and shall be vested in the Force Committee, who shall be the trustees.
- (iv) An inventory of the Club equipment, trophies and property, shall be maintained by the Honorary Secretary of the Club.
- (v) The Secretary of each branch of the Club shall maintain an inventory of all equipment, trophies and other property acquired on behalf of the branch, except expendable items and that Secretary will submit a copy of the up-to-date inventory to the Honorary Secretary of the Club annually by 30th April.
- (vi) All inter-force competition and ~~P.A.A.~~ [Police Sport UK](#) trophies will be kept in the trophy cabinet at Police Headquarters, except when drawn by the branch for presentation, engraving or any other purpose approved by not less than two officers of the Club. 08
- (vii) All inter divisional trophies and similar property will be dealt with in a like manner on Divisions.
- (viii) Any damage or loss of Club equipment, trophies or other property which is not due to fair wear and tear must be brought to the attention of the Honorary Secretary and the Executive Committee shall decide upon the appropriate action to be taken.

19. CONSTITUTION OF BRANCHES

Where a group of members wish to form an active branch, their request shall be submitted to the Honorary Secretary who will place it before a meeting of the Force Committee. If the Committee considers that there is a reasonable demand for the proposed branch, it shall authorise its constitution.

20. DISPUTE AND CONDUCT OF MEMBERS

- (i) The Management Committee or a Disciplinary Sub-Committee thereof consisting of five elected members shall have the power to settle any dispute or difference between members of the Club in connection with matters concerning the Club.
- (ii) The Management Committee or the Sub-Committee shall have the power to reprimand, suspend or expel any member who shall infringe any Rule or whose conduct shall, in the opinion of the Committee or Sub-Committee, render him/her unfit for membership. No person shall, however, be expelled without first being given the opportunity to appear before the Committee or Sub-Committee to explain his/her conduct and offer a defence. Any member so expelled shall have the right to appeal to the President whose decision shall be final.

21. MATTERS NOT PROVIDED BY RULES

In the event of matters arising not provided for in these Rules, the Force Committee shall decide thereon.

22. PARTICIPATION IN BRANCH ACTIVITIES

The activities of each branch shall be conducted in accordance with the laws for the time being in force of the recognised governing body for that particular activity.

23. BADGE AND COLOUR

Every member shall be entitled to wear the badge and colours of the Club.

24. ALTERATION TO RULES

Each member may be provided with a copy of the Rules by which he shall be bound and no Rule or alteration of or addition to any existing Rule shall be made, except at an Annual General Meeting. Notice of any proposed alterations or additions must be sent to the Honorary Secretary at least twenty-one days before the meeting and the Secretary shall cause the proposed alteration to be published ~~in Force Orders~~ [the mediums used by the force at the time for general communication](#) for the information of all Club members at least fourteen days before the meeting. 08

25. BYE-LAWS AND REGULATIONS

- (i) The Force Committee may from time to time make, repeal and amend such Bye-laws and Regulations (not inconsistent with these Rules) as they shall think expedient for the management of the Club.
- (ii) The Force Committee shall be the sole authority for the interpretation of these Rules and of the Bye-laws and Regulations made from time to time by the Committee and the decision of the Committee upon any question of interpretation or upon any other matter affecting the Club and not provided for by these Rules or by the Regulations shall be final and binding on the members.

26. DIVISIONAL SPORTS AND SOCIAL COMMITTEES

- (i) A Divisional Sports and Social Committee will be established in each territorial Division plus Headquarters. They will be administered within the Division by a Committee comprising the Divisional Commander as Chairman and a Treasurer nominated by *the Chair*. A Secretary will be appointed by the Committee. The Committee will also comprise of the Secretary of each Home Office canteen or Registered Club Committee situated within that Division, together with a minimum of four further representatives of each Division/Department elected annually. Each elected representative will nominate a deputy to act in his/*her* absence during *their* elected term. 05

In the case of Headquarters, *a Superintendent* will assume the same responsibility as the territorial Divisional Commanders and form a Committee accordingly. 05

- (ii) HOME OFFICE CANTEENS

Home Office Canteen licences will be retained at Headquarters and will be run in accordance with their Home Office licences.

The President shall nominate the Chairman and Treasurer of a Bar Committee. The Headquarters Sports and Social Club will elect a Secretary from amongst its members.

Home Office canteens will be administered in a similar manner to the Registered Clubs within the force as far as their licence permits.

- (iii) REGISTERED CLUBS

Members' Registered Clubs for the supply of intoxicating liquor may be established at Divisional Stations with the permission of the Chief Constable. The Registered Clubs will be run under the authority of the Force Committee in accordance with the current Licensing Regulations.

The Management Committee of these Clubs will be under the Chairmanship of the respective Divisional Commander and operated in accordance with approved rules.

The President and Vice-Presidents of each members' Registered Club will be the President and the Vice-Presidents of the Nottinghamshire Police Sports and Social Club. The Divisional Commander will also be a Vice-President.

BYE-LAWS

PART 1: RECOGNISED ACTIVITIES AND APPOINTMENTS

- (1) The following pursuits will be recognised and approved:-

SPORTS

Archery	Hockey
Angling	Indoor Games
Sea Angling	Ring Sports
Fly Fishing	Motor Club
Athletics	Netball
Badminton	Rugby

Basketball
Bowls
Cricket
Football
Flying
Golf

Sailing
Shooting
Squash
Swimming
Tennis
Tug-of-war

Climbing Section 05

SOCIAL ACTIVITIES

Divisional Sports and Social Clubs
Home Office Canteens
Fell Walking

This list may be amended by the Force Committee after representation and evidence of support has been given to the Committee.

- (2) The President will appoint a ~~-serving~~ ~~Subscribing~~ Suitable Member to act as Chairman of the approved Sports or Social Activity. 08
- (3) The Force Committee may make Byelaws in respect of any of the approved Sports or Social Activities. Branches may make byelaws for the better control of their Clubs, but such Byelaws shall be ratified by the Force Committee before they shall have effect.
- (4) Any vacancy created on a Committee by reason of transfer, resignation or other cause, shall be filled by election.
- (5) The Force Committee may appoint from within its members an Inspectorate Group to ensure that branches of the Club are acting within the constitution.

PART 2: MEMBERSHIP AND ASSOCIATE MEMBERSHIP

1. *Full members are those who pay the appropriate fee and who are existing or retired employees of Nottinghamshire Police, or hold office within the Special Constabulary.05, or by the nature and proximity of their role they are regarded as having an equivalent status to employees. 08*

Full members will be able to access all facilities and activities provided by the Club.05

- ~~2. Associate Members are those who pay a reduced membership fee and who are retired employees of Nottinghamshire Police or serving members of the Special Constabulary.~~

~~Associate members can only access the Force Lottery Scheme.~~

Amended at AGM 31.5.05 to:

2. *Associate Members are those who pay no membership fee and who are retired employees of Nottinghamshire Police or serving members of the Special Constabulary. Associate members can only access facilities provided or contained within Nottinghamshire Police buildings and the Force Lottery Scheme.05*

3. *Family membership will be granted to person regarded as immediate family of a full member. A family member will be able to access facilities, provided or contained within Nottinghamshire Police buildings whilst accompanied by a full member. 05*
4. Any *employee* who is transferred from one Division to another shall forthwith only be able to represent *their* new Division.
5. All Club members automatically become members of their Divisional Sports and Social Club. All Headquarters Division *employees*, wherever posted will remain members of the Headquarters Division Sports and Social Club.
6. Members temporarily attached to another Division or Department will participate in the activities of their parent Division, but if the Division does not participate in a given sport, or if the Divisional Committee give their approval, then the member is eligible to participate on behalf of their temporary Division.
7. A retired member may play for another Division only if *they* register with that Division and registration for a new Division shall only be accepted if the Divisional Committee of the former Division concurs. Notice of desire to transfer and application to register must be in writing to the Divisional Secretaries of the Divisions concerned.

PART 3: FINANCIAL ADMINISTRATION

1. All members' subscriptions will be paid to the Force Club and will be distributed in accordance with Rule 17.
2. Branches of the Club will apply for funds annually.
3. Branches of the Club will maintain a current bank account and all financial transactions will be recorded by use of a voucher system determined by the Honorary Treasurer of the Force Committee.
4. Any application for financial aid above the budgeting decision made by the Force Committee must be in writing to the Honorary Treasurer for consideration by that Committee. If necessary the Committee has the power to call representatives to give details of any financial claims.
5. Any urgent financial requirement of the Force Committee must be made directly to the Honorary Treasurer who will consult the Chairman. This is only to be used in exceptional circumstances.
6. Divisional Sports and Social Club representatives or members shall not have the power to authorise expenditure in respect of the Force Club.
7. The Force Committee shall be responsible for the purchase of suitable prizes as may be required in connection with Divisional Competitions.

PART 4: MISCELLANEOUS

- (1) Participation in Force Sports and Social events shall have precedence over Divisional events. Divisional events shall not be arranged on days when Force events are taking place.

- (2) Force Colours - Branches will propose nominations for the presentation of Force Colours and will make an application, suitably supported, to a Force Committee meeting for that nomination to be considered.

POLICE SOCIAL CLUB RULES

RULE 1: NAME

The ' ' Division Police Social Club, (address), hereinafter referred to as 'The Club'.

RULE 2: OBJECTS

The objects of the Club shall be to provide recreational and social activities for the members of the Club, the provision of refreshments and to promote and stimulate friendship, in accordance with the constitution of the Nottinghamshire Police Sports and Social Club.

RULE 3: MEMBERSHIP

ORDINARY MEMBERSHIP

All members of the Nottinghamshire Police Sports and Social Club shall be entitled to apply for Ordinary Membership of the Club. Any member of the Nottinghamshire Police Sports and Social Club who wishes to join may apply to an elective Committee consisting of at least three elected members of the Club. The names of such applicants shall be displayed within the Club for at least two days. The elective Committee may then approve and admit the applicant to membership.

- (xiii) In Committee Meetings the Chairman shall have a casting vote on any matter.

RULE 8: WINE COMMITTEE

- (i) The Wine Committee shall be a sub-committee of the Management Committee and shall consist of:-
- (a) The Honorary Secretary.
 - (b) Three other elected members of the Committee, one whom may be appointed the Stock Purchaser.

The Wine Committee shall appoint a Chairman and Secretary.

Three members shall form a quorum.

- (ii) The Wine Committee shall meet at least 12 times per year and will be responsible for the purchase, sale and supply of intoxicating liquor and other goods on behalf of the Club as they shall decide. They shall render a report and Statement of Accounts to the appointed Auditor after taking stock at the end of the financial year.

RULE 9: PERMITTED HOURS AND THE SUPPLY OF INTOXICATING LIQUOR

- i) The permitted hours for the supply of intoxicating liquor shall be fixed and may be varied from time to time by the Committee in accordance with the statutory provisions for the time being in force. The permitted hours (approved by local Licensing Justices) shall be :-

Monday - Saturday:

A.M.: P.M.:

Sunday:

A.M.: P.M.:

- (ii) (a) Intoxicating liquor may be supplied for consumption on the premises to members, members' guests and persons admitted under Rule 4.
- (b) Persons admitted under Rule 4(i), (ii) and (iii) may purchase intoxicating liquor from the Club for consumption on the premises.
- (iii) Subject to the overriding restriction of Rule 9(v) hereunder, family members of the parent Club admitted to the premises may purchase intoxicating liquor from the Club for consumption on the premises.
- (iv) The Committee shall have the power to allow the Club premises to be used for such social or other functions as they so decide subject to the proviso that the number of such social or other functions shall not exceed 12 in any one calendar year. Persons who are non-members or otherwise entitled to use the Club premises in accordance with these Rules may nevertheless be allowed admittance to the Club premises on the occasion of the social or other function and subject to Rule 9(v) hereunder may purchase from the Club intoxicating liquor for consumption on the premises.
- (v) Under no circumstances shall there be any sale or supply of intoxicating liquor or consumption by persons who have not attained the age of 18 years.

RULE 10: ANNUAL GENERAL MEETING

- (a) A General Meeting of the Club (to be known as the Annual General Meeting) shall be held during the 4 months immediately after the end of the financial year of the Club. Notice of the meeting shall be displayed 28 days in advance of the meeting.

ALTERATIONS TO RULES

Alterations to these Rules shall not be made without 14 days' prior notice being given to members in writing and without the agreement of at least two-thirds of the members present at a General Meeting.

RULE 16: GAMING MACHINES

Gaming machines and amusement machines may be sited and used in the Club. The Committee will ensure that the use of such machines is temperate and does not give cause for complaint. At any time when the public have access, the machine(s) shall not be used by anybody.

RULE 17: DISPUTE AND CONDUCT OF MEMBERS

- (a) The Management Committee or a Disciplinary Sub-Committee thereof consisting of 5 elected members shall have the power to settle any dispute or difference between members of the Club in connection with matters concerning the Club.
- (b) The Management Committee or the Sub-Committee shall have the power to reprimand, suspend or expel any member who shall

infringe any Rule or whose conduct shall, in the opinion of the Committee or Sub-Committee, render him/her unfit for membership. No person shall, however, be expelled without first being given the opportunity to appear before the Committee or Sub-Committee to explain his/her conduct and offer a defence. Any member so expelled shall have the right to appeal to the President whose decision shall be final.

RULE 21: DISSOLUTION

It is a condition of membership that the member authorises that, in the event of the affairs of the Club being wound up, any remaining assets and after all liabilities, proper compensation and proper expenses have been paid, shall be donated to the Nottinghamshire Police Sports and Social Club.

RULE 22: FORFEIT OF RIGHTS

In the event of a person ceasing to be a member of the Club he or she immediately forfeits all rights to any claim upon the Club and its property and its funds.

RULE 23: INTERPRETATION

The Rules of statutory interpretation shall apply to these Rules so that:-

- (i) Words implying the male gender shall include the female gender.
- (j) Words implying the singular shall include the plural and words implying the plural shall include the singular.