

1.

The name of the Association is “THE COLLINGHAM AND LINTON SPORTS ASSOCIATION” (hereinafter called “CALSA”), which consists of the cricket, dance, football, gym, hockey and ‘squash & racketball’ sections (“the six constituent sections”).

These sections are otherwise known as Collingham and Linton Cricket Club, TLA, Collingham Junior Football Club, CALSA One Gym, Boston Spa Hockey Club and Collingham & Linton Squash & Racketball Club respectively.

2. Objects

The objects of CALSA are:

- To operate as a Community Amateur Sports Club (CASC) as defined by His Majesty’s Revenue and Customs (HMRC).
- To provide without discrimination playing and participating opportunities in amateur sport for cricket, football, hockey, squash, racketball, and other amateur sporting, fitness and well-being activities; for the benefit of the inhabitants of Collingham, Linton and the neighbouring areas; by associating with local authorities, voluntary organisations and the local inhabitants in a common effort.

CALSA or any of its constituent sections have the authority to affiliate to any National Bodies with similar objects.

All surplus income or profits will be reinvested in CALSA and no surpluses or assets will be distributed to members or to third parties; except in accordance with CASC rules.

3. Membership

The membership rules of the Association are determined by two legal constraints;

- The licensing laws related to a ‘private members club’.
- The Community Amateur Sports Club (CASC) rules imposed by His Majesty’s Revenue and Customs (HMRC)

Senior members of CALSA are those who are at least 18 years old and have paid their annual CALSA membership subscription.

All senior members are members for the purposes of the licensing laws and are entitled to use the premises.

All senior members are entitled to vote at general meetings of CALSA meeting.

4. The Management Committee

The policy and general management of the affairs of CALSA are directed by the Management Committee which will normally meet monthly and must meet not less than seven times a year.

The Management Committee consists of:

- A President elected by the Annual General Meeting.
- A Chairman, Secretary and Treasurer elected by the Annual General Meeting (hereinafter referred to as “The Officers”)
- A Ladies’ Representative elected by the Annual General Meeting.
- One appointee from each of the six constituent sections; Cricket, Dance, Football, Gym, Hockey and Squash & Racketball.
- In addition, further members may be co-opted at the discretion of the Management Committee. If it is necessary to pay an individual, other than the Treasurer, to undertake the day-to-day role of the treasury function then this person may also be co-opted on to the Committee. Co-opted members are not entitled to vote at Management Committee meetings.

If CALSA has a bank overdraft facility, as defined in section 11 of this constitution, then the elected and appointed members of the Management Committee may be required to guarantee that facility on a ‘joint and several’ basis.

All members of the Management Committee must resign annually, but are eligible to be elected, appointed or co-opted again.

The quorum for meetings of the Management Committee is six voting members.

All decisions made at Management Committee meetings require a majority. The Chairman has a casting vote.

Minutes must be maintained by the Secretary who must record all proceedings and resolutions. The Chairman must sign each set of minutes as a true and correct record of the meeting.

5. Constituent Section Governance

Each constituent section is responsible for electing its own officials, for managing its own affairs and for submitting its budgets annually to the Management Committee for approval.

Each constituent section must have within its constitution the requirement for an appropriate Child Protection Policy to be in place.

Any changes to the constitutions of the constituent sections must be approved by the Management Committee to ensure compatibility with CALSA’s constitution and with the requirements of the ‘Community Amateur Sports Club’ (CASC) regulations.

The Officers of CALSA have the right to be members of any of the constituent sections' committees.

6. Disciplining of Members

Constituent sections are responsible for the discipline and, if considered necessary, for the suspension of their members. Individual members may appeal to the membership of their section and subsequently to the Management Committee if they are dissatisfied with a disciplinary decision made by their constituent section.

In exceptional circumstances, the Management Committee has the right to suspend or terminate an individual's membership if there are good and logical reasons for so doing. The individual member has the right to be heard by the Management Committee before a decision is made. In reaching such a decision in respect of a member of the Management Committee that member will have no right to vote on the issue.

7. Annual General Meetings

In each calendar year the Management Committee must convene an Annual General Meeting of CALSA for the purposes of:

- Receiving the Annual Report of the Chairman of the Management Committee.
- Receiving the Annual Statement of Accounts.
- Electing the President.
- Electing the Officers of the Association.
- Electing the Ladies' Representative
- Appointing a suitably qualified and independent individual, or individuals, to review the Annual Statement of Accounts. In this context 'suitably qualified' means holding a recognized accountancy qualification and 'independent' means not being a member of the Management Committee nor of the committee of any of the constituent sections.

All senior members of CALSA are entitled to attend and vote.

The Secretary must give each constituent section at least 28 days' notice of the date of the AGM. Each constituent section must then give their members at least 14 days' notice of the AGM, in writing, by email or via a notice on the relevant section's notice board. A notice advising all members of the AGM must be posted on the CALSA noticeboard at least 14 days before the date of the AGM.

8. Extraordinary General Meetings

The Chairman or the Secretary may at any time at their discretion call an Extraordinary General Meeting (EGM) of the Association.

In addition, a written request for the holding of an EGM may be made by at least thirty members having the power to vote. Such a request for an EGM

must give details of the subject matter to be covered at the meeting. In this case, the Secretary must call a meeting within 21 days of receiving such a request.

All senior members must receive not less than 14 days' notice of an EGM, stating the business that is to be transacted, in writing, by email or via a notice on the relevant section's notice board. A notice advising all members of the EGM must be posted on the Association noticeboard at least 14 days before the date of the EGM.

All senior members of CALSA are entitled to attend and vote.

9. Rules and Procedures at General Meetings

The Chairman will preside at general meetings.

No member is entitled to more than one vote.

Individual proxy votes are allowed which must be in writing and submitted to the Secretary not less than 72 hours before the meeting. These will always be counted and included at the meeting.

The quorum for all General Meetings of CALSA is 25 senior members.

Normal resolutions at AGMs and EGMs require the approval of a majority of the votes cast. The total votes cast must represent no less than 10% of the senior members of CALSA.

Minutes must be maintained by the Secretary who must record all proceedings and resolutions. These minutes must be reviewed at the next Management Committee Meeting to confirm their accuracy and then posted on the CALSA website. The minutes must then be presented to the next General Meeting at which the Chairman must propose them as a true and correct record for approval by the members at that meeting.

10. Rules for the Use of Facilities

The Management Committee are responsible for managing the facilities; including the maintenance and insurance of the grounds and building and the operation of the bar.

The Management Committee has the power to adopt and issue rules for the use of the facilities. Such rules can come into operation immediately provided that they are subject to review by the Management Committee and are not inconsistent with the provisions of this constitution.

11. Bank Accounts

CALSA must maintain at least one bank account in the name of Collingham and Linton Sports Association. This bank account may have an overdraft facility of up to £25,000 subject to the unanimous approval of the Management Committee.

The constituent sections must maintain bank accounts the names of which:

- clearly identify them as belonging to the section and
- indicate that they are: 'a Constituent Section of Collingham and Linton Sports Association'.

The Treasurer of CALSA must have access to these accounts in order to verify balances. These section bank accounts must not have overdraft facilities.

All funds of a constituent section must be held in a bank account or multiple bank accounts of the relevant section. If funds belonging to a section are held by CALSA then this must be recorded in a reserve account within CALSA's accounts which clearly identifies the funds as belonging to that section.

12. Budgets

The Management Committee must agree annually the budget for the management and development of the facilities.

The Management Committee must decide annually the annual CALSA membership subscription amounts for junior members and for senior members.

The Management Committee must decide annually the contribution towards the Association's general funds that is required from each constituent section. The basis for this contribution must be transparent and disclosed.

The constituent sections must provide annual budgets to be approved by the Management Committee. These budgets must include the proposed timing and financing of any capital expenditure of over £5,000.

Constituent sections are expected to perform strictly to their budgets and must provide quarterly monitoring information to the Treasurer, who must include this information in the management accounts presented at least quarterly to the Management Committee.

13. Expenditure and Borrowing Limits

The following spending limits apply to expenditure on individual items, whether the money is from CALSA's funds or from the funds of a constituent section:

- Less than £1,000 can be spent without reference to CALSA as long as the section has sufficient funds in its bank account.
- Over £1,000 but less than £5,001 requires the prior approval of the CALSA Treasurer, unless this item was within the approved budget and there is sufficient funds available in the relevant section's bank account.

- Above £5,000 but less than £25,001 requires the prior approval of the Management Committee.
- Above £25,000 requires prior approval at a General Meeting of CALSA. (In the event of an emergency, this clause will not apply and any expenditure deemed essential will be made provided that it has the approval of all voting members of the Management Committee).

Cheques from the CALSA bank account must be signed by any two out of the Officers of CALSA.

Contractual obligations on behalf of CALSA which would include both financial commitments and contingent liabilities must be signed by any two Officers of CALSA.

The constituent sections have no authority to borrow from external sources of finance.

CALSA has the following limits on its authority to borrow money to finance individual items of expenditure:

- Up to £25,000 requires the approval of the Management Committee.
- Above £25,000 requires the approval of a General Meeting of CALSA. (In the event of an emergency, this clause will not apply and any borrowing deemed essential will be undertaken provided that it has the approval of all voting members of the Management Committee).

14. Accounts

The Treasurer must keep proper accounts of the finances of CALSA.

As CALSA is a 'Community Amateur Sports Club' (CASC) the accounts must include the additional itemization and details specified in the CASC regulations.

Under current legislation there is no need for the accounts to be audited. If this legislation changes to require a formal audit, then the requirements of this paragraph will be incorporated into that audit. In the absence of an audit, however, the accounts must be reviewed at least once a year by the appointed independent financial reviewer or reviewers. This review must encompass at least verification of bank balances and confirmation of the acceptability of the processes involved in maintaining the accounts.

The reviewed and approved Statement of Accounts for the last financial year must be submitted by the Management Committee to the AGM.

15. Land, Property and other Assets

The title of all and any real property which may be acquired by or for the purpose of CALSA is vested in CALSA.

If the other party to any agreement requires named individuals to be included therein then the voting members of the Management Committee will be listed.

The Secretary will be responsible for revising any such included list in any current agreements whenever the composition of the Management Committee changes.

16. Dissolution

If the Management Committee by a three-quarters majority decides at any time that it is necessary or advisable to dissolve CALSA, it must call an Extraordinary General Meeting.

In addition, such a proposal must be posted in conspicuous places in the neighbourhood, advertised in a newspaper that circulates in the area and notified in writing to any Government Departments from which a grant or aid may have been obtained.

If such a proposal should be confirmed at the EGM, the Management Committee will have the power to dispose of the assets held by or in the name of CALSA. Any assets remaining after the satisfaction of any proper debts and liabilities must be applied for approved sporting or charitable purposes by being transferred to a Community Amateur Sports Club, a registered charity or various sports' Governing Body or Bodies.

17. Alterations to the Constitution

Any proposal to alter this constitution is a Special Resolution and must be delivered to the Secretary in writing, giving details of the changes being proposed, not less than 60 days before the date of the General Meeting at which it is first to be considered. An alteration will require the approval of all of the following:

- A three-quarters majority of the members of the Management Committee entitled to vote, who must be given at least 45 days' notice of the proposed changes.
- A majority of the constituent section committees, who must each be given at least 45 days' notice of the proposed changes.
- A three-quarters majority of those voting at the General Meeting of the Association called to consider the changes. The votes in favour must represent no less than 10% of the senior members of CALSA.

18. Record of Changes

This Constitution was adopted as the Constitution of the Collingham and Linton Sports Association at a joint meeting of the existing organizations duly convened at The Memorial Hall, Collingham on 20th February 1973.

It has subsequently been amended:

- at the Annual General Meeting held on 10th November 1977
- at the Extraordinary General Meeting held on 13th August 1990
- at the Annual General Meeting held on 27th November 1995
- at the Annual General Meeting held on 24th November 2004

CONSTITUTION



- at the Annual General Meeting held on 24th November 2010
- at the Annual General Meeting held on 25th November 2015
- at the Annual General Meeting held on 26th October 2016
- at the Annual General Meeting held on 25th October 2017
- at the Annual General Meeting held on 27th November 2019
- at the Annual General Meeting held on 24th November 2021
- at the Extraordinary General Meeting held on 29th March 2023

Signed

..... (Chairman)

..... (Secretary)