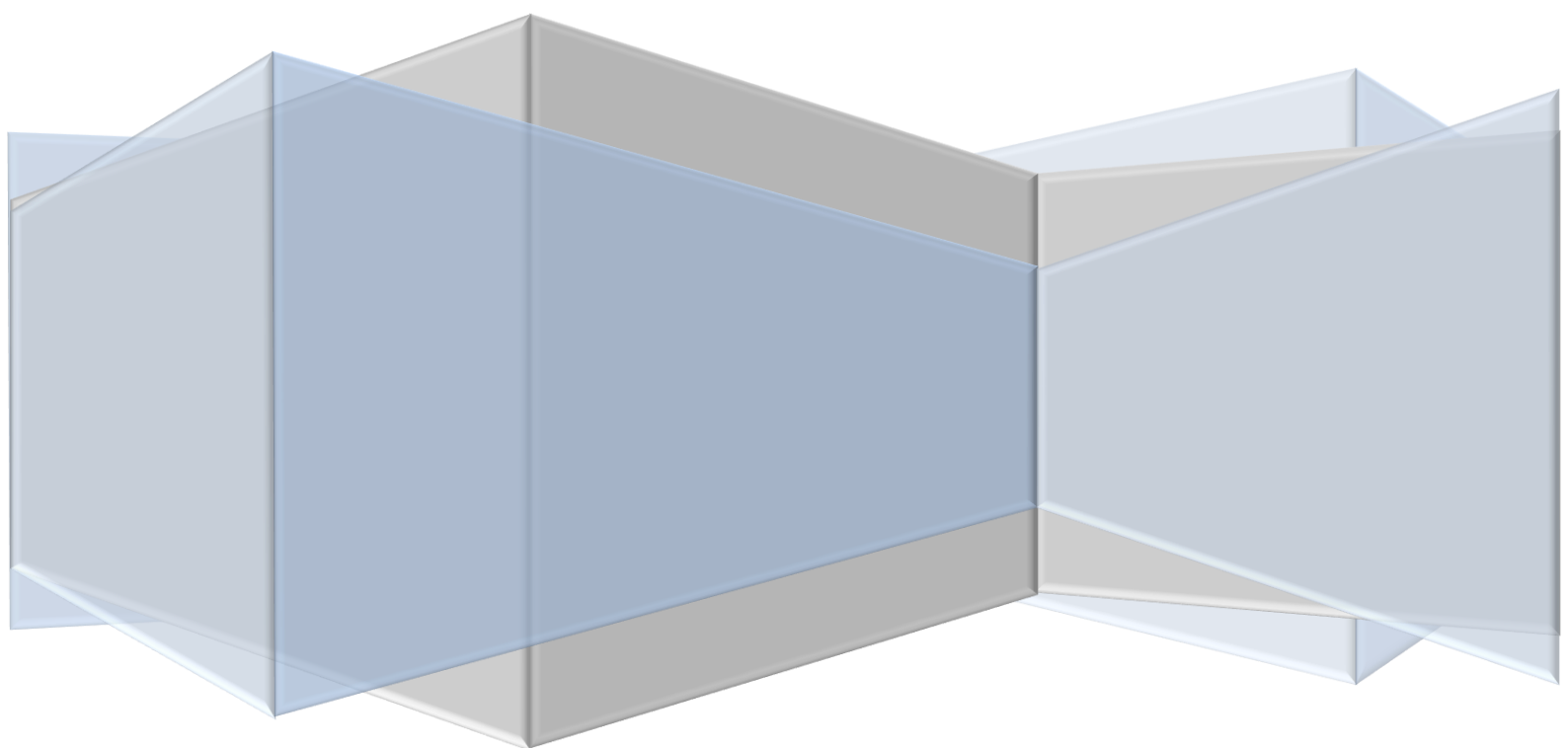


2015 (updated October 2021, April 2023)

De La Salle Association Rules



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1. Name

The Club shall be called the De La Salle Association Club.

2. Purpose

The purpose of the Club shall be:

- To provide facilities for and promote participation of the community in various sports
- To provide and maintain a social setting and social activities for Members.

3. Membership

Total Membership of the Club of the Club is unlimited and shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, age, sex or ability.

Categories of membership may change to reflect the changing profile of the Club, but will include the following:

- **Single Membership**
- **Joint Membership**
- **Student Membership** (for people aged 19 and over in full-time education)
- **Junior Membership** (for young people aged 18 and under who regularly participate in club activities)

Admission of New Members

Every candidate for admission as a Member shall be proposed and seconded by two existing Members of the Club. The candidate's full name, address and the names and signatures of the proposer and seconder shall be communicated in writing to the Membership Secretary, who will bring the nomination to the following Management meeting for approval. Until a candidate is elected as a Member they shall not be entitled to any of the privileges of the Club. In addition until a candidate has been a member for 12 months they may not: -

- Propose or second a new member.
- Nominate or second a member for election to the Management Committee
- Stand as a candidate for the Management Committee

Rejection of Candidates

The Club may refuse Membership to any candidate on the basis of conduct and / or character liable to bring the Club into disrepute or where the candidate's application would be at odds with the Purpose of the Club. In such a case a vote will be taken by the members present at the meeting and a decision will be based on a majority. In case of an equality of vote the Chairman shall have a second or casting vote

Any unsuccessful candidate will be notified within 7 days

Membership Fees

Membership fees will be due annually on 1st January

Where a membership renewal has expired by more than 28 days and where a reminder has subsequently been sent the Management Committee shall be entitled to terminate said Membership without further notice.

4. Guests

All guests must be signed in to the Visitors' Book by a current Club Member. No person who has been expelled by the Club may be introduced as a guest. Members bringing guests to the Club and signing them into the Visitors' Book shall take full responsibility for ensuring their conduct. If the conduct of any guest is such as to offend other Club members who are present, then any member of the Management Committee shall have the authority to require the offending guest to leave the Club's premises forthwith.

5. Conduct and Disciplinary Procedure

All Members and Guests will be expected to conduct themselves in a civilised manner.

Any complaint by a Member against a fellow Member must be made in writing to the Club Secretary, giving full details of the nature of the complaint (including times and dates) and the names of any witnesses.

The Secretary will refer the complaint to the Management Committee.

Where it is not possible to resolve the matter informally, the Management Committee will notify the alleged offender formally of the complaint and request them to attend a meeting of the Management Committee.

The Management Committee will investigate the complaint as if it were an isolated incident, ignoring any past history. However, if the Management Committee upholds the complaint it may take into account the offender's record when assessing the disciplinary action to be taken. The action may comprise one or more of the following:

1. A verbal or written reprimand with or without warning as to future conduct
2. Requiring a verbal or written apology from the offender
3. Suspension from the Club's membership for up to 3 months
4. Termination of membership

Any of the above sanctions must be approved by two thirds of the Management Committee.

The offender will have the right of appeal and this should be directed in writing to the Club Secretary. In the event of an appeal the Club Chair shall appoint 3 members to an Appeal Panel, who are not members of the Management Committee and not party to the original complaint. They will be empowered to make recommendations back to the Management Committee to uphold, over rule or vary the original decision. The Appeal Committee will report to the Secretary, who will notify the offender.

6. Management

The operation of the Club shall be entrusted to a Management Committee. The Committee will consist of a minimum of the following posts:

- Chair
- Secretary
- Treasurer
- and up to a maximum of 11 further posts

Members of the Management Committee shall be elected at the Annual General Meeting. If the need arises, the Management Committee shall have the power to co-opt additional members. These co-opted members will be non-voting.

The Chair will be required to stand-even if unopposed-every 2 years

The Committee shall meet periodically, but as a minimum within two months of the AGM and in order to sign off the annual accounts and to prepare for the AGM. It is anticipated that the Committee will typically meet monthly.

Sub Committees

The Management Committee may, from time to time, appoint from among the Members of the Club such Sub-committees as they feel necessary or expedient and may depute or refer to them such of the powers or duties of the Management committee as the Management Committee may determine. All such sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

7. Annual General Meeting

- A General Meeting of Members of the Club will be held annually. The Chair of the Club shall preside at the meeting. Where s/he is not able to preside a designated Member of the Management Committee shall preside in their absence. At the meeting the following business will be conducted:
- The presentation of the audited accounts for the previous financial year.
- The election of Management Committee officers
- Such other business as has been presented to the Secretary in writing two weeks in advance of the meeting.

Notice of AGM

The Management Committee shall communicate to all Members a notice of the time and location of the meeting, details of the business to be conducted and copies of the audited accounts.

At least 21 days notice will be given following communication of the notice.

A quorum of 15 is required

Votes

At all meetings of the Club each ordinary Member shall have one vote.

An Extraordinary General Meeting may be convened at any time in response to one of the following:

- A request by the Management Committee to hold such a meeting
- A request by Member/s. Where such a meeting is requested, it is a requirement that 10% of paid-up Members are signatory to the request.

The meeting will be held within 28 days of the request being submitted.

8 Amendments to Rules and Articles and Memorandum

The Management Committee may from time to time amend rules as they deem necessary or expedient to ensure the proper and effective management of the Association as outlined in the Articles of Association.

Amendment of the Memorandum of Articles of Association will require a resolution to be passed by two thirds of the members either present or voting by proxy at the AGM.

In the event of any conflict between these rules and the Articles and Memorandum of Association of the Company, the said Articles and Memorandum shall prevail.

The meeting will be held within 28 days of the request being submitted.

9 Accounts

Full audited annual accounts of the financial affairs of the Club shall be distributed to Members in advance of the Annual General Meeting.

10 Sales of Intoxicating Liquor

On occasions where persons other than Members are admitted to the Club premises intoxicating liquors may be sold to such persons by or on behalf of the Club for consumption on the premises, but this rule shall be restricted to the following cases:

- a) Players, officials and supporters of teams on the occasion of an organised sporting activity, provided that such persons shall be signed into the Visitors' Book.
- b) Guests of Members provided that such guests shall be signed into the Visitors' Book.

11 Application of Profit

No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or for some charitable, benevolent or other purpose chosen by resolution of the Management Committee.

12 Licensed Hours

The permitted hours for the supply of liquor are as follows:

Monday to Saturday	11.00 to 23.00 hours
Sundays	12.00 to 22.30 hours
New Years Eve	11.00-2400 hours
New Years Day	00.00-Standard terminal hour

The opening hours of the bar will be communicated to Members as this may vary on a weekly basis

Appendix A

Core Management Responsibilities

Initially, these responsibilities will be as follows (the responsible owner of the action identified in brackets)

Deliverable	Responsible Person / Committee
Ensuring the Club and premises are maintained to a safe standard (general maintenance, including cleaning), including the carpark and grounds	Health and Safety
Ensuring that there is a live Risk Register and that this is reviewed periodically	Chair
Ensuring that risks identified in the Risk Register are actioned	Chair
Ensuring that Risk Assessments are undertaken and updated for core activity and one-off events and updated risk assessments completed as necessary	Health and Safety
Ensuring that electrics are checked every 5 years	Health and Safety
Ensuring that the club is adequately insured	Finance
Ensuring that Director's insurance is in place	Finance
Ensuring that the Club has a live Safeguarding policy and that there is a named Safeguarding Officer	Health and Safety
Ensuring that the Club has a live General Data Protection regulations policy in place and that this is reviewed in line with national directives	Health and Safety
Ensuring that the Club is licensed and that the terms of the license are observed	Bar
Ensuring that volunteers receive (and sign off for) appropriate training relating to: lifting and handling; fire procedures; bar management (as appropriate);	Health and Safety
Ensuring that the Club has a Fire Risk Assessment, which is signed by the current chair and reviewed / updated at least annually	Health and Safety
Ensuring that recommendations and requirements identified in the Fire Risk Assessment are actioned, including but not limited to: weekly testing and recording of fire alarms, emergency lights; periodic fire drills; annual testing of fire equipment	Health and Safety
Ensuring that accounts are produced and signed off by a qualified accountant each year, ahead of the Annual General Meetings	Finance
Ensuring that company tax is paid annually to HMRC as determined by the final accounts	Finance
Ensuring that the Club is registered with Companies House and that a list of current Directors is maintained (and Companies House notified when this changes)	Secretary
Ensuring that all (undisputed) invoices are paid in a timely fashion	Finance
Ensuring that portable appliance testing is undertaken annually by a suitably trained person	Health and Safety
Ensuring that data is retained appropriately, according to Government and related directives in a central resource easily accessible to members of the Management Committee (directly or by request)	Health and Safety
Ensuring that sporting sections are adequately and appropriately insured and comply with the national standards and regulations for their sport	Grounds
Ensuring that the Club is legally covered for music and performance (Performing Rights Society)	Secretary
Ensuring the Club Liability statement is displayed	Secretary
Ensuring that there is an AGM and that all required documentation is issued within the prescribed timescale.	Secretary

Appendix B

Election of Management Committee when required

Timescale and procedure (Assuming an end of April AGM otherwise timings to be adjusted accordingly)

1 Nomination lists for 14 places are to be displayed in the Club mid-February-mid-March 12.00 noon. Information is to be conveyed to membership in early February.

2 Anyone standing should produce a short bio to include a photo and an explanation of their role(s) on the current Committee, why they wish to stand for election and if elected what they intend to do. This should be sent to the Secretary at dlsasheffieldsecretary@gmail.com. The secretary will collate the bios and forward to the editor for inclusion in the Spring Newsletter or to accompany the mailings for the AGM. This will happen regardless of whether there is to be an election or not.

3 At least 21 days before the AGM a list of Candidates and, if there is to be an election, proxy forms are sent out with AGM packs.

4 3 systems of voting are to be permitted: -

either

a) electronic, either using the supplied voting form or a list of candidates, to be sent to the secretary at dlsasheffieldsecretary@gmail.com (this online ballot would close at midnight 1 week before the AGM)

or

b) proxy form

or

c) ballot paper vote at the AGM

5 Anyone intending to use a proxy form should e-mail or write to the secretary informing the secretary of their decision and also inform their proxy.

6 Prior to the AGM the secretary draws up a list of apologies and proxy form holders and the names of people who have already voted and notifies the tellers.

7 At the AGM 2 tellers will be clearly visible. Members sign in and hand over any proxy forms they have. These are checked off the list by the teller. The teller issues the requisite number of voting forms.

8 A sealed box with a slit across the top is placed in a prominent position and people vote as the first agenda item. The tellers go to a private space to count the votes cast for each candidate. The secretary will have drawn up a spreadsheet for the recording of votes cast so far and for those cast on the night to be added.

9 At the end of the AGM the tellers announce who has been elected. No numbers are announced. If there is a tie for 10th place only 9 candidates are elected i.e., there is no extra ballot.

Specimen Voting Slip

Please make a selection for the Executive Committee posts by placing a cross (x) in the box to the right of their name

Chair		
Vice Chair		
Secretary		
Treasurer		

Please select up to 10 candidates for the Non-Executive Management Committee posts by placing a cross(X) in the box to the right of their name. You do not have to choose 10 candidates.

Candidate Names	place x next to chosen candidates-up to 10

Specimen Proxy slip

Proxy Voting Form for Annual General Meeting (AGM) -- April 20--

DE LA SALLE ASSOCIATION CLUB LTD

De La Salle Club
Behind Beauchief Hall
Beauchief Abbey Lane
Beauchief
Sheffield
S8 7BA



I (name)

being a member of the above-named Club appoint

Name.....

or failing him/her

Name.....as my proxy to attend and vote in my name and on my behalf at the AGM of DLSA on -- April 20-- and at any adjournment

