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These thresholds are only suggestions and do not represent any accounting requirements.

- (12) Clause 14.2.3: As to the “limit” [REDACTED] at these limits are to be included in forthcoming legislation. They [REDACTED] club of any number of players in any [REDACTED]

year provided that the aggregate
exceed £10,000 in each year.
as a CASC

- (13) Clause 16.4: Note that a specification
that a "mini-bus driver" would
and friends to a match

ts to all players in any year does not
red to, the Club does not then qualify

"Participating member". Note also
of any participant who drives him/her

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Constitution for a Community Amateur Sports Club Incorporated Association

This constitution was formally adopted by the Association at a meeting on: <<insert date>>

1. Name and address

1.1 The club shall be called <<insert name>> ("the Club")]

1.2 [The [premises][address] shall be <<full address>>]

2. Objects

2.1 The objects of the Club shall be to encourage the participation in, and to provide facilities for <<insert name of sport(s)>> ("the Sport[s]") in <<insert area of community in the surrounding area>>

2.2 [The Club may in connection with its purposes of the Club:]

[provide suitably qualified

[provide, or reimburse the expenses of

[provide insurance cover for

[provide medical treatment for

[reimburse reasonable travelling expenses incurred by players and officials [of the Club] in connection with a

[reimburse reasonable subsistence and living accommodation by players and officials [of the Club] in connection with away matches]

[sell and supply food or drink

[make reasonable provision for the maintenance of Club-owned sports equipment]

[make reasonable provision for refreshments for players and match officials]

[pay players (other than officials) <<insert limit>> the Club provided that in doing so it does not exceed the limit applicable to Community Amateur Sports Club in relation to

2.3 [The Club may purchase and supply them to members [and their guests] on Club premises [or under the Licensing Acts for that purpose] as a social activity wholly or partly separate from the sporting purposes of the Club]

3. Membership [and guests]

3.1 All members will be entitled to inspect the Rules of the Club at any time.
[The Secretary shall make a paper copy of the Rules available for inspection to any member on request]

OR

[The Secretary shall send the Rules to any member on request]

OR

[The Club shall make the Rules available on its website]

3.2 By applying to become a member, a person will be deemed to accept that, upon acceptance by the Club, the Rules will apply to him/her and will be the governing document between that member and all other members of the Club.

3.3 The Club may have different classes of membership [and subscription] on a non-discriminatory basis. All members of all classes will be full members of the Club.

3.4 Subject to Clauses 3.5 and 3.6, the Club will be open to any person who is an amateur (irrespective of skill) if he/she is within any of the following classes (as defined in Clause 3.5):

[Participating member between 18 and 25 years of age]
[Participating member between 26 and 35 years of age]
[Participating member over 36 years of age]
[Participating member who is a former international player]
[Participating member who is a former professional player]
[Participating member between 18 and 25 years of age]
[Participating member [over 36 years of age] who is a former international player]
[insert any additional or other classes]

[Social member]

3.5 The total number of members of the Club at any one time will be limited on a fair and equitable basis according to the capacity of the Club's facilities [and][such that at any one time the number of members is no more than 50% of the total number of the Club's facilities].

3.6 An application for membership must be in writing and submitted to the Secretary. The application must specify the class of membership applied for, and be signed by the applicant. The Membership Committee will then either accept the application or reject it for one or more of the reason[s] set out in Clause 3.5 above. For the avoidance of doubt, an application will be permitted if that would be contrary to Clause 3.5.

3.7 The Secretary will send the applicant a written notification of the Committee's decision to accept or not, and if not, explain the reasons for rejection. The notification will also state that members of the Club are entitled to inspect the Rules of the Club at any time.

3.8 The date on which a person becomes a member will be the date of acceptance of his/her application by the Club.

- 3.9 A register of members shall be maintained by the Secretary. It shall contain the full name and address of each member, and dates of commencement, cessation, suspension, withdrawal, and re-acceptance into membership. Members must notify the Secretary of any change of name or address [and] [email address] [and] [phone number] [and] email address]
- 3.10 Any member may resign by giving notice in writing to the Secretary
- 3.11 If, acting consistently with the interests of the Club, the Committee concludes that any member is in breach of the rules or has behaved in a manner it considers detrimental to the safety of other members, or likely to bring the Club or the Sport[s] into disrepute, the Committee may suspend or withdraw membership or exclude him/her temporarily or otherwise from an event or activity. Notice will be given at least [7] days prior notice of the meeting, the date and time of the meeting, and the complaints procedure. The member may attend if he/she wishes to explain his/her own defence. An appeal against any such resolution may be made and will be considered by the members.
- 3.12 Any member who ceases to be a member for more than one month of them becoming a member again, may re-join the Club on acceptance by the Committee of their payment of the membership fees within one calendar month of their membership status [but, if they wish, may re-join the Club on acceptance by the Committee of the fees outstanding and their membership application accompanying their payment of the fees]
- 3.13 [A person (other than a member who has been withdrawn) may attend any event or activity as a guest of a member [shall only be allowed one guest on any occasion] [and] shall be entirely responsible for the conduct of each guest shall be recorded in the Club's book [and each guest shall on each visit pay such a fee as shall be decided from time to time by the Committee]

4. Equality

- 4.1 Subject to Clause 3, the Club shall be open to anyone, and the facilities of the Club shall be made available on a non-discriminatory basis, and, in particular, to persons of the following characteristics: sex, sexual orientation, marital status, civil partnership, pregnancy, age, disability, race, colour, ethnicity, religion, political beliefs, or other beliefs. The Club will not discriminate on the basis of sex, age, or disability as a condition of membership or participation in the Club's sporting activities.
- 4.2 The Club is fully committed to the principle of equality of opportunity and is

responsible for ensuring that no job applicant receives any special treatment on the grounds of either any such characteristic or any gross misconduct resulting from participation in the activities of the member group. Clause 3.11, termination of membership.

- 4.3 Any discriminatory conduct [or guest of a member], or any such characteristic or any gross misconduct resulting from participation in the activities of the member group. Clause 3.11, termination of membership.

5. Membership fees

- 5.1 Membership fees will be payable by every member.

- 5.2 The membership fees shall be determined from time to time and agreed by [the Management Committee] OR [the Club] and it may fix different levels of fees for different classes of membership. It shall be deemed that the levels of fees and any other costs (including equipment needed) associated with membership of the Club shall be borne by members do not represent a significant financial burden on the full participation in the Club. Every member shall pay a pro rata fee for the period for which they are a member.

- 5.3 If the total costs associated with the Club for any year exceed the amount (specified from time to time) above which those costs are deemed to be such a significant financial burden, the Management Committee [members at the AGM] will make such arrangements as may be necessary for modest incomes as ensure that their total costs as a member do not represent such an obstacle in their case.

- 5.4 The annual membership fee shall not exceed the amount (specified from time to time by the Treasurer) and shall be the maximum annual membership fee which a Club may charge as a Community Amateur Sports Club.

- 5.5 The [annual] fees will be payable in equal monthly amounts [or in equal monthly amounts] of each year [in equal monthly amounts].

6. Management Committee

- 6.1 The Club shall have a Management Committee as follows:

- 6.1.1 It is the responsibility of the Management Committee to manage and conduct of all aspects of the Club's activities, and administration on behalf of the members.

- 6.1.2 It must in a [] 13 keep accounts, make them available for [] by members, and have them [examined][a
- 6.1.3 It must main [] unt for the Club;
- 6.1.4 It shall purs [] range and carry out hearings of members, a [] of suspension or withdrawal of membership [] es following such hearings;
- 6.1.5 It shall exclu [] t to Clause 4.3; [and]
- 6.1.6 It may mak [] consistent with this constitution (which, tog [] tion, form the Rules) for the [regulation o []] [management and well-being] of the Club; [ar
- 6.1.7 It may emplo [] ods and services, as permitted by Clause 14.2
- 6.2 Members shall be [] ng offices as Officers of the Club and as members of [] any additional offices from time to time which the Com
- 6.2.1 Chairperson
- 6.2.2 Vice Chair
- 6.2.3 Secretary
- 6.2.4 Treasurer
- 6.2.5 [Publicity Of
- 6.2.6 [Fundraiser]
- 6.2.7 <<insert title
- 6.3 The term of office of [] expiry of [one] year after he/she is elected or appointe [] tirement at an AGM pursuant to Clause 6.6, resigna [] rsuant to Clause 12
- 6.4 In the event of any [] coming vacant due to resignation, death or removal, [] eligible may be appointed by the Committee [or, if th [] any additional offices pursuant to Clause 6.5, a mem [] be appointed by the Committee, in either case] at a re [] ng to serve until retirement at the next AGM or if soon [] th or removal
- 6.5 The Committee ma [] ers as it feels are necessary, and subject to any earlie [] removal, they shall hold office until retirement at the ne [] ers shall not be entitled to a vote on the Committee [] place an Officer who has died, resigned or been [] tee may also from time to time establish offices in a [] ed by Clause 6.2]
- 6.6 Each Officer in pos [] M will retire at that AGM but shall hold office until the [] , whereupon elections of Officers

- held at the AGM shall be
- 6.7 Any person who has been elected or appointed to office at an AGM [or appointed to office] provided that, notwithstanding anything else in this Constitution, shall not hold office as an Officer for more than a [cumulative] period of [three] years
- 6.8 [Where any land is held by or on behalf of the Club or any investments are held
- 6.8.1 The Committee shall have power to all such land and investments and the Committee shall appoint [persons][Officers] appointed by the Club;
- 6.8.2 The Committee shall appoint (and remove) the holding trustees at a meeting of the Club; and
- 6.8.3 The terms of office of the holding trustees must provide that they may be removed with lawful directions of the Committee and they will not be liable for the acts and defaults of the members of the Club]
7. **Committee meetings**
- 7.1 Meetings of the Committee shall be called by the Secretary or Chairperson
- 7.2 The Committee shall meet at least <<number>> times per year] during the year, as required by [normally once every month] throughout the year]
- 7.3 Special additional meetings may be called by the Secretary on instructions from either the Chairperson or more than [three][four] Officers
- 7.4 The quorum for a meeting shall be [three][four][five] Officers without which no decisions shall be made
- 7.5 The Committee may, on the basis of a simple majority vote of those Officers present, suspend or withdraw membership of such decision is to [suspend or] [or] exclude a member pursuant to Clause 3.11] [or] exclude a member pursuant to Clause 6.4] a [75%] [two thirds] majority of the Officers present is required and the quorum to be present shall be [four][five][six]]
- 7.6 In the case of equality of votes the Chairperson shall [not] be entitled to an additional casting vote
- 7.7 Decisions may be made by the Committee or if requested by any Officer

- 7.8 Minutes of all proceedings must be taken and must be open to inspection by any member on application to the Secretary
8. **Committee – Miscellaneous**
- 8.1 No Officer shall receive remuneration from the Club in money or money's worth with the exception of expenses
- 8.2 The following Officers shall be authorised to sign Club cheques: two from the Chairperson, Treasurer and Secretary
- 8.3 A person shall only hold office as an Officer if he/she is a member of the Club and shall cease to hold that office if he/she ceases to be a member
- 8.4 The Committee may attend any of its meetings as an [observer][participant] without power to vote or be counted in the quorum [or right to take part in the decision]
9. **Annual General Meetings**
- 9.1 An AGM of all members shall be held in every year not more than [15] months after the previous AGM
- 9.2 The Secretary shall give [21] clear days written notice of the AGM to all members by [posting the notice to each of them [at their home address][and by posting the notice on the Club [notice board]][and by email] [not give notice of the AGM to any person who is not a member]
- 9.3 The Secretary shall send the agenda for the AGM to all those members to whom the agenda may be sent. The agenda may be sent by email or posted separately of the AGM. If sent or posted separately, it shall be in the same manner as the notice of AGM and shall be given not less than [7][14] days before the AGM meeting
- 9.4 Nominations by members shall be sent to the Secretary at least [21][28] days prior to the AGM, seconded by another member. In the absence of nominations, nominations may be taken from the floor. All nominations must be taken with the consent of the nominee
- 9.5 Members must advise the Secretary in writing of any business to be considered at the AGM [21] days before the date of the AGM meeting
- 9.6 The business of the AGM shall be to
- 9.6.1 Confirm the minutes of the previous AGM and any other General Meetings held since the last AGM

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- 9.6.2 Receive the accounts from the Treasurer;
- 9.6.3 Receive the report of the Committee from the Secretary;
- 9.6.4 Elect an [auditor];
- 9.6.5 Elect the Officers, including the Vice Chair, Secretary, Treasurer, and other Officers;
- 9.6.6 Remove any Officer;
- 9.6.7 [Fix the Club's financial year];
- 9.6.8 Transact such business as may be moved in writing by the Secretary in accordance with the agenda; and
- 9.6.9 Transact such business as may be brought before the General Meeting at any business for which a Special General Meeting is called, in which the Chairperson in his/her discretion agrees to allow such business to be brought before the meeting.

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- 9.7 At all AGMs and Special General Meetings the chair will be taken by the Chairperson, or, in his/her absence, by a deputy appointed by the members attending the meeting.

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- 9.8 All members shall have the right to attend the AGM, and each member shall be entitled to one vote. A person who is not a member shall not be entitled to vote at an AGM. [A person who is not a member shall not be entitled to have a vote or to have a vote by proxy.] [A person who is not a member shall not be entitled to speak at an AGM.]

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- 9.9 Every matter to be decided at an AGM, except where this is otherwise determined by a simple majority of the members present and voting, shall be recorded but shall not be binding on the Club.
- 9.10 In the case of equal votes the Chairperson of the meeting shall have a second and casting vote. In his/her discretion the chair may direct that a written poll be taken.

- 9.11 Minutes of all AGMs and Special General Meetings shall be kept and formally adopted.

10. Special General Meetings

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- 10.1 A Special General Meeting may be called to deal with any special matter which cannot be dealt with at an AGM, including any alteration of this constitution, the election of an Officer, or dissolution of the Club.

- 10.2 A Special General Meeting may be called at any time by the Committee or by a written resolution of not less than [25%] of the membership.

- 10.3 Subject to Clauses 9.6.2 to 9.6.9, the procedures for Special General Meetings shall be the same as for AGMs.

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Meetings will be the

11. Quorum at General Meeting

The requirements for a quorum at a General Meeting shall be as follows:

11.1 At an AGM, subject to

11.1.1 The quorum shall be the greater number is greater, either [25%] of the members or [five] members;

11.1.2 That number shall be the greater number of Officers (of whom at least [2] are the President and Treasurer)

11.2 At a Special General Meeting, subject to clause 11.3, the quorum shall be:

[the same as for an AGM]

OR

[whichever number is greater, either [25%] of the members or [eight] members (of whom at least [2] are the President and Treasurer)]

11.3 Where a Special General Meeting considers a resolution for:

11.3.1 Removal of an Officer, the quorum shall be whichever number is greater, either [25%] of the members or [eight] members;

11.3.2 Alteration of the Constitution, the quorum shall be whichever number is greater, either [25%] of the members or [eight] members; and

11.3.3 Dissolution of the Club, the quorum shall be [50%] of the members

12. Removal of Officers, alteration of the Constitution, and dissolution of the Club

An Officer may be removed from office, the Constitution may be altered, or the Club may be dissolved, by a resolution of a Special General Meeting [or at an AGM] but not otherwise. The following, together with clause 11.3, shall apply to any proposal to pass such a resolution:

12.1 Within [7] clear days before the date of the meeting, the Secretary of the proposal, the Secretary shall give written notice of the proposal to all members [not less than] [42] clear days and not more than [42] clear days before the date of the meeting;

12.2 It must be proposed and seconded by two members; it must be seconded by another member;

12.3 It shall only be passed if a majority of those members present at the meeting are at least [two thirds][75%] of those members present at the meeting;

12.4 In the case of equal votes, the proposal shall [not] have a second meeting shall [not] have a second meeting.

and casting vote

13. **Accounts and [audit][exa**

13.1 The Committee must prepare accounts of the finances of the Club through the Treasurer

13.2 As soon as practicable after the financial year and before every AGM

[the accounts must be audited by an independent accountant who is not a member. The auditor must be appointed by the members]

OR

[the accounts must be [audited by members who are not Officers] OR [independent persons [not members], acting as honorary [auditors][examiners]. They must report to the Club at each AGM to act for the following year]

14. **Property and funds of the**

14.1 Save as provided by these rules:

14.1.1 In no circumstances shall the assets of the Club or any surplus income or gains of the Club be distributed to or received by any member or officer for the direct or indirect private benefit of any individual

14.1.2 All surplus income of the Club shall be reinvested in the Club to further its objects

14.2 The Club may:

14.2.1 Make donations to other clubs registered as Community Amateur Sports Clubs

14.2.2 On an arms-length basis purchase goods or services from any members or third parties and sell goods or services to any members or third parties, as it sees fit

14.2.3 [Pay players or provide other benefits to players] provided that it in doing so the Club does not exceed the limits set by the rules of the Amateur Sports Association [or other relevant governing body]

14.3 If a resolution is passed at an AGM for the winding up of the Club, thereupon or on such date as is specified in the resolution, the members shall proceed to realise the assets of the Club and discharge its liabilities of the Club (including the repayment of any loans) and to transfer the property of the Club to the liquidating body where it was a member (or to the liquidating body where it was a partner)

14.4 After discharging all the Club's liabilities, the Club pursuant to Clause 14.3, the remaining assets of the Club shall be distributed as follows:

14.4.1 dealt with as follows: (a) to be paid or distributed (in cash or kind) among the members of the Club as follows, to any third parties; and

14.4.2 applied for such other purposes as are approved by the members at a General Meeting and, upon dissolution, the Club will be dissolved

14.5 For the purpose of Clause 14.4, "charitable purposes" means the purposes of either:

14.5.1 the governing body of a community sport for the purposes of which the Club existed

14.5.2 another registered sports club; or

14.5.3 a charity

15. Indemnity

15.1 Except as provided otherwise, every Officer and each other member shall be entitled to be indemnified to the extent of those of its assets in respect of all costs, expenses and liabilities incurred by that person in the proper execution and discharge of duties in connection with the Club

15.2 No Officer or other member shall be entitled to be indemnified in accordance with Clause 15.1 in respect of costs, expenses and liabilities arise in connection with any breach of duty or breach of trust by that Officer or other member in connection with their purported discharge of duties in connection with the Club

16. Definitions

In this constitution:

16.1 "Active member" is a member who has participated in the Club at least 12 occasions a year actively

16.2 "AGM" means an Annual General Meeting

16.3 "Committee" means a committee comprising those members who are Officers from the Club

- 16.4 “Facilitating member” means a member who is involved in the running of the Club in a volunteer role which facilitates the effective provision of the Club’s services [for example as [[an umpire,] [referee,][linesman] [scorer] [helping prepare a [[court] [or] [pitch]] [mini-bus driver] [bar staff][organiser and person running fund-raising events]]] on at least 12 occasions a year is
- 16.5 “member” means a person who has been elected as a member by the Committee for so long as he/she remains a member of the Club [and shall include any person who has been elected as a member for a temporary fixed period];
- 16.6 “Officer” means an officer elected as such pursuant to this constitution;
- 16.7 “Participating member” means a member or Facilitating member; [and]
- 16.8 “the Rules” means the Rules of the Club together with the rules and regulations made by the Committee; [and]
- 16.9 [“Social member” is a “Participating member”]

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