

BIDBOROUGH SPORTS ASSOCIATION

RULES

(For the effective Management and Authorization per paras 6 & 7 of the Constitution).

1. Meetings:

the Committee shall meet not less than two times a year. Meetings may be held online.

2. Notices:

a notice of each forthcoming meeting specifying the business to be transacted shall be circulated to members at least six days prior to the date.

3. Quorum:

shall be constituted when two Officers and three nominated Members each from different Sports Clubs, are in attendance.

4. Co-options:

the Committee may by resolution co-opt additional members from time to time. Such co-opted members shall not be entitled to vote but shall be so entitled at sub-committee meetings.

5. Sub-Committees:

a sub-committee may be appointed for a specific purpose and shall include a member of the Committee.

6. Elections:

at the Annual General Meeting the following officers shall be elected:- Chairman, Treasurer, Secretary.

Nominations shall be received not later than 48 hours before the commencement of the meeting.

7. Appointments:

at any Annual General Meeting, Life Vice-Presidents may be appointed in recognition of exceptional service to the Association. Nominations for these. Appointments must be handed to the Secretary at least 48hours before a Management Committee Meeting convened 14 days or more prior to the Annual General Meeting. Nominations approved at this Committee Meeting will be allowed to go forward for approval at the Annual General Meeting.

8. Auditors:

at the Annual General Meeting an Auditor shall be appointed for the ensuing year.

9. Finance:

(i) The Accounts shall be made up to the 31st. March each year and shall be prepared and audited in time for presentation at the A.G.M.

(ii) Bank, and other accounts; the Association shall have a Main Deposit Account, and a Current Account. Other accounts may be maintained for specific projects as agreed by the Committee.

(iii) Cheques: shall be signed by the Chairman and Treasurer, with Secretary as alternate, or (by Committee Resolution) by two elected Committee members.

(iv) Bank Transfers or other payments: over £100 shall be approved beforehand by the Chairman and Treasurer, with Secretary as alternate, or (by Committee Resolution) by two elected Committee members. Bank transfers up to £100 in any related set of payments may be made by the Treasurer without such approval.

(v) Financial year: shall run from 1st. April to 31st. March.

(vi) Petty Cash: the Secretary may have a petty cash account of thirty pounds (£30) to be funded by Imprest on Current Account.

10. Insurance:

the Committee shall maintain adequate Fire and Public Liability Risk insurance for its members, and such other policies as may be appropriate.

11. Relations with Bidborough Parish Council:

(i) the Minutes of the Committee shall be supplied to the Chairman and Clerk of the Parish Council.

(ii) the Parish Council as Trustee of the "Arthur Nicholson Recreation Ground" Charitable Trust, will continue to be ultimately responsible for the management and good order of the Ground and Trust premises.

Incl. Corrig & Addend.

up to December 2023