

CONSTITUTION AND RULES OF THE MUCH HADHAM SPORTS ASSOCIATION

1. NAME

The association shall be called THE MUCH HADHAM SPORTS ASSOCIATION (“the **MHSA**”), (Registered Charity Number 302432) formerly known as the Committee of Management and formed pursuant to a deed of conveyance dated 20th March 1947 between Ronald Collet Norman of Moor Place, Much Hadham, William Gosselin Trower of 5 New Square, Lincoln’s Inn, London and Mark Richard Norman of Moor Place, Much Hadham (1) and Much Hadham Parish Council (2) (“the **Deed**”).

2. OBJECTS

To maintain, manage and manage the use of the recreation ground as defined in the Deed (“**the recreation ground**”) by sports clubs, organisations and bodies interested in use of the recreation ground for the purpose of games and recreations in accordance with the Deed.

3. MANAGEMENT

3.1 The officers of the MHSA shall consist of one representative from each of the member clubs together with two representatives from the Much Hadham Parish Council all of whom shall be elected annually at the annual general meeting (“the **AGM**”) and shall form the MHSA committee (“the **Committee**”). A quorum shall consist of at least five of the Committee members, one of whom shall be the Chairman, Secretary or Treasurer. The Committee shall have power to co-opt up to three additional members and also to fill any vacancies occurring in its membership during the year. The Chairman shall, if present, preside at all functions of the MHSA and at meetings of the Committee. The Secretary shall take the minutes at all meetings, including general meetings. Representatives of the various sports sections may be invited to attend Committee meetings, but shall not be entitled to vote.

3.2 The Committee shall meet when required to review the financial state of the MHSA. The accounts shall be maintained in accordance with Rules 6 and 8.

3.3 Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than one meeting each year plus the AGM. The Chairman and the Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the MHSA. The Secretary shall give all the members of the Committee not less than 5 days' notice of a meeting.

3.4 Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the Chairman (or the acting chairman of that meeting) shall have a casting or additional vote.

3.5 The Committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

4. ANNUAL GENERAL MEETING

The AGM shall be held each year as soon as possible after the end of the financial year and in any case not later than 30th April; twenty eight days notice shall be given of the date, time and place of such meeting. All notices of motion shall be forwarded in writing to the Secretary within seven days of such notice. A copy of the financial statement and an agenda of the business to be transacted shall be published fourteen days prior to the meeting.

The business to be transacted at the AGM shall be:

- (a) To receive the annual report and financial statement
- (b) To elect the Chairman, Secretary and Treasurer of the Committee
- (c) To transact any business on the agenda
- (d) General business

Any member of the management committee of any sports club or sports organisation which is a member of the MHSA pursuant to Rule 7 below shall be entitled to attend the AGM and upon all matters upon which a vote shall be taken; each such management committee of any sports club or sports organisation which is a member of the MHSA pursuant to Rule 7 below shall be entitled to a maximum of three votes.

5. EXTRAORDINARY GENERAL MEETING

An extraordinary general meeting may be convened at any time by the Committee and shall be convened upon the requisition of five members of the Committee. Not less than fourteen days notice shall be given and notices of motion must be given to the Secretary not less than six days before the date of the meeting. The provisions of Rule 3, so far as is practicable, shall apply to the proceedings at such meetings. Any member of the management committee of any sports club or sports organisation which is a member of the MHSA pursuant to Rule 7 below shall be entitled to attend an extraordinary meeting and upon all matters upon which a vote shall be taken; each such management committee of any sports club or sports organisation which is a member of the MHSA pursuant to Rule 7 below shall be entitled to a maximum of three votes.

6. FINANCE

The financial year shall be from 1st January to 31st December. The accounts of the MHSA before being submitted to the AGM shall be verified by an independent person.

7. MEMBERSHIP

7.1 any sports club or sports organisation which uses the recreation ground for sports purposes and represents the parish of Much Hadham is eligible for membership of the MHSA and if such club or organisation wishes to become a member of the MHSA it must pay the annual subscription fees set by the Committee from time to time

7.2 the annual subscription for each member of the MHSA shall be determined from time to time by the Committee;

7.3 any member whose subscription is not paid by 1 July shall be deemed to have resigned their membership of the MHSA

7.4 each member of the MHSA agrees as a condition of membership to be bound by and subject to these Rules.

8. PROPERTY

8.1 The Secretary shall keep an inventory of all property belonging to the MHSA. No property shall be disposed of without the sanction of the Committee. Any member carelessly or wilfully breaking, damaging, or removing any property of the MHSA shall be required to make good the same. The MHSA shall not be responsible for the loss of, or damage to, personal property left on the premises.

8.2 The Secretary shall keep the register of Members and minute book and the Treasurer shall keep the book of accounts.

9. SALE OF INTOXICATING LIQUOR

Intoxicating liquor may be sold on behalf of the MHSA pursuant to and subject to any conditions attached to the East Hertfordshire Club Premises Certificate Licence No: CP0026. Alcohol is not to be sold or supplied to persons under the age of 18.

10. NOTICES

Notices relating to the MHSA shall not be exhibited unless authorised by or on behalf of the Secretary.

11. SUSPENSION

Any representative of a member whose conduct is injurious to the character of the MHSA, whether on the MHSA premises or elsewhere, may be suspended by the Committee for such period as the Committee may think fit.

12. MATTER IN DISPUTE

Every question in dispute or any matter not provided for in these Rules shall be referred to the Committee whose decision shall be final. All complaints shall be made in writing to the Secretary.

13. ALTERATION TO RULES

On the recommendation of the Committee these Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of the members present and voting at the general meeting.