

Rutherford Appleton Laboratory Recreational Society

The Society's Rules

Operative from 30th of April 1996

1 NAME

The Society shall be called "The Rutherford Appleton Laboratory Recreational Society" which may be abbreviated to RAL RecSoc.

The address of the Society shall be The Rutherford Appleton Laboratory, Harwell Campus, Didcot, Oxon, OX11 0QX.

The Society shall be affiliated to the Civil Service Sports Council.

2 OBJECTIVES

To provide sports, recreational activities, clubs and facilities for health, well-being and social interaction at RAL and beyond, for its members and to encourage the formation of clubs for this purpose.

3 MEMBERSHIP

The Society shall consist of members as defined in categories (a) to (e) below.

a. Full Membership

Shall be open to all employees of the Rutherford Appleton Laboratory, all staff of other STFC establishments working at the Rutherford Appleton Laboratory, and all staff formally attached to the Laboratory. ("Attached" to be taken to mean on the STFC payroll.)

b. Affiliate Membership

Shall be open to Harwell Campus members of staff working for Non-STFC companies who, with the approval of STFC management and, at the discretion of the Recreational Society Committee, provide an annual financial donation commensurate to a value that is deemed appropriate in relation to the number of the employees the company wishes to be eligible for RecSoc membership.

This donation then provides the facility by which the company's employees are eligible to join the RecSoc through their full membership of the Civil Service Sports Council in line with full members of the RecSoc.

c. Associate Membership

Shall be open at the discretion of the Committee to any other person not included in (a) provided however that the number of Associate Members shall not exceed 30 per cent of the total membership at the time of the Associate Member's admission.

d. Retired Membership

Members who retire from the STFC service will retain full membership privileges until the end of that membership year, after which they may apply for Retired Membership. Retired Membership shall be open at the discretion of the Committee with the same conditions as Associate Membership.

e. Honorary and Life Members

The Society may admit Honorary and Life members on such conditions and with such privileges as it may from time to time determine.

f. The Membership Year

Shall be from 1st September to 31st August.

g. Applications for Membership

Application for Full and Affiliate Membership shall be made by:-

- i. Completing the current Civil Service Sports Council application form obtained from the RecSoc intranet. The completed form should be forwarded to the RecSoc Membership Secretary for processing, OR,
- ii. Completing the Online Membership application form via the Civil Service Sports Council web pages. The confirmation email received on completion must be forwarded to the RecSoc Membership Secretary to validate membership of the RecSoc before making use of the facilities.

Application for Associate Membership shall be made by completing the current application form obtained from the RecSoc intranet. The completed form should be forwarded to the RecSoc Membership Secretary, along with the appropriate payment.

h. Termination of Membership

Any Member may terminate their membership at any time.

Termination of Full and Affiliate Membership shall be made in writing to the Membership Secretary in addition to contacting the Civil Service Sports Club to cancel the direct debit payment.

Termination of existing employment shall automatically terminate Full or Affiliate RecSoc Membership. However Civil Service Sports Council Membership shall continue until cancelled, allowing retention if required.

Termination of Associate Membership shall be made in writing to the Membership Secretary, enclosing the Access Pass. No refunds shall be provided for unused months of the annual membership fee.

The Committee shall have the right to terminate any membership in the interest of the Society, subject to appeal as provided in Clause 15(a).

4 SUBSCRIPTIONS

Subscriptions shall be as follows:

a. Full Members & Affiliate Members

Monthly, quarterly or annual rates, set by the Civil Service Sports Council payable by deduction from salary or by direct debit.

b. Associate Members

Yearly rate, set by a General Meeting payable in advance. Part yearly membership may be agreed at the discretion of the Membership Secretary. [At the 2019 AGM it was agreed that the Associate Membership rate would be £60 per year or £5.00 a month for seasonal members]

c. Retired Members

One off payment, set by a General Meeting (currently £5), payable in advance.

5 Guests

All members may introduce guests into the Society premises, subject to the following conditions:

- a. The number of guests which a member may introduce shall be limited to three, at any one time.
- b. The names of guests must be entered in the Visitors' Book.
- c. The introducing member shall be held responsible for the observance of these rules by their guest(s), and shall not leave the Society premises before them. Any damage caused by a guest will be charged to the introducing member, and they will be liable to disciplinary action, if necessary.
- d. No person whose membership has been suspended or terminated under Clause 15(a) shall be introduced as a guest.
- e. A visitor to the Laboratory may not be introduced as a guest on more than 10 occasions during any 12 month period.
- f. A permanent staff member or long term visitor may not be introduced as a guest on more than 5 occasions in any 12 month period.

6 VISITORS

Members of visiting clubs or organizations who are attending a bona fide sporting fixture or occasion may be introduced into the Society premises by affiliated clubs provided that:

- a. The name of the visiting club or Organization is entered into the Visitors' Book prior to entry to the Society premises, together with the name and address of a responsible officer of that club or Organization.
- b. The host club shall be responsible for the observance of these rules by its visitors, shall be liable for any damage caused by its visitors, and its officers shall be liable to disciplinary action if considered necessary by the Society's Committee. The host club shall be responsible for nominating stewards who will be responsible for the actions of their members and visitors at any function. The stewards **MUST** be in attendance at all times during such functions and must not leave the premises before the visitors. On occasions the stewards may be required to assist the bar staff as and when necessary.

7 PRESIDENT AND VICE-PRESIDENT

There shall be a President and Vice-President(s) appointed at the discretion of the Committee.

8 OFFICERS OF THE SOCIETY

There shall be a Chair, Vice-Chair, Honorary Treasurer and Honorary General Secretary elected annually at the Annual General Meeting of the Society. Only Full members of the Society may hold office.

9 AUDITORS

The Society accounts shall be audited independently on an annual basis.

10 MANAGEMENT AND COMMITTEE STRUCTURE

- a. The management of the Society shall be vested in the Committee which shall consist of the Chair, the Vice-Chair, the Honorary General Secretary, the Honorary Treasurer, and twelve additional members elected annually from among Full and Affiliate Members of the Society at the Annual General Meeting.
- b. The Honorary General Secretary and the Honorary Treasurer may each, with the approval of the Committee, appoint an Honorary Assistant (eg The Membership Secretary) from among the Full Members of the Society. Any such Assistant may attend meetings of the Committee, but will only be empowered to vote if representing the Secretary or Treasurer in their absence.

c. Vacating of Office

A member of the Committee shall vacate their office if at any time they:

- i. cease to be a Full or Affiliate Member of the Society, or
- ii. resigns by written notice to the Chair of the Committee, or receives written notice that two-thirds of all members of the Committee wish them to resign, or
- iii. without leave from the Committee or without reasons held good and valid by the Committee, absents themselves from two consecutive meetings of the Committee.

d. Vacancies occurring between Annual General Meetings

Vacancies occurring between Annual General Meetings shall be filled by the Committee.

e. Committee Meetings

The Committee shall meet at least once each month, six to be a quorum. Not less than seven days notice in writing shall be sent (except in emergencies) to each Committee Member and the agenda shall be stated. Each member present may have one vote, and the Chair may have only one casting vote. Copies of the Minutes of the Committee meetings shall, after ratification, be available for inspection by any member of the Society on request to the Honorary General Secretary.

The committee shall be responsible for the proper management of all the Society's facilities. It shall direct and control all income and expenditure of the Society. It will pass accounts for payment, through the Treasurer, except accounts of Sub-Committees authorized to hold funds on behalf of the Society and sign and countersign cheques drawn on those funds.

The Committee shall have the power to invite other Full Members of the Society to attend Committee meetings if the Committee wishes to avail itself of any specialised knowledge of those members.

f. Sub-Committees

The Committee shall have the power to appoint sub-committees for particular purposes, either from among its own members or from the membership of the Society. One such sub-committee shall be the Bar Sub-Committee, which shall consist of the Bar Manager, and not more than three other members. All members of this sub-committee shall be Full or Affiliate Members of the Society.

11 THE SOCIETY BAR

Operation and management of the bar shall be subject to the following conditions:

- a. The control of intoxicating liquor, including its purchase, storage and sale, shall be the responsibility of the Bar Sub-Committee.
- b. The Bar Manager shall submit a statement of accounts to the Committee once per month. A written record of the account must be maintained in the form of a purchase ledger, a sales ledger and a cash account. There will be a monthly cash check, and a quarterly stock check

carried out by the Bar Sub-Committee. All bar prices will be reviewed by the Bar Sub-Committee when considered necessary.

- c. Only the Bar Manager, and other persons authorised by the Bar Sub-Committee, will be allowed to open and run the bar, and to be behind the bar counter.
- d. The bar may be open during the following hours at the discretion of the Committee:

Monday to Saturday	12.00 - 1400 hrs	18.00 - 23-00 hrs
Sunday	12.00 - 1400 hrs	19.00 - 22-30 hrs

- e. The Society may avail itself from time-to-time of the general summertime or other extensions of the permitted hours that may be granted by the Licensing Justices.
- f. The purchase of intoxicating liquor shall be open only to members and their bona fide guests and visitors. No credit shall be given.
- g. All complaints on the running of the bar must be made to the Honorary General Secretary in writing within 7 working days.
- h. No person under the age of 18 years shall be served with, or consume, intoxicating liquor on the Society premises and no person under the age of 18 may sell intoxicating liquor on the society premises.
- i. The Bar Manager shall be responsible for the Bar Bank Account, which shall be a separate account from the Society Account. Signatures to the Bar Account shall be those of the Bar Manager and either the Honorary Treasurer or the Chair.
- j. Intoxicating liquor purchased in R58, cannot be consumed off the R58 Premises licensed areas, which are the R58 building and garden and the RAL sports field.

Committee members are authorised to expel any person from the Society premises for failing to comply with these rules.

12 FINANCE

- a. Financial Year

The Financial Year of the Society shall be from 1st January to 31st December.

- b. Cheques

Cheques must be signed by any two of the three authorised signatories who shall be the Honorary Treasurer, Chair and Honorary General Secretary and other Committee members as deemed appropriate.

- c. Insurances

The Committee shall adequately insure the property and equipment of the Society and provide indemnity against legal and public liabilities incurred by the activities of the Society. The policies held shall be reviewed annually by the Committee.

- d. Donations

The Committee may, at their discretion, accept donations for the benefit of the Society and apply them to any agreed purpose requested by the donor.

- e. Club and Bar Accounts

All clubs of the Society and the Bar Sub-Committee shall submit to the Committee, within six weeks of the end of the financial year, a Statement of Income and Expenditure, and a Balance Sheet for that financial year, together with a list of club assets.

13 DUTIES OF OFFICERS

a. Honorary General Secretary

The duties of the Honorary General Secretary shall include:

- i. Responsibility of all Society correspondence.
- ii. Proper recording of all Society activities and business.
- iii. Maintaining a list of names and addresses of all members.
- iv. Issuing Membership Cards as may be directed.
- v. Prompt execution of the decisions of the Committee.
- vi. Calling such meetings as these Rules or the direction of the Committee may require by means of a written notice accompanied by an agenda.
- vii. Ensuring that the Society is at all times registered in any matter required by legal authorities.
- viii. Promptly reporting their actions on behalf of the Society to the officers, as necessary.
- ix. Transmitting relevant information without delay to the Sub-Committees, Sections/Clubs and members of the Society, as may be requisite.

a. Honorary Treasurer

The Honorary Treasurer shall arrange:

- i. The safe receipt and custody of income.
- ii. The prompt payment of the same into the appropriate banking account of the Society.
- iii. The prompt payment of all accounts certified to them as being for authorised expenditure.
- iv. That proper books of accounts be kept and report on them as may be desired by the Committee.
- v. To present to each Annual General Meeting an audited Statement of Income and Expenditure and a Balance Sheet for the financial year ending on the last day of December previous to that meeting.

14 GENERAL MEETINGS

a. Annual General Meeting

An Annual General Meeting of members shall be held each year during the month of April. The business shall include:

- The Report of the Committee.
- The Report of the Treasurer on the finances of the Society.
- The Election of Officers and Committee members.
- Any items placed on the Agenda by instruction of the Committee, or by notice in writing, signed by three Full Members, received by the Secretary not less than fourteen days prior to the Meeting.

Except by permission of the Officer presiding, no business may be taken other than that placed upon the agenda.

b. Notice to Members

Not less than twenty-one days preliminary notice shall be given of any General Meeting and not less than seven days notice accompanied by an Agenda.

c. Special General Meetings

The Committee may at any time call a Special General Meeting, and must do so if they receive a request through the Honorary General Secretary signed by twelve or more Full or Affiliate Members of the Society and stating fully the purpose for which the meeting is required. The meeting so requested shall be announced within fourteen days and held within twenty-eight days from the receipt of proper request. Notice to members of such a meeting shall state the purpose of the meeting and names of members who signed the request. No other business may be taken.

d. Quorum at General Meetings

A quorum for an Annual General Meeting shall be thirty Full or Affiliate Members. All members of the Society shall be entitled to attend General Meetings but only Full or Affiliate Members may vote. If a quorum is not present, the meeting will be adjourned to a date within twenty-one days. Seven days notice of the resumption of the meeting will be given, which will then be reconvened in the same place and at the same time and the business on the Agenda will be conducted regardless of the number of members present.

e. Nominations

Nominations for the offices of Chair, Vice-Chair, Honorary General Secretary, Honorary Treasurer and Committee Members shall be delivered in writing to the Secretary not less than fourteen days prior to the Annual General Meeting and shall be signed by two Full or Affiliate Members of the Society who shall indicate that they have obtained the consent of the member nominated. The Secretary shall publish a list of nominations seven days prior to the Annual General Meeting.

15 CONDUCT OF MEMBERS AND VISITORS

a. Conduct of Members

Any member whose conduct is, in the opinion of the Committee, detrimental to the interests of the Society shall be liable to suspension by resolution of the Committee, or, at their discretion, to expulsion from the Society. In such event the member shall have seven days' notice, after being informed, to appeal to the Committee against the decision before the resolution becomes effective. Thereafter, they may lodge notice of appeal to a Special General Meeting of the Society.

b. Betting & Gaming

Such betting and gaming as agreed by the Committee and permitted by the Betting and Gaming Act currently in force shall be allowed.

c. Conduct of Visitors

Members introducing visitors to the grounds or premises of the Society will be held responsible for their conduct, and, in particular, for the payment, on entry, of any Visitor's Fees laid down for any activity provided by a Section/Club of the Society.

The Committee reserves the right to control the admission of visitors at all times.

d. Admission of Children

Children shall not be admitted to, or remain on, the grounds and premises of the Society unless accompanied by a Full Member or an adult Associate Member, who shall be held responsible for their conduct and safety while there.

16 GENERAL

a. Matters Not Specifically Provided For

The Committee shall have the power to decide any matter not provided for in these Rules.

b. Alterations to Rules

No alteration or addition shall be made to these rules except by an affirmative majority vote of the voting members present at a General Meeting, after publication of a full statement of the proposed alterations or additions not less than seven days prior to the meeting.

c. Constitution of Clubs

The Society shall be arranged into clubs for the Organisation of sporting and specialised activities. Members shall be eligible to join any club on payment of the appropriate subscription (if any) subject to the rules of that Club. Clubs shall be run by sub-committees, responsible to the Recreational Society Committee. Club Secretaries shall be responsible for ensuring that their members comply with Section 3 of these Rules concerning membership.

Clubs must provide an annual report, including a statement of income and expenditure, at the Annual General Meeting. Clubs must also maintain an up to date membership list and provide a copy to the Committee upon request.

d. Copies of Club Rules

A copy of the rules of any Club shall be supplied to any member of the Society on request.

e. Cessation of Clubs

Any Club of the Society which ceases to function and is closed down shall transfer all its remaining funds and assets to the Society. The Committee shall have the right to cease supporting or close down clubs if they are deemed to be in contravention of any of the Society's rules. Under such circumstances the club secretary may appeal the decision as provided in Clause 15(a).

f. Composition of Teams

Any Society sports team must include, or be accompanied by, at least one Full Member while using Society premises and facilities.

g. Complaints Procedure.

All received complaints will be noted in the relevant monthly Committee meeting minutes. All complaints will be treated as confidentially as possible and all complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

Informal complaints may be made verbally in person or by phone to any of the Society Committee members. If possible and appropriate, action will be taken to resolve the matter immediately or as soon as is feasibly possible. If an informal resolution is not possible the complaint will be escalated for consideration as a formal complaint.

Formal complaints should be sent in writing to one of the Society Officers, not later than 14 days after the incident to which it refers. The written complaint should include the complainant's name and contact information, details of what, when and where the incident took place and the names of any other complainants or witnesses. Anonymous complaints will be accepted, though it may be difficult to investigate these properly.

Formal complaints will be passed on to the members of a disciplinary sub-committee to deal with. This will generally be the Chair and two other senior members of the committee, depending on the nature of the complaint.

Formal complaints will be reviewed along with any additional information or evidence provided by the complainants and witnesses. Depending on the nature of the complaint advice may be sought from HR or Security and the Committee reserves the right to refer serious matters to relevant enforcement authorities at any time.

If the complaint refers to a specific person or persons, they will be informed and given the opportunity to respond. They will not be informed of the identity of the complainant.

The disciplinary sub-committee will endeavour to resolve a formal complaint within 28 days of receiving it and inform the complainant of the outcome, their decision and any actions they propose to take.

If a formal complaint is not resolved by the Committee to the complainant's satisfaction, they may write to the Society President or Vice-Presidents requesting that they review the complaint.

Revisions	Date	Changes
Society Rules	April 1996	Original version
	April 2000	Increased Associate Membership fee
	April 2002	Increased allowable percentage of Associate Members
	April 2005	Changed Retired Membership annual fee
	April 2009	Increased allowable percentage of Associate Members Changed membership year Increased Associate Membership fee Removed Minutes Secretary from Officers of the Society Replaced CLRC/CCLRC references to STFC
RALRecSocRules	April 2011	Added Affiliate Membership category
RAL_RecSoc_Rules_2018	April 2018	Changed Retired Membership renewal to match Associate Membership
RAL_RecSoc_Rules_2019	April 2019	<p>Changed all gender specific references to non-gender specific.</p> <p>Rule 1 Name revised to include preferred abbreviation and updated address.</p> <p>Rule 2 Objectives revised to include health and wellbeing objective.</p> <p>Rule 3 Membership revision of Affiliate Membership annual financial donation and membership application and termination methods.</p> <p>Rule 4 Subscriptions revised to update payment method and renewal and increased Associate Membership fee.</p> <p>Rule 9 Auditors revised to audited independently on an annual basis.</p> <p>Rule 10 Management revised to include Affiliate members.</p> <p>Rule 11 The Society Bar revised to reflect new Club Premises Licence and removed no longer applicable sections.</p> <p>Rule 12 Finance revised to include other Committee members as deemed appropriate.</p> <p>Rule 14 General Meetings revised to include Affiliate members and remove Minutes Secretary from nominations.</p> <p>Rule 15 Conduct of Members and Visitors revised conduct of members appeal to the committee notice time and to include Affiliate members.</p> <p>Rule 16 General revised constitution and cessation of clubs criteria and added complaints procedure.</p>