

# **THE CONSTITUTION OF THE BAGSHOT PLAYING FIELDS ASSOCIATION**

## **1. TITLE**

The Association shall be known as the BAGSHOT PLAYING FIELDS ASSOCIATION.

## **2. OBJECTIVES**

The objects of the Association are to promote the benefit of the inhabitants of the village of Bagshot and the borough of Surrey Heath by providing facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of the life for the said inhabitants, and in particular to:-

- i) extend the existing playing and recreational facilities;
- ii) to encourage all forms of recreational activities;
- iii) to manage, maintain, improve and repair the play areas established and the equipment and materials provided and to raise money for these purposes;
- iv) to acquire by way of purchase, lease or otherwise land for recreational activities.
- v) to encourage a mutual support relationship with the local community.

## **3. MEMBERSHIP**

Membership shall be of three types:

- a) All of the Association's Trustees and members of the Association's Committee
- b) All registered members of any organisation affiliated to the Association, where an Affiliated Group is defined as any club or society that has been given a lease or license to use any part of the premises. Such organisations shall provide their current membership list to the Committee in the month of October each year.
- c) All registered members of any organisation which has hired the facilities on a continuing basis for more than one year, as verified by the Committee. Such organisations shall provide their current membership list to the Committee in the month of October each year.

No organisation shall be allowed to restrict membership on the grounds of race, religion or by charging fees which in the opinion of the Association would exclude a significant section of the public on the grounds of cost.

Any organisation which uses the facilities and has a junior section must be compliant with relevant policy and procedures relating to Child Protection and Protection of Vulnerable adults.

## **4. THE COMMITTEE**

The general management and control of the Association shall be vested in a committee consisting of:-

- a) The Chairman, Vice-Chairman, Treasurer and Secretary and no more than six elected Members of the Committee all of whom shall be elected at the Annual General Meeting to be held as in these Rules provided for a term of office commencing at the end of the Annual General Meeting at which they were elected and expiring at the Annual General Meeting in the following year.
  - b) One Representative Member from each organisation affiliated to the Association; their names shall be notified by the parent organisation to the Secretary of the Committee prior to the Annual General Meeting each year and shall serve for a term of office commencing at the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.
  - c) In the event of a vacancy arising through the death, resignation or removal of a Member of the Committee elected at the Annual General Meeting, the Committee shall have power to fill such a vacancy until the next Annual General Meeting. Organisations shall appoint a replacement to fill any vacancy arising through the death or resignation of their representative occurring between Annual General Meetings. Such Members shall serve for the remainder of the period to the next Annual General Meeting and may, at the discretion of their organisation be re- appointed for a further term.
  - d) Each Officer, elected Member and Representative Member shall have one vote on each issue proposed. In the event of a tied vote the Chairman shall exercise a casting vote.
  - e) The Chairman, Vice-Chairman, Secretary, Treasurer and two elected Members may form a Standing Committee to execute the routine business of the Association.
  - f) The Committee shall have power to co-opt not more than four additional Members to hold office until the Annual General Meeting following their co-option.
  - g) Any Officer or elected Member of the Committee may be re-appointed or re-adopted.
  - h) If the Chairman is absent from any meeting, the Vice-Chairman shall preside; should both be absent the Members present shall before any other business is transacted, choose one of their number to preside at the meeting.
5. The Proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any defect in the appointment or qualification of any Member.
6. The Committee shall record its actions in a Minute Book, including:-
- a) A summary of the financial position of the Association
  - b) A summary of recent and proposed lettings of the Association premises

## **7. QUORUM**

The Committee shall form a quorum at its meetings provided that the number of Members who shall form the quorum shall never be less than a third of the total number of Members of the Committee.

## **8. ATTENDANCE AT COMMITTEE MEETINGS**

If any Member of the Committee does not attend two consecutive meetings without reason satisfactory to the Committee, then the Committee shall have the power to require that Member's immediate resignation from the Committee.

## **9. ANNUAL GENERAL MEETING**

An Annual General Meeting shall be convened by the Committee in the month of November in each year by 21 days' notice to be affixed to conspicuous places such as suggested in section d). All registered Members of the age of 18 years or upwards are eligible to attend the meeting, but only those who are inhabitants of Surrey Heath shall be entitled to vote. All Members must sign an attendance register declaring their post code and the Association's organisation to which they belong. All Members claiming a vote must be on a membership list provided by an organisation as defined in clause 3. The Meeting shall be for:-

- a) Receiving the Report and Audited Accounts of the Committee
- b) Accepting the resignations of the Members of the Committee
- c) The purpose of electing the Members under Clause 4a above
- d) To consider notices of motions which have been given to the Secretary at least 10 days before the time of the Meeting. Such notices shall be published openly in appropriate places such as the Bagshot Library, the Association's website and on notice boards within the Association's Pavilion
- e) To present reports from the various organisations which comprise the Association. These reports will outline their successes of the past year and their plans for the future
- f) To transact any other business declared urgent and admitted by the Chairman.

Nevertheless, if in any year an Annual General Meeting shall not be convened and held in the month of November, the Annual General Meeting for that year shall be held as soon as practicable after the month of November. The Audit Year shall run from 1st October to the 30th September of the following year.

## **10. EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting shall be called on receipt by the Secretary of an order by the Chairman, or of a request signed by twenty Members of the Association. The rules for attendance and voting shall be the same as for the AGM. Such meetings shall be held within thirty days of the receipt by the Secretary of such a request,

provided that the Chairman at his discretion, may direct that a meeting be called at an earlier date if, in his opinion, the urgency of the case demands it. Not less than seven days' notice of such meeting and its agenda shall be given to every Member through the Committee to the known representative of every constituent organisation of the Association and published at the same sites listed for the AGM.

#### **11. ALTERATION OR ADDITION TO THE RULES**

No alteration, or addition, shall be made to these rules except at a General Meeting at which not less than twenty Members are present. Any alterations or additions must be carried by at least two thirds of the votes of the Members present. Not less than seven days' notice of such proposed alterations or additions must be given to the Secretary prior to the Meeting.

#### **12. BANKERS**

All payments in respect of the use of the property of the Association and all donations for the benefit thereof and all other funds belonging to the Association shall be paid into Account(s) at such Banks as shall be agreed by the Committee, or invested in any trustee securities as shall be determined by the Committee. Signatories shall be any two of the Chairman, Vice-Chairman, Hon. Secretary or Treasurer.

#### **13. APPLICATION OF FINANCES**

The monies standing to the credit of the Association shall be applied as the Committee shall decide in paying rent, rates, taxes and insurance and other outgoings and in providing equipment and means of recreation and otherwise for the benefit of the Association and its objects.

#### **14. ADMINISTRATION OF PROPERTIES**

The Committee may, upon the vote of a majority of its Members, and with the consent of the Charity Commissioners from time to time by mortgage, or otherwise, obtain such advances on the security of any property of the Association or any part thereof whether freehold or leasehold and for maintaining, extending or improving the same or any part of the roof or erecting any building thereon or for the work carried on thereon and may continue or repay in whole or in part and from time to time any existing mortgage or charge on the said property.

- 15.** The title of all and any real property which may be acquired by or for the purposes of the Association shall be vested in trustees who shall enter into a deed of trust setting forth the purposes and conditions under which they hold the said property in trust for the Association, and shall as soon as possible take such steps as may be necessary for the purpose of vesting the said property in the Official Custodian for Charities; upon such order the Trustees shall cease to be the Trustees of any such property which shall thereafter be administered and managed by the Members for the time being of the Committee. The number of trustees, who shall be appointed by the Committee, shall not be less than two nor more than four. The four Officers shall have the power to act as Trustees.

16. If the Committee decides at any time that, on the ground of expense or otherwise, it is necessary to discontinue the use of any property of the Association, then an Extraordinary Meeting will be convened. This meeting will follow the procedures outlined in Clause 10. A proposal will be presented to the meeting by the Chairman making clear what property will be divested. If the meeting votes to support the proposal then the Committee may, with the consent of the Charity Commissioners, progress the agreed divestment. Any financial benefit gained by this action will be managed as indicated in Clause 12.
17. If the Committee by a majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of the Inhabitants of the age of 18 years and upwards of the said village of Bagshot of which meeting not less than 21 days' notice shall be posted in a conspicuous place or places in the said village and advertised in a newspaper circulating in the said village and given in writing to the Charity Commissioners. If such decision shall be confirmed by a majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the Inhabitants of Bags hot as the Committee may decide and as may be approved by the Charity Commissioners.
18. All areas of the site not dedicated to buildings, car parking, or playing areas for the various sports, shall normally be open to the general public and such access by the residents of Surrey Heath shall be encouraged.
19. When not in use by Affiliated Organisations, the facilities will be hired out to other clubs and organisations for purposes approved by the Association. The prime use is for sporting, recreational and social purposes; other uses may include the raising of funds for charitable or voluntary organisations.
20. The exclusive use of each outdoor playing area may be granted either by lease or licence to bona fide sports clubs and such lease/licence will include agreement for use of the changing facilities. Any club which is granted a lease or licence shall be designated an Affiliated Organisation. Notwithstanding the above:
  - (a) In the case of unenclosed playing areas, such areas shall be available for use by the general public, when not in use by the Lessee/Licensee, subject to such use by the general public being limited to avoid deterioration of the playing area.
  - (b) In the case of enclosed playing areas, the facilities may be hired to members of the general public on an hourly basis for not less than three half days per week, of which one half day shall be on Saturday or Sunday. Alternative arrangements giving at a minimum, an equivalent availability to the public, will be made from time to time if necessary.
  - (c) Areas within the Pavilion building may be designated by the Committee for the priority use, but not sole use, by the Affiliated Organisations. Other areas may be hired out on a temporary basis to an organisation for the duration of their sub-lease, licence, or other agreement.
21. Day to day maintenance of the playing areas will be the responsibility of the Affiliated Organisation holding the lease/licence for the area.