

**CHELtenham CROQUET CLUB  
CONSTITUTION**

**Issue 26-2**

**Approved at the AGM on 21 March 2026**

## CONTENTS

<b>1</b>	<b>Glossary of Terms</b>	<b>Page 2</b>
<b>2</b>	<b>Name and Objectives of the Club</b>	<b>Page 3</b>
<b>3</b>	<b>Membership</b>	<b>Page 3</b>
<b>4</b>	<b>Subscriptions</b>	<b>Page 3</b>
<b>5</b>	<b>Property and Funds</b>	<b>Page 4</b>
<b>6</b>	<b>Winding Up</b>	<b>Page 4</b>
<b>7</b>	<b>Regulation of the Affairs of the Club</b>	<b>Page 4</b>
<b>8</b>	<b>Officers of the Club and the Executive Committee</b>	<b>Page 5</b>
<b>9</b>	<b>Election of Officers and Representatives</b>	<b>Page 5</b>
<b>10</b>	<b>Proceedings of the Committee</b>	<b>Page 6</b>
<b>11</b>	<b>Powers of the Committee</b>	<b>Page 6</b>
<b>12</b>	<b>Removal of Officers, Representatives and Attendees</b>	<b>Page 7</b>
<b>13</b>	<b>General Meetings and Voting Rules</b>	<b>Page 7</b>
<b>14</b>	<b>Annual General Meeting of the Club</b>	<b>Page 7</b>
<b>15</b>	<b>Major &amp; Far-Reaching Changes to the Club</b>	<b>Page 8</b>
<b>16</b>	<b>Records of the Club</b>	<b>Page 8</b>
<b>17</b>	<b>Compliance with Statute</b>	<b>Page 9</b>
<b>18</b>	<b>Recognition of Service and Achievement</b>	<b>Page 9</b>
<b>Appendix A</b>	<b>Classes of Membership (part of the Constitution)</b>	
<b>Appendix B</b>	<b>Administration of Subscriptions (for reference only, not part of the Constitution)</b>	

## 1 Glossary of Terms

The following terms shall have the meanings set out below for the purposes of this document:

<b>AGM</b>	Annual General Meeting of the Members of the Club
<b>Attendee</b>	A non-voting member of the Committee
<b>Ballot</b>	A vote at an AGM in which the choice of each voter is kept confidential. The procedure for a Ballot is determined by the Chair, whose decision is final
<b>Byelaws</b>	Regulations governing the affairs of the Club set by the Committee
<b>Calling Notice</b>	A notice sent out to all Members advising them of a General Meeting
<b>CASC</b>	Community Amateur Sports Club
<b>CASC Rules</b>	CASC Detailed Rules, as published by HM Government from time to time
<b>Chair</b>	A person chairing a General Meeting
<b>Class</b>	A type of membership for the purposes of setting subscriptions
<b>Clause</b>	A numbered provision of the Constitution
<b>Club</b>	Cheltenham Croquet Club
<b>Club Chairman</b>	Chairman of the Club, an Officer
<b>Club Premises</b>	Club grounds and buildings at Old Bath Road, Cheltenham
<b>Committee</b>	The Executive Committee of the Club
<b>Constitution</b>	This document and the provisions set out herein as modified from time to time by Resolutions of General Meetings
<b>Established Member</b>	Any Member aged over 18 who has been a Member for more than one year
<b>General Meeting</b>	General Meeting of the Members of the Club including the AGM
<b>Inflation</b>	The lower of RPI and CPI published by the ONS for 12 months to September
<b>Invitee</b>	A person invited to a Committee Meeting, not a member of the Committee
<b>Member</b>	A Member of the Club of any Class
<b>Officer</b>	An Officer of the Club, duly elected or appointed in line with the Constitution, a voting member of the Committee
<b>Open Vote</b>	At a General Meeting, a show of hands by the Established Members present and voting in person plus valid Proxy votes received from Established Members not present. Abstentions shall not be included
<b>Postal Vote</b>	A vote of all qualifying Members conducted by mail and/or email as set out in Clause 15
<b>Proxy</b>	A method of casting valid votes via a nominated representative using a Proxy form
<b>Representative</b>	A voting member of the Committee who is not an Officer
<b>Resolution</b>	A specific written proposal put to a General Meeting
<b>Subscription Year</b>	A period of twelve months commencing on the 1 <sup>st</sup> February
<b>Trustee</b>	A person holding Club assets in trust on behalf of the Club and Members

## **2 Name and Objectives of the Club**

- a) The name of the Club shall be Cheltenham Croquet Club.
- b) The primary purposes of the Club are to provide Members with premises and facilities for the playing and enjoyment of croquet. Based in Cheltenham, the Club shall foster and promote participation in the amateur sport at all levels, providing opportunities for recreation and competition.
- c) The Club may also provide Members and others with premises and facilities for other purposes where these do not conflict materially with the primary purpose.
- d) The Club shall be a CASC (Community Amateur Sports Club).

## **3 Membership**

- a) Membership of the Club shall be open to anyone interested in the sport of croquet on application and payment of subscription regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs, except as a necessary consequence of the requirements of the sport of croquet.
- b) The Committee may limit the number of Members for good cause.
- c) The Committee may limit Members' access to facilities temporarily for good cause.
- d) The Club may have different Classes of membership and subscriptions. Membership Classes are detailed in Appendix A. Appendix A shall form part of the Constitution.
- e) All Members shall have the same rights irrespective of their Class of membership, other than as set out in the Constitution.
- f) The Committee may refuse membership, or remove it, but only for good cause such as conduct or character likely to bring the Club or the sport of croquet into disrepute or non-payment of subscription. Appeal against refusal or removal may be made to the Members.
- g) Except as set out in Clause 15(b)(i), all notices to Members shall be by email sent to the latest email address held by the Club. Exceptionally, Members may apply for notices to be sent by conventional mail where they do not have access to email.
- h) All decisions regarding membership shall be taken on a non-discriminatory and fair basis consistent with CASC Rules.

## **4 Subscriptions**

- a) Each Member shall pay an annual subscription for each Subscription Year determined by their Class of membership.
- b) Subscriptions are due on joining and, thereafter, annually on the 1<sup>st</sup> February each year.
- c) The Committee shall set the subscription level separately for each Class for each Subscription Year:
  - i) The Committee may leave a subscription level unchanged, apply a reduction of up to 5%, or apply an increase not exceeding the figure for Inflation published in the year prior to the Subscription Year, without reference to a General Meeting.
  - ii) The Committee may make other changes to a subscription level but only with the approval of the Members through a Resolution of a General Meeting to be held before the 31<sup>st</sup> December prior to the start of the Subscription Year in which the changes shall apply.
  - iii) All Members will be advised no later than 31<sup>st</sup> December each year of the subscription levels for the following Subscription Year and these shall be publicised on the Club website.
- d) The Club shall keep subscriptions at levels that will not pose a significant obstacle to people participating in the sport of croquet.
- e) Further detailed arrangements for the administration of subscriptions are set out in Appendix B. Appendix B shall not form part of the Constitution and may be amended by the Committee.

## **5 Property and Funds**

- a) The assets of the Club shall be used to achieve the objectives of the Club as set out in Clause 2 within the guidelines set out in CASC Rules. All surplus income or profits are to be reinvested in the Club. No surpluses or assets, including (without limitation) those arising from investments, land and property, shall be distributed to Members or third parties.
- b) The assets of the Club cannot be used for the direct or indirect private benefit of its Members other than as reasonably allowed by CASC Rules.
- c) The Club's land and property assets shall be held in trust by either:
  - i) a trust corporation appointed by the Committee, or
  - ii) a minimum of three Established Members to be appointed by the Committee to act as Trustees.
- d) The finances of the Club shall be managed by the Treasurer who shall have charge of all monies belonging to the Club and shall control its bank account(s).
- e) Where the Club holds financial investments, these shall be managed by the Treasurer, supported by not less than two other Established Members with relevant expertise. Material changes in investment strategy shall be subject to approval by the Committee and, where reasonable consensus cannot be achieved within the Committee, shall be determined by the Members in General Meeting.
- f) The Treasurer shall keep accounts and shall report on such to the Committee at each of its meetings.

## **6 Winding Up**

- a) The Members may vote to wind up the Club if
  - i) not less than three quarters of those present and voting either in person or by Proxy at a General Meeting support a Resolution to wind up and
  - ii) the winding up Resolution is then approved by a Postal Vote (Clause 15(b)). The required majority for approval in that vote shall be seventy five percent of valid votes received excluding any abstentions and unclear or spoiled responses.
- b) If the winding up Resolution is approved by the Postal Vote, the Committee will then be responsible for the orderly winding up of the Club's affairs.
- c) After settling all the liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - i) another club with similar sports purposes which is a registered charity, and/or
  - ii) another club with similar sports purposes which is a registered CASC, and/or
  - iii) Croquet England for use by it for related community sports.

## **7 Regulation of the Affairs of the Club**

- a) The Committee shall manage the affairs of the Club, subject to Clauses 7(b) and 7(h).
- b) The proceedings of the Committee shall be regulated by the Constitution.
- c) The Committee may recommend amendments to the Constitution, but these will only be adopted by Resolution of a General Meeting.
- d) Members may recommend amendments to the Constitution by Resolution using the procedures set out in Clauses 13(c) and 14(e).
- e) The Constitution may not be amended in a way that would jeopardise the Club's status as a CASC.
- f) The Club shall adopt appropriate policies and procedures.
- g) The Committee shall otherwise manage the affairs of the Club through its decisions and through the Byelaws it shall publish from time to time (Clause 11(k)).
- h) The Members may by Resolution of a General Meeting reverse or amend any decision of the Committee or remove or amend any Byelaw.
- i) Should there be any conflict between the Constitution and the Byelaws, the Constitution shall take priority.
- j) The Constitution and Byelaws shall be displayed on a noticeboard in the Club Premises and on the Club website for inspection by Members and others.

- k) Members, by payment of their subscriptions, are thereby considered to have accepted the Constitution and Byelaws of the Club as binding upon them.

## **8 Committee and Officers**

- a) The Committee shall consist of a minimum of 5 and up to 11 voting members, to include the Representatives and Officers. In addition, the Committee may co-opt Attendees as set out in Clause 11(g).
- b) Preferably, at least three voting members of the Committee shall be women and at least three shall be men.
- c) Representatives shall be Members duly elected as set out in Clause 9 or co-opted as set out in Clause 11(e).
- d) Each elected Representative shall serve until the third AGM after their election or until they resign their position, whichever is earlier.
- e) A co-opted Representative shall serve until the next AGM or until they resign their position, whichever is earlier.
- f) The Officers shall be the Club Chairman, the President, Club Secretary, Tournament Secretary and Treasurer. One person may hold up to two offices at one time.
- g) The Officers shall be appointed by election as set out in Clause 9 or by co-option as set out in Clause 11(e).
- h) Each Officer shall serve until the next AGM or until they resign their position, whichever is earlier.
- i) Should an Officer who was originally elected as a Representative stand down as an Officer, they may still complete their original term as a Representative, subject to Clause 12.
- j) An Officer or Representative standing down at any time shall be eligible for re-election or co-option to the same or other positions, subject to Clause 12(c).

## **9 Election of Officers and Representatives**

- a) The preliminary notice for the AGM (Clause 14(b)) shall specify the names of the retiring Officers and Representatives and list the vacancies arising and any already existing.
- b) Candidates to fill vacancies on the Committee shall be proposed and seconded by any two Established Members. Nominations in writing must be received by the Club Secretary not later than twenty-one days before the AGM
- c) A full list of candidates for each vacancy shall be posted on a noticeboard in the Club Premises no later than fourteen days before the AGM and shall be included in the Calling Notice for the AGM circulated to Members by email (Clause 13(d)).
- d) The election of each Officer shall be the subject of a separate vote at the AGM.
- e) Where only one candidate is duly nominated for an Officer vacancy, the Chair may seek approval by a simple majority of the votes cast in an Open Vote.
- f) Where more than one candidate is duly nominated for an Officer vacancy, the Chair shall arrange a Ballot of the Established Members present and voting either in person or by Proxy. The candidate attracting the most votes shall be deemed elected.
- g) Should the number of nominations for Representatives be less than or equal to the number of vacancies, the Chair may seek approval for the whole list by a simple majority of the votes cast in an Open Vote.
- h) Should the AGM reject the whole list, the Chair may then seek approval for each valid nominee in turn by a simple majority of the votes cast in an Open Vote.
- i) Should the number of nominations for Representatives be greater than the number of vacancies, the Chair shall arrange a Ballot of the Established Members present and voting either in person or by Proxy.
- j) Should one or more Members present at the AGM request that the election of Officers and/or Representatives is conducted by Ballot, irrespective of the number of vacancies and candidates, the Chair may, at his or her reasonable discretion, make arrangements for this during the AGM. The decision of the Chair in this matter shall be final.
- k) In the event of a tie in any election, Clause 13(q) shall apply.

## **10 Proceedings of the Committee**

- a) The Committee shall meet at least ten times per year.
- b) Meetings may be held face-to-face or electronically.
- c) Each meeting of the Committee shall be chaired by the Club Chairman or, in their absence, by the Deputy Chairman or, in the absence of both, by another Officer at the discretion of those voting members of the Committee present.
- d) Five voting members of the Committee including at least one Officer shall form a quorum for a meeting. If a quorum is not present the Committee shall not transact any business and shall adjourn to a new date.
- e) Should the number of serving voting members of the Committee drop below five at any time, the Committee shall be unable to transact any business as it cannot achieve a quorum. In this case, the remaining members of the Committee shall call a General Meeting at the earliest reasonable opportunity setting out a proposed route forward.
- f) Decisions of the Committee may be by consensus as determined by the person chairing a meeting of the Committee.
- g) Otherwise, each matter shall be determined by a vote of the Officers and Representatives present and voting. Abstentions shall not count for or against. In the event of a tie, the person chairing the meeting shall have a second or casting vote.
- h) Exceptionally, the Committee shall reach a decision by email between meetings if all current Officers and Representatives agree to a proposal circulated by an Officer.
- i) Should a member of the Committee have a conflict of interests regarding a matter under discussion at a meeting they shall declare it. The person chairing the meeting shall, at their discretion, decide whether to require the conflicted party to withdraw from the meeting or abstain in a vote or they may invite them to continue to take part in the discussion and any vote.
- j) The decisions of the Committee shall be recorded in the minutes of each meeting.

## **11 Powers of the Committee**

- a) The Committee shall authorise such activities and expenditures as it sees fit to achieve the objectives of the Club as stated in Clause 2.
- b) All members of the Committee shall be subject to the decisions of the Committee on matters relating to the Club directly or indirectly.
- c) The Committee may delegate its powers to sub-committees or individuals while retaining final authority over any recommendations they may make.
- d) The delegated roles and powers of the Officers shall be as determined by the Committee from time to time.
- e) The Committee may co-opt any Member to fill a vacancy for an Officer or Representative to serve until the next AGM or they resign their position whichever is earlier, subject to Clauses 8(a) and 12(c).
- f) While a vacancy for an Officer exists, the Committee may delegate the role and tasks of the vacant office to other members of the Committee.
- g) The Committee may co-opt any Member to act as an Attendee until the next AGM or they resign their position, whichever is earlier. The number of Attendees shall be determined by the Committee. Attendees may attend meetings of the Committee and take part in discussions but shall not have a vote.
- h) The person chairing a meeting of the Committee may invite any party, whether a Member or otherwise, to attend that meeting. Such Invitees shall be allowed to speak at the discretion of the person chairing the meeting but shall not have a vote.
- i) At its first meeting after an AGM the Committee may elect, from among its voting members, a Deputy Chairman.
- j) The Committee may appoint a Lawns Manager, an Estate Manager, a Minutes Secretary and a Membership Secretary from among its members.
- k) The Committee shall make, amend and remove Byelaws at its discretion, subject always to Clause 7(h).

## **12 Removal of Officers, Representatives and Attendees**

- a) A Representative, Officer or Attendee shall retire from the Committee immediately should this be required by a Resolution passed by a duly constituted General Meeting.
- b) An Attendee can be removed at any time by a vote of the Committee.
- c) Any person removed from the Committee under the provisions of this Clause 12 shall not be eligible to rejoin the Committee by co-option in any capacity.

## **13 General Meetings and Voting Rules**

- a) A General Meeting may be called at any time by the Committee. Specific provisions shall apply to the AGM. These are set out in Clause 14.
- b) The Committee may propose one or more Resolutions for consideration by any General Meeting other than a General Meeting called under Clause 13(c).
- c) A General Meeting shall be called without undue delay following receipt of a written request submitted to the Club Secretary stating a single Resolution to be put to the General Meeting and signed by not less than twelve Established Members.
- d) The Club Secretary shall issue a Calling Notice to all Members at least fourteen days in advance of the date of a General Meeting setting out the time and place of the meeting and the business and the full wording of any Resolutions to be considered.
- e) A General Meeting may be held face-to-face or electronically.
- f) No business shall be transacted at a General Meeting other than that listed in the Calling Notice.
- g) The Calling Notice shall include a Proxy form listing the Resolutions.
- h) Members will be encouraged to return Proxy forms whether they intend to be present at the General Meeting in person or not.
- i) Should a Member who has submitted a Proxy form subsequently attend the General Meeting in person, their Proxy form shall be discarded on their arrival and it shall not count in any further votes as they shall be present to vote in person.
- j) Completed Proxy forms must be received by the Club Secretary not later than 5.00pm on the day before that notified for the General Meeting.
- k) At a General Meeting, the President shall act as Chair. Should the President not be present, the Established Members present may elect another Officer or Representative to act as Chair.
- l) Twenty Established Members plus at least one Officer or Representative shall form a quorum for a General Meeting. The number of Established Members shall be those present in person plus valid Proxy forms from Established Members not present in person and shall not include those who, at the start of the meeting, are voting members of the Committee.
- m) Should a quorum not be present at the time specified for the start of the meeting, it shall be adjourned to a date not more than two months in the future. A fresh Calling Notice shall be issued. If a quorum is not present at the time specified for the start of the adjourned meeting, each of the Resolutions, as listed in the fresh Calling Notice, shall be put to a Postal Vote as set out in Clause 15(b).
- n) The voting rules for the election of Officers and Representatives are as set out in Clause 9.
- o) For all other matters, each Established Member may cast a single vote either in person or by Proxy on each Resolution on which a vote is called for by the Chair.
- p) A simple majority of the votes cast in an Open Vote shall be sufficient to carry any Resolution, except as provided for in Clauses 6(a), 7(e), 9 and 15(a).
- q) In the event of a tie, the Chair shall have a second or casting vote.

## **14 Annual General Meeting of the Club**

- a) An AGM shall be held between 1<sup>st</sup> March and 30<sup>th</sup> April each year unless exceptional circumstances prevent this from taking place, in which case the AGM shall be held as soon as is reasonably practicable after the later date.
- b) The Club Secretary shall issue a preliminary notice to Members no later than 15<sup>th</sup> January in each year setting the date for the AGM, calling for nominations to fill Committee vacancies (Clause 9(a)) and Resolutions (Clause 14(e)).

- c) The AGM shall
  - i. receive the annual accounts which shall be made up to the end of the previous December.
  - ii. elect the Officers and Representatives as set out in Clause 9.
  - iii. transact such other business as is listed in the Calling Notice.
- d) The Committee may propose Resolutions for consideration by the AGM.
- e) Resolutions for inclusion in the agenda other than those from the Committee must be proposed and seconded by two Established Members and must reach the Club Secretary not later twenty-one days prior to the date set for the AGM.
- f) Otherwise, the AGM shall be conducted in accord with the provisions of Clause 13 excluding 13(c).

## **15 Major and Far-Reaching Changes to the Club**

- a) If a General Meeting passes a Resolution in favour of any major and far-reaching changes to the Club including (without limitation) its amenities and financial standing, a Postal Vote may be taken. Except as set out in Clauses 6(a) and 7(e), the decision as to whether to require a Postal Vote or not will be made by the Chair during the General Meeting. Their decision shall be final.
- b) A Postal Vote shall
  - i. consist of a notice sent out by email to all Members qualified to vote where they have confirmed that their email address is valid immediately prior to the vote and by conventional mail otherwise.
  - ii. Members qualified to vote shall be all Established Members whose subscriptions had been paid in full by 5.00pm on the date of the General Meeting that passed the Resolution that is the subject of the Postal Vote.
  - iii. The notice will set out the Resolution as passed and invite votes in favour or against the same Resolution, to be received by a set deadline.
  - iv. Each Member qualified to vote shall have a single vote in the Postal Vote.
  - v. The matter shall be decided by a simple majority of the valid votes received by the deadline, except as set out in Clause 6(a)(ii), and excluding any abstentions and unclear or spoiled responses.
- c) The result of the Postal Vote shall overrule the original General Meeting vote on the matter under consideration. In the event the Postal Vote is tied, the original vote of the General Meeting shall prevail.
- d) The Committee shall advise all Members of the results of the Postal Vote with reasonable despatch and shall take measures to implement the decision at its next scheduled meeting.

## **16 Records of the Club**

- a) The Committee shall ensure that minutes are kept of all Committee meetings and General Meetings. These shall be retained in both paper and electronic form, along with other documents considered by the Committee, for not less than ten years.
- b) Minutes of Committee meetings and General Meetings shall, once confirmed as an accurate record by the Committee, be published on a noticeboard at the Club Premises. Members may receive email copies by request.
- c) The Treasurer shall by the end of February each year ensure the preparation of an Annual Revenue and Expenditure Account to 31 December of the prior year and a Balance Sheet on that date which has been reconciled to the bank accounts of the Club and which includes an up-to-date valuation of any financial investments of the Club. These accounts shall have been reviewed and signed as materially correct by two Established Members with relevant professional knowledge or by a professional Auditor. They shall be circulated to the Members in advance of the AGM.
- d) The accounts of the Club, along with any relevant tax documentation, shall be retained in both paper and electronic form for not less than ten years.

## 17 Compliance with Statute

- a) The Club and its Committee shall not knowingly act other than in full compliance with relevant laws and regulations in force from time to time affecting the Club's activities and purposes. These may include, without limitation, the following:
  - i. CASC Rules.
  - ii. Health & Safety legislation as it relates to sports clubs.
  - iii. Requirements for safeguarding children and vulnerable adults.
  - iv. Regulations regarding the sale and serving of alcoholic beverages at the Club Premises.
  - v. UK GDPR (General Data Protection Regulations)
- b) The Committee shall ensure reasonable measures are in place for the detection and prevention of fraud.

## 18 Recognition of Service and Achievement

- a) The Club may offer recognition and reward for exceptional service and/or achievement by Members and others within limits prescribed in CASC Rules, including the following:
- b) **Honorary Membership.** Awarded at the discretion of the Committee. See Appendix A.
- c) **Title of Vice President.** An honorific title attracting no responsibilities. To be recommended by the Committee and approved by Resolution of a General Meeting.

David Kaner  
Secretary  
Cheltenham Croquet Club  
21 March 2026

## APPENDIX A – CLASSES OF MEMBERSHIP

This Appendix shall form part of the Constitution. It can only be amended by Resolution of a General Meeting.

- i) **FULL PLAYING:** Members whose main residence is within a 25-mile travel distance\* of the Club.
- ii) **FAR COUNTRY 1:** playing Members whose main residence is outside a 25-mile travel distance\* of the Club and whose main Club is Cheltenham.
- iii) **FAR COUNTRY 2:** playing Members whose main residence is outside a 25-mile travel distance\* of the Club and whose main subscription is to another Croquet Club.
- iv) **OFF-PEAK:** playing Members who may only play as Members in the evening sessions on Monday through to Friday inclusive and at any time on Saturday and Sunday.
- v) **OVERSEAS:** playing Members whose main residence is outside of Great Britain who may only play as Members on 7 days per annum in total.
- vi) **STUDENT:** playing Members up to the age of 23 who are in full-time education.
- vii) **UNDER 18:** playing Members between the ages of 10 and 17.
- viii) **FAMILY:** for one adult Member and up to three children under the age of 18. The child/children to be living at the same address as the Member or Member's spouse/partner. Family membership shall be based on the adult Member paying the membership subscription of a Full Playing Member.
- ix) **NON-PLAYING:** Members who do not play croquet.
- x) **HONORARY:** Members who are not playing Members and are not eligible to vote on Club matters.
- xi) **LIFE MEMBER:** A Life Member is a full playing Member and is eligible to vote on Club matters, but who pays a zero subscription for life in recognition of their exceptional service to the Club.
- xii) **CROQUET ENGLAND EMPLOYEE:** Up to two designated employees of the Croquet England Office shall be deemed Full Playing Members without payment of subscriptions.
- xiii) **NEAR COUNTRY:** playing Members whose main residence is between 10 and 25 miles radius of the Club. *Near Country membership is no longer available to new Members.*
- xiv) **VETERAN:** Members who have been playing Members for at least 10 years but due to ill health, infirmity or disability are now unable to play a full game or best-of-three One Ball Association Croquet, or best-of-three Golf Croquet. Veteran Members are not permitted to play in any tournaments or season-long club competitions. Eligibility for this Class of membership is subject to annual review. Members classed as Veterans on 31 March 2019 will retain their entitlement to full year play. *Existing Members of any Class can no longer transfer to Veteran membership.*

*Both Near Country and Veteran Classes are being phased out and remain in place ONLY for existing holders.*

*\*Travel distance is derived by use of the AA Route Planner or if this should become unavailable a similar tool.*

## APPENDIX B – ADMINISTRATION OF SUBSCRIPTIONS

**This Appendix is for reference only and shall not form part of the Constitution. It can be amended by the Committee without reference to a General Meeting.**

- a) **Newcomers.** The committee may make, and publish in the Bye-Laws, concessionary rates for newcomers where a newcomer is defined as a person who has not been a member of the club for two years. The concessionary rates may be based on a sliding scale based on the date of joining.
- b) **Outstanding subscriptions.** If a subscription is not paid before 1<sup>st</sup> February, the member concerned shall be suspended from the club. A suspended member cannot take part in any club activity, nor can they enter any club competition. The suspension will be annulled in the event that payment is received no later than 28<sup>th</sup> February. If payment is not made by 28<sup>th</sup> February, the person concerned shall cease to be a member of the Club. If a payment is to be made after 28<sup>th</sup> February, the person concerned will need to re-apply to become a member, as their record will have been deleted and continuous membership status will have been lost.
- c) **Changing Class.** Members wishing to change their class of membership to one involving a lesser subscription must notify the Membership Secretary in writing not later than the start of the relevant membership year on 1<sup>st</sup> February. Members wishing to change their class of membership after 1<sup>st</sup> February to one involving a higher subscription may do so at the discretion of the committee.
- d) **Other rates and charges,** including for example locker rents, green fees and bridge table money, shall be set by the Committee.
- e) **Annual Budget.** The Committee shall determine the subscription level for each class of membership annually as part of the budgeting process, subject to approval as set out in Clause 4 of the Constitution. The budgeting process shall consider the costs of running the Club and apply expected increases in costs to each item (Club Inflation) as appropriate. It shall then consider the expected number of members in each class and other sources of income. The subscription levels shall be set to project a small surplus of income over expenditure for the budget year, with due regard to fairness between classes. Should the actual surplus achieved in the year be larger than budgeted, the additional sum may accrue to the Club reserves or be spent on capital projects. Should it become clear that the actual result likely to be achieved in the year is a deficit, the Committee may take measures to reduce costs within the year accordingly or defer planned capital projects. Unusual and non-recurring sources of income, such as bequests, should be added to reserves or allocated to specific capital projects.