

Sheffield Telecom.  
Sports and Social Club



Rules  
July 2001

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# **RULES July 2001.**

**NAME**        The Club shall be known as the

## **SHEFFIELD TELECOM. SPORTS and SOCIAL CLUB**

### **1. MEMBERSHIP.**

- a. Club membership shall be open to :-
  - ◆ Full Members ... all BT staff, Club Employees Agency Staff (those employed by outside bodies but working within BT.) and Post Office staff.
  - ◆ Retired Members ... BT Pensioners.
  - ◆ Lifelong Members ... an alternative for Retired Membership.
  - ◆ Associate Members ... others subject to the prior approval of the Executive Council.
- b. All Members will be issued with a Membership Card and a copy of the Rules by request to the Membership Secretary.
- c. Any member wishing to resign should inform the Membership Secretary, in writing.
- d. The Executive Council shall be empowered to confer Life Membership upon any member who has rendered exceptional services to the Club. Life Members shall have the same rights as Full Members, but shall pay no subscription, nor shall any Section Fee be payable after retirement.
- e. Full, Lifetime and Retired Membership shall entitle participation in all the activities of the Club, subject to the Rules (if any) of any Section(s) concerned
- f. Associate Membership shall entitle participation in sectional activities, subject to the Rules (if any) of the Section(s) concerned.
- g. Membership of the Club implies an acceptance of all the Rules of the Club.

## **2. SUBSCRIPTIONS.**

- a. Full Members shall pay £2.17 per month.
- b. Retired and Associate Members shall pay £10.40 per annum. Subscriptions are paid annually.
- c. Retired or Associate Members participating in more than one section's activities, or ordinary Club events/activities. shall pay the annual equivalent of the Full Members subscription rate in force at that time.
- d. Lifelong Members shall pay a once and only sum of £50 minimum
- e. Lottery shares shall cost per share £1.10 per month, or £13.20 per annum
- f. Subscriptions for membership and lottery shall be paid by Standing Order whenever possible,

## **3. EXECUTIVE COUNCIL.**

- a. The Club shall be managed by the Executive Council, comprising the Chairman, General Secretary, General Treasurer, and up to eleven Council members, who shall all be members of the Club.
- b. The Officers ( General Secretary and General Treasurer ) of the Club shall be elected at the Annual General Meeting for the term of one year. Retired members, or non BT employees are ineligible to serve as Officers of the Club.
- c. Executive Council members shall be elected for a period of one year at the Annual General Meeting.
- d. The Executive Council shall form a Ground Sub-committee, consisting of the Ground Supervisor - appointed from the Executive Council and up to three co-opted members, one of whom will be the Groundsman.
- e. If a vacancy occurs on the Executive Council it shall be filled by the Executive Council's nominee until the next Annual General Meeting.
- f. The Executive Council may invite an Officer who resigns from Office to continue to serve as a Retained Member for a maximum of eleven months.
- g. Officers of the Executive Council may have any expenses incurred in connection with Club business reimbursed.
- h. Only BT employees or Retired members may be elected to the Executive Council
- i. A Membership Secretary / Lottery Secretary shall be appointed from the Executive Council.

#### **4. GENERAL SECRETARY'S DUTIES.**

The General Secretary shall be responsible for :-

- ◆ carrying out instructions given by the Executive Council
- ◆ deal with correspondence
- ◆ assist Section Secretaries as far as is possible
- ◆ convene meetings of the Executive Council
- ◆ in consultation with the Chairman be responsible for preparing the Agenda
- ◆ furnish an Annual Report for the Annual General Meeting

#### **5. GENERAL TREASURER'S DUTIES.**

The General Treasurer shall :-

- ◆ receive all moneys, donations and subscriptions made to the Club
- ◆ acknowledge receipt of same excepting cheques, on a duplicate receipt book
- ◆ keep a cash book
- ◆ be ready to give an approximate estimate of the Financial standing of the Club at each meeting of the Executive Council
- ◆ carry out the decisions made by the Executive Council
- ◆ keep such accounting records as are required by the auditors will prepare a Statement of Income - Expenditure together with a report at the close of the Financial Year for approval at the Annual General Meeting

#### **6. MEMBERSHIP SECRETARY'S DUTIES.**

The Membership Secretary shall :-

- ◆ keep a record of the membership
- ◆ issue membership cards and a copy of the Rules to each new member
- ◆ keep suitable records of Lottery participants and their allocated numbers
- ◆ issue Lottery numbers to contributors
- ◆ receive Membership and Lottery Fees
- ◆ keep such accounting records as are required by the General Treasurer

#### **7. LOTTERY SECRETARY'S DUTIES.**

The Lottery Secretary shall :-

- ◆ be the promoter for the Lottery
- ◆ organise the Lottery within the Rules
- ◆ organise prompt payment to winners

## **8. GROUND SUB COMMITTEE'S DUTIES.**

- a. The sub Committee will be responsible to the Executive Council for the running of the sports ground, located at Black Lane Loxley.
- b. The sub Ground Supervisor will be additionally responsible for the payment of wages to any Club employees at the ground and for the keeping of any statutory records required by law.
- c. The sub Committee Treasurer, if elected, will keep any such records as deemed necessary by the Executive Council.
- d. Any monies shall be lodged as required by the Executive Council
- e. It will be the responsibility of either the sub Ground Supervisor or Groundsman to decide whether or not the ground is fit to be played upon.

## **9. PRESIDENTS AND VICE PRESIDENTS.**

The Executive Council may elect a President and / or Vice Presidents.

## **10. SECTIONS.**

- a. A member's spouse or children ( not otherwise eligible for membership ) may participate in sectional activities subject to the Rules (if any) of the Section(s). Such members will be known as Family Members. Any Section Fees being retained by the Section.
- b. Upon retirement / resignation members may participate in sectional activities subject to the Rules (if any) of the section (s) and will be known as Retired Members. and will pay to the Membership Secretary the Retired Members rate in force at the time.
- c. Persons not eligible for Club Membership ( except as above ) may not participate in sectional activities.
- d. Each Section shall elect it's own Management Committee, annually, from members of that Section. This committee shall act under the supervision of the Executive Council and their business transactions shall be subject to it's prior approval. The Section Secretary shall be a BT employee.
- e. If a vacancy occurs on a Section Committee, that Committee shall fill the vacancy until the Annual Election of the Committee.
- f. Each Section shall arrange it's own programme of events.
- g. Sections having their own Rules, which must have the prior approval from the Executive Council, shall supply a copy of these Rules to each of their members
- h. The Secretary of each Section shall ensure that all newcomers hold correct membership of the Club.
- i. Lifelong Members may participate in sectional activities subject to the Rules (if

any) of the section (s) and will be known as Lifelong Members.

## **11. LOTTERY.**

- a. The Lottery shall be run for members of the Sheffield Telecom. Sports and Social Club.
- b. The Lottery shall comply with the Lotteries and Amusements Act 1976 Section 4
- c. One third of the ticket money shall be retained by the Club, the remainder will be allocated to Prize Draws
- d. Prize Draws will be made biannually in July and December and will be known as the Summer and Xmas Draws respectively.
- e. Prize money will only be paid to the holder of the winning number.
- f. New contributors will commence participation in the draw following receipt of their first payment.
- g. Participation in the Lottery can be ceased at any time on notice in writing being given to either the Lottery or Membership Secretary. Withdrawal will be effective immediately after receipt of the final payment.
- h. The decision of the Executive Council, on any disputes regarding the Lottery shall be final.

## **12. FINANCE.**

- a. The Executive Council shall determine and authorise amounts to be spent on or by a Section, on production of estimates of Expenditure by that Section.
- b. Estimates for all likely expenses can be submitted at any time during the year. All equipment totalling over £100 purchase price must be accompanied by a covering note.
- c. A Section requiring anything additional shall present a Supplementary Estimate for the consideration of the Executive Council, this being accompanied by a current copy of the Section's Balance Sheet.
- d. Grants allocated by the Executive Council will be notified and forwarded to Sections by the General Treasurer.
- e. Sections shall keep an account for Grants. This account to be in the name of Sheffield Telecom. Sports and Social Club (.....) Section.
- f. Sections shall be responsible for payment of all bills etc. incurred by that Section.
- g. Sections shall hold an Income - Expenditure Balance Sheet, which will be forwarded to the General Treasurer on 31<sup>st</sup> March annually, for accounting purposes, along with all receipted bills for the year.
- h.. The Section Committee shall after consulting the Executive Council agree Section Fees payable for all classes of member. These section fees shall be retained by the Section.

- i. Any profit made by any Section shall be deemed as income to the Club.
- j. Club funds shall be placed in a UK Bank or Building Society Account(s) under the name of Sheffield Telecom. Sports and Social Club.
- k. All accounts of the Club shall be audited annually. The auditors shall be elected at the Annual General Meeting.
- l. Cheques shall be signed by one of the following, Chairman, General Secretary, General Treasurer, Lottery Secretary and the Ground Supervisor.
- m. The Financial Year shall end on 31<sup>st</sup> March, for all accounts.
- n. Failure of Sections to comply with the Rules of the Club could result in Financial restraint being placed upon them.

### **13. ANNUAL GENERAL MEETING.**

- a. The Annual General Meeting of which at least fourteen days prior notice must be given, shall be held before the end of September. The business of this meeting shall be to approve the Annual Report of the General Secretary and General Treasurer, to agree the accounts, to elect Officers, Chairman and Members of the Executive Council and to elect Auditors
- b. Nominations for Officers, Chairman, Members of the Executive Council and Auditors, signed and seconded by two Members, shall be received by the General Secretary before a published date, which will be at least seven days prior to the meeting. Nominations will not be accepted at the Annual General Meeting, unless there are insufficient nominees to fill any vacant positions.
- c. Business may be transacted at the Annual General Meeting which does not appear on the Agenda, providing that the General Secretary receives written notice of such business at least seven days prior to the meeting. The Chairman will use discretion on any other matters arising during the meeting.
- d. At a General Meeting of the Club each Club Member present shall have one vote on any motion, but in the event of a tie the Chairman shall have a casting vote. A simple majority shall suffice to carry any motion put, except that on constitutional and financial matters, where a two - thirds majority shall be required.

### **14. SPECIAL GENERAL MEETING.**

A Special General Meeting, of which at least seven days notice must be given, may be called at the discretion of the Executive Council, or within fourteen days of receipt of a written request signed by thirty Members, stating the reason for calling such a meeting. No other business shall be transacted except that for which the meeting has been called.



## **15. CONDUCT.**

Any member whose conduct is deemed unsatisfactory (so far as the Club is concerned) by a Section Committee shall be dealt with at their discretion. Such members shall have the right to appeal to the Executive Council.

## **16. TROPHIES.**

Shields, Cups or other Trophies shall be the property of the Club, unless otherwise stipulated by the donor and shall be competed for in perpetuity

## **17. INTERPRETATION OF RULES.**

This shall be a matter for the Executive Council, who shall also be empowered to take decisions on any matter not covered by the Rules.

By-Laws may be made, or amended, by unanimous vote of the Executive Council, for future ratification at a General Meeting.

## **18. DISSOLUTION.**

- a. In the event of the dissolution of the Club by its members at a General Meeting, the Officers of the Club, or those in office at that time, shall be appointed Trustees in order to administer finances, from the total funds, to members and / or active Sections at that time.
- b. The number of Trustees shall be made up to five in number by the Meeting of Members which decides on the dissolution of the Club
- c. The Trustees shall be solely responsible for the allocation of assets and in no way personally responsible for any liabilities over and above the assets.
- d. The Sections who wish to continue after the dissolution of the Club will be allowed to retain any trophies or assets in use at that time.
- e. Each Section must maintain its own Rules and honour any obligations undertaken on behalf of the Club, for the remainder of that section's playing season ( if any), or for a maximum of eleven months, whichever is shorter.
- f. A copy of the Section's rules must be forwarded to the Trustees. Any subsequent alterations to these Rules must also be given to the Trustees in writing.
- g. The Trustees shall take action to dispose of Loxley Sports Ground in consultation with the Trustees appointed to the ground.
- h. Any trophies not covered in (d) above should be donated to the Sheffield City Museum and / or Town Hall Trophy Museum.
- i. Cash from the disposal of Club assets should be invested and interest earned allocated annually to those remaining sections requesting financial assistance.

- j. Any money which is not required in any one year will remain in capital but in a subsequent year may be used against a special Section request..
- l. After the dissolution of the Club the Trustees will meet at least twice per year, but the Chairman, along with the General Secretary can call a Trustee's meeting at any time.

*Passed by the Annual General Meeting of the STSSC July 2001*