

CONSTITUTION OF THE HOLY SPIRIT SPORTS CLUB (HSSC)

A. NAME

The name of the club is "Holy Spirit Sports Club" (HSSC), henceforth referred to as "the Club". This can only appear in publications as "Holy Spirit Sports Club." in red or black out of a colour.

B. ADMINISTRATION

Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with its constitution by the members of the Committee, constituted by clause H (COMMITTEE) of this constitution.

C. OBJECTIVES

The Club's Objectives are:

1. To provide parishioners of the Holy Spirit and Our Lady of Grace Parishes with the opportunity to play sports in accordance with the rules and regulations of the relevant sports associations/governing bodies.
2. To help develop physical, mental, spiritual, social and emotional development & community spirit of the members through various sporting and social activities.
3. To provide a supportive environment in which the members can enjoy playing sports and develop their playing potential to the full.
4. To encourage responsible conduct, respect for referees, umpires, coaches, officials and fellow members and to promote sportsmanship among participants, children, coaches and parents.
5. To encourage the development of sports, playing, changing and social facilities.

To further these Objectives:

1. The HSSC is strongly committed to the promotion of equal opportunities for all regardless of age, gender, employment status, colour, race, ethnic or national origin, religious belief or disability.
2. The Club believes that the welfare of all members is everyone's responsibility and that all players, especially children have a right to have fun, be safe and be protected from harm.
3. The Club will be subject to the child protection policy of the Catholic Diocese of Nottingham and any other organisations as appropriate.

D. CONSTITUENTS OF THE CLUB

1. Football: Holy Spirit Celtic Sports Club (HSCSC)
2. Golf: Holy Spirit Golf Society (HSGS)
3. Cricket: Holy Spirit Cricket Club (HSCC)
4. Others (e.g. Badminton, Bowls, Tennis, Squash, Chess, Bridge) to be developed

E. AFFILIATION

The Club and its constituents will affiliate to relevant sporting bodies as necessary. The Club will also maintain affiliation with the Parish of the Holy Spirit in West Bridgford, the Parish of Our Lady of Grace in Cotgrave.

F. POWERS

In furtherance of the Objectives but not otherwise the Committee may exercise the following powers or delegate them to the individual constituents:

1. to recruit members primarily from the West Bridgford and Cotgrave parishes, but also at the discretion of the Committee, from other areas for teams to play supported sports (listed in D) in leagues, competitions and non-competitive matches;
2. to provide training, coaching and sports facilities for team managers and players;
3. to collect fees from members for player registration, playing kit, equipment, hire of grounds and playing facilities;

4. to raise funds and sponsorship, invite and receive contributions, provided that in raising funds the Committee shall not undertake substantial permanent trading activities and shall always conform to the law;
5. to acquire, buy, lease or exchange any property necessary for the achievement of the Objectives and to maintain and equip it for use, subject to availability of adequate funds; Consents required by law to sell, lease or dispose of all or any part of the property of the Club will be mandatory;
6. to make lawful grants or loans of money in pursuit of the Objectives;
7. subject to any consents required by law to borrow and repay money and to charge adequately for the loan/hire/sale of all or any part of the property of the Club;
8. to set aside funds for special purposes or as reserves against future investment, expenditure or charitable donation;
9. to deposit or invest funds in lawful manner based on relevant professional advice on the suitability of such financial arrangements;
10. to employ, subject to availability of funds, such paid or unpaid staff or advisors (who shall not be members of the Committee) as necessary for the proper pursuit of the Objectives;
11. to take out public liability and personal accident insurance to cover Club meetings, activities, officers and committee members; to insure the Club's property against any foreseeable risk; and to take out other necessary insurance policies to protect the Club where required;
12. to provide services to or receive services from other sports-related bodies;
13. to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objectives or of similar charitable purposes and to exchange information and advice with them;
14. to establish or support charitable trusts, associations or institutions formed for all or any of the Objectives;
15. to publish or distribute information concerning the Club;
16. to appoint and constitute such advisory persons, organisations or committees as the Committee may think fit;
17. to conduct other lawful activities as are reasonable and necessary for the achievement of the Objectives.
18. to develop and implement relevant policies and/or procedures and other matters which the Committee believes to be important to the members of the Club.
19. to develop, implement and promote charters and codes of conduct for teams, coaches, managers, players, parents and spectators that specify responsibilities and behaviour.
20. the Parish Priest of the Holy Spirit and Cotgrave Parishes will be the *ex-officio* President of the Club and will have the right to veto a decision made by the Committee, the AGM or the constituents. The committee will include the *ex-officio* President and all Committee members in the distribution list for all Meeting Minutes.

G. MEMBERSHIP

Membership of the Club shall be open to:

1. Parishioners of the Holy Spirit and Our Lady of Grace Parishes and surrounding areas and their families and friends with the opportunity to play sports in accordance with the rules and regulations of the relevant sports associations/governing bodies.
2. The Club may also encourage other children and adults, including non-Catholics, resident in the local area to join. The Club will also offer other sports as the opportunities arise.
3. Registered players, coaches and helpers. Members below 18 years have no voting rights. However, this does not preclude the canvassing of opinion among children.
4. The parents or legal guardians of registered junior players.
5. Elected and appointed officers of the Club & other Individuals who are interested in furthering the Objectives of the Club.
6. The Parish Priest for the Holy Spirit & Our Lady of Grace Parishes or any other priest seconded by him.
7. The Committee may unanimously and for good reason terminate the membership of any individual or member organisation. This is provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Committee, accompanied by a friend or representative, before a final decision is made.

H. HONORARY OFFICERS

At the Annual General Meeting (AGM) of the Club the members shall elect from among themselves a Chairman, a Secretary and a Treasurer who shall normally become members of the Committee and shall hold office from the conclusion of the meeting.

I. COMMITTEE

1. The Committee shall consist of:
 - i. the honorary officers specified in the previous clause along with the *ex-officio* President;
 - ii. one Member from each constituent sport, elected by the individual members of each constituent sports club. Each constituent sports member should nominate a deputy who should attend the meetings if the member is unable to.
2. All the members of the Committee shall retire from the office together at the AGM next after the date on which they came into office but they may be re-elected or re-appointed.
3. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
4. Nobody who is aged under 18 years shall be appointed as a member of the Committee.
5. No person shall be entitled to act as a member of the Committee, whether on a first or on any subsequent entry into office, until after signing a declaration of acceptance and of willingness to act in the best interests of the Club.

J. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to hold office if he or she:

1. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
2. is absent without permission of the Committee from all their meetings held within a period of six months and the Committee resolve that his or her office be vacated.
3. notifies the Committee of a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

K. COMMITTEE MEMBERS NOT TO BE PERSONALLY INTERESTED

No member of the Committee shall acquire property belonging to the Club (other than as a trustee for the Club) or receive remuneration or be interested (other than as a member of the Committee) in any contract entered into by the Committee.

L. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

1. The Committee shall hold at least two ordinary meetings, inclusive of an Annual General Meeting, each year. A special meeting may be called at any time by the Chairman or by any two members of the Committee upon not less than 7 days' notice being given to the other members of the Committee of matters to be discussed. In extraordinary circumstances, meetings may be convened at shorter notice. If the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.
2. The Chairman shall chair the meetings of the Committee. If the Chairman is absent from the meeting, then the Secretary or Treasurer shall act as Chairman. Meetings cannot be held in the absence of all three officers.
3. There shall be a quorum when at least one third of the number of members of the Committee or three members of the Committee, whichever is the greater, are present at the meeting.
4. Every matter shall be determined by the majority of the votes of the members of the Committee present and voting on the question but in the case of equality of votes, the chairman of the meeting shall have a second or casting vote.
5. The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-committee.
6. The Committee may from time to time alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.
7. The Committee may appoint one or more sub-committees consisting of three or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or

duty. This is provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee.

M. RECEIPTS AND EXPENDITURE

1. The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee. The Treasurer must be one of the signatories, with the other being the Chairman or the Secretary.
2. The funds belonging to the Club shall be applied only in furthering the Objectives.

N. PROPERTY

1. Subject to the provisions of sub-clause (2) of this clause, the Committee shall cause the title to:
 - i. any land held by or in trust for the Club; and
 - ii. any investments held by or on behalf of the Club;to be vested in not less than two individuals appointed by the Committee acting as trustees. The trustees may be removed by the Committee at their pleasure and shall act in accordance with the lawful directions of the Committee. The trustees shall not be liable for the acts and defaults of its members.
2. The Committee may permit any investments held by or in trust for the Club to be held in the name of another organisation. Acceptable organisations are: a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) acting as a nominee for the Committee. The Club may pay such a nominee reasonable and proper remuneration for acting as such.

O. ACCOUNTS

The Committee shall comply with the following arrangements:

1. the keeping of accounting records for the Club;
2. the preparation of annual statements of account for the Club;
3. the auditing or independent examination of the statements of account of the Club; and

P. ANNUAL GENERAL MEETING

1. There shall be an Annual General Meeting (AGM) of the Club, which shall be held in the May each year or as soon as practicable thereafter.
2. All members are entitled to attend any AGM or special general meeting of the Club.
3. Every AGM shall be called by the Committee. The Secretary shall give at least 21 days notice of the AGM and the date and venue will be displayed on notice boards that can be seen by the members. All members of the Club shall be entitled to attend and vote at the AGM.
4. The Committee shall present to each AGM the report and accounts of the Club for the preceding year.
5. Nominations for the election of Officers to the Committee must either be made by members of the Club in writing and placed in the hands of the Secretary of the Committee before the AGM, or received by the Secretary during an appropriate part of the AGM. Should nominations exceed vacancies, election shall be by voting of all members in attendance at the AGM.

Q. SPECIAL GENERAL MEETINGS

The Committee may call a special general meeting of the Club at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days notice must be given. The notice must state the business to be discussed.

R. PROCEDURE AT GENERAL MEETINGS

1. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Club.

2. There shall be a quorum when at least five members of the Club are present at any general meeting.

S. NOTICES

Any notice required to be served on any member of the Club shall at the Committee's discretion be left in a designated place at the Club's clubhouse premise or shall be in writing and shall be served by the Secretary or the Committee on any member. This shall be either personally or by post in a pre-paid letter addressed to such member at his or her last known address in the United Kingdom. Any letter so sent shall be deemed to have been received within ten days of posting.

T. ALTERATIONS TO THE CONSTITUTION

Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed. The Parish Priest has the right to veto changes made to the Constitution.

U. DISSOLUTION

If the Committee decides that it is necessary or advisable to dissolve the Club, it shall call a meeting of all members of the Club, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the Holy Spirit Parish.

V. COMPLAINTS PROCEDURE

If a member wishes to complain about any matter pertinent to the Club, such as a breach of the Constitution, Team Charter, Codes of Practice or other Club policies or procedures, the procedure below should be followed.

1. Report the matter to the Club Secretary or another member of the Committee who will pass it to the Club Secretary or Chairman. The report should include information such as:
 - i. Details of the complaint e.g. what, when and where an incident took place.
 - ii. Names of witnesses and statements from them.
 - iii. Names of others similarly affected.
 - iv. Whether the complaint has been made before and, if so, details of to whom and when.
 - v. Preferred action.
2. A sub-committee of the Committee consisting of the Chairman, Secretary and one other member will consider the matter and seek a resolution.
3. If the matter is serious or cannot be resolved by the sub-committee, it will be considered by the Committee, which will seek a resolution.
4. Under the Constitution, "The Committee may unanimously and for good reason terminate the membership of any individual or member organisation. This is provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made."
5. Disciplinary action (including termination of membership of the Club) may be taken for appropriate reasons against members of the individual constituent Club. This is provided that the initial appeal must be heard by the Committee representative of the particular constituent Club. A further appeal may be made to three members of the Committee, excluding the representative of the particular constituent Club. The unanimous or majority decision of the three members of the Committee will be final and binding on all disciplinary appeals.
6. In the event that the Committee cannot resolve a matter (other than disciplinary) or a member is not happy with the proposed resolution they reserve the right to appeal to the *ex-officio* President of the club. The decision of the *ex-officio* President is final and binding on all members of the club including the committee.

W. DEFINITIONS

In this constitution:

1. "AGM" means an annual general meeting of the members of the Club.
2. The "Club" means Holy Spirit Sports Club.
3. "The Committee" is the governing body of the Club.
4. "Co-opted Committee member" means a member of the Committee appointed by the members of the Committee.
5. "Taxable trading" means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objectives.

CHAIRMAN PRINT NAME: Barry Espinasse

SIGNATURE:

SECRETARY PRINT NAME: Dileep Lobo

SIGNATURE:

TREASURER PRINT NAME: Jim Harrington

SIGNATURE:

1 May 2008