

Beccles Caxton Club

Founded 1890

Headquarters

Gaol Lane
Beccles
Suffolk
NR34 9SJ

Chairperson : Mark Wigg

Secretary : Donna Knights
(07528 113177)

Treasurer : Sean Stock
(07771 677801)

tel : 01502712829 **email :** secretary@becclescaxtonclub.co.uk

web : www.becclescaxtonclub.co.uk



CONSTITUTION AND RULES

First issued in 1946

Latest revision August 2026

Club Headquarters

Gaol Lane, Beccles, Suffolk NR34 9SJ

Telephone: (01502) 712829

Recreation Ground

The Avenue, Beccles, Suffolk

NAME

1.

The Club shall be called BECCLES CAXTON CLUB.

OBJECTIVE

2.

The objective of the Club are to afford its members the means of enjoying their leisure.

COLOURS

3.

The Club colours shall be Green.

MEMBERSHIP

FACTORY MEMBERS

4.

(a) All persons engaged at the company known as M&H Plastics (or derivatives thereof) shall be eligible for Full membership of the Club. Each permanent employee desirous of becoming a member shall complete an application form, the applicant shall not become a member until 48 hours after the application form has been received by the Secretary of the Club.

(b) Members of the Club who cease to be engaged by the factories shall not be permitted to continue Full membership, but (if desirous) may make an application for Associate Membership (see Rule 6 (a)).

Wives/Husbands of members automatically become members without payment of further subscriptions under Rule 11 (a), and may join a section or sections on payment of the section fee.

HONORARY MEMBERS

5.

(a) No new Honorary Memberships will be available. All current Honorary Members will have to renew their membership in the first 6 weeks of each year in line with Associate Members for their membership to remain free from contributions. Failure to renew will result in their membership being revoked.

(b) Employees of M&H Plastics reaching state Pension Age will become Associate OAP members and will pay an annual contribution as per Rule 11(a).

ASSOCIATE MEMBERS

6.

(a) Subject to the approval of the Management Committee, it shall be lawful to make an Associate Member of the Club any person whose election as such shall be considered to be in the interests of the Club on the following conditions:

(b) Persons seeking election as Associate Members shall be proposed and seconded by Club members, or serving Committee members, on a form which can be obtained from the Club or Online.

(c) Wives/husbands of associate members do not automatically become associate members of the Club and must make membership application to the Club and pay the relevant subscription.

(d) Associate members shall pay a yearly subscription to cover the use of the Clubhouse and it's amenities. Associate members may join sections, subject to the approval of the Section Committees concerned.

(e) Associate membership applications are subject to a joining fee.

LIFE MEMBERS

7.

No new Life Memberships will be available. All current Life Members will have to renew their membership in the first 6 weeks of each year in line with Associate Members. Failure to renew may result in their membership being revoked.

CONDITIONS OF MEMBERSHIP

8.

The Management Committee shall have the power to ask any member to state reasons why they should not accede to a request for them to resign from the Club.

9.

Any reply received under (8) above shall be considered by the Management Committee, who shall have power, having taken action under (8) above, to request any members to resign.

10.

Every member shall, within 14 days, give notice to the Secretary of any change of details held by the Club (see Rule 38).

SUBSCRIPTIONS

11.

(a) The annual rates of subscriptions and joining fee for members shall be agreed by the committee. These subscriptions cover the use of the Clubhouse and its amenities.

(b) Members of separate sections shall in addition pay the relevant section subscription.

12.

Subscriptions shall be deducted from Full members wages (subject to their written consent). Forms authorizing deductions from wages are obtainable from the Departmental Managers and should be returned to them when complete.

13.

(a) All membership subscriptions shall become due in full on the second day of January each year.

(b) If the full subscription of any member has not been paid by 14th February, the member's name shall be removed from the Roll of Membership. Late Renewals will be treated as new applications and are subject to the "New Member" Fees.

14.

Cases of member's arrears, owing to prolonged sickness or other special reason, shall be considered by the Management Committee.

15.

Section committees shall be responsible for the collection of the section subscriptions.

MANAGEMENT

MANAGEMENT COMMITTEE

16.

(a) The general management of the Club shall be vested in a President (non-voting), Honorary Chairman, Honorary Secretary, Honorary Minutes Secretary, Honorary Treasurer and a committee not exceeding 18 members. One third of the committee shall retire annually, all retiring members being eligible for re-election.

The Committee shall consist of no more than 18 members (including Vice-chairman and Membership Secretary) comprised of Full/Associate members. Full members wishing to stand for election to committee shall be given priority.

(b) The Management Committee shall have the power to co-opt a member to fill, until the next A.G.M., any casual vacancy on the Management Committee.

17.

Full time employees of the Club shall not serve on the Management Committee.

18.

The Management Committee shall meet monthly. Eight shall form a quorum, and resolutions shall be decided by a simple majority of the members present, the Chairman having a casting vote in addition to his normal vote.

SUB-COMMITTEES

19.

The Management Committee shall be sub-divided into as many sub-committees as is deemed necessary for the efficient running of the Club. These sub-committees shall be appointed at the first Management Committee following each Annual General Meeting, and shall be answerable in every way to the Management Committee.

20.

A sub-committee under Rule 19 shall consist of no more than seven members and not less than three members. No member shall serve on more than two sub-committees of the Management Committee.

21.

The Officers of the Club are ex-officio members of all sub-committees and section committees.

SECTION COMMITTEES

22.

Each section shall be managed by a Section Secretary, and a committee elected by the section concerned.

23.

Each Section shall be responsible for its financial matters (Rule 15).

24.

The Management Committee shall have full powers to veto any proposals put forward by any Section.

25.

Section Secretaries who are not members of the Management Committee shall have the right to attend Management Committee meetings at which affairs concerning their section are to be discussed. They will be authorized to present their views of their section but not to vote.

26.

Matters for the attention of the Management Committee shall be communicated in writing to the Secretary.

CLUB EMPLOYEES

27.

All employees of the Club shall be under the control of the Management Committee. All instructions to them shall be given through the Secretary, who shall be the only person empowered to give them orders.

28.

Any criticism of the work or activities of any Club employee shall be made direct to the Management Committee.

FINANCE

29.

The general finance of the Club shall be controlled by the Management Committee, from whom the Honorary Treasurer shall receive his/her instruction.

30.

The finance of each section shall be supervised by the Section Secretary or Section Treasurer, who shall open an account with a High Street Bank. All monies to be paid into this account. Annual balance sheets to be submitted to the Management Committee at the sections year end, or at the request of the Management Committee at any time of the year.

31.

The Management Committee, acting on behalf of the Club, shall not be held responsible for any debts or financial obligations entered into by a section.

32.

The Club's financial year shall be from January 1st to December 31st inclusive.

33.

All accounts shall be audited by duly-qualified persons appointed at the Annual General Meeting.

GENERAL MEETINGS

34.

The Annual General Meeting (of which 14 days notice must be given) shall be held in March of each year. To elect a President and to appoint officers as necessary, to receive annual reports and balance sheets, and to transact any other business.

35.

An Extra-Ordinary General Meeting of the Club members shall be called within 21 days of receipt by the Secretary of a written application giving reasons and signed by no less than 20 members of the Club. Seven days notice shall be given of any such meeting.

GENERAL

RULES

36.

Membership of the Club denotes acceptance by the members of these Rules, and any such ruling made by the Management Committee in clarification or extension of them.

37.

A copy of these Rules with a List of Members shall be available in the Clubhouse at all times.

38.

The Membership Secretary shall maintain a list of member's details.

39.

A copy of these Rules, with Membership Card, shall be supplied to every member free of charge when joining by means of a printed copy, or via download from the Club Website.

40.

No Rules shall be made, altered or rescinded except at an Annual General Meeting or at an Extra-Ordinary General Meeting convened under Rule 35. Any suggested alteration of Rules must be given in writing to the Secretary 10 days prior to the meeting, such alterations to be posted on the Club notice boards 7 days prior to the meeting. A two-thirds majority of members present shall be required to alter a Rule.

CLUBHOUSE

41.

The Management Committee may arrange to open or close any part of the Clubhouse for any period.

42.

The clubhouse shall be open at such times as has been agreed by the Management Committee and displayed on the Club notice boards. The Management Committee reserve the right to alter these times as the need arises. The bar may be open daily during such hours as are permitted by the Licensing Regulations. The Management Committee shall have the power to regulate the above, and shall give due notice to members of any change. No intoxicating refreshments shall be served after licensing hours.

43.

The Management Committee shall delegate the arranging of activities in different parts of the Clubhouse as they may decide from time to time.

(a) The refreshment bar shall be under the control of the Management Committee and the employed Steward of the Club.

(b) All Section Committees shall deal with all matters affecting their respective games and equipment.

(c) The Management Committee shall have the power to hire any part of the clubhouse to a member for a particular function or special occasion and to admit to the Clubhouse persons other than members or their guests and to sell to such persons intoxicating liquor for consumption on the premises for the duration of such function or occasion.

44.

Gambling, betting, drunkenness, disorderly conduct, use of drugs, abuse of staff or other members and the use of improper language shall be strictly prohibited.

(a) No Smoking or Vaping or use of e-cigarettes is permitted inside the Club.

(b) Only food and drink purchased on the Club Premises may be consumed on Club premises unless by written prior arrangement from the Club

45.

The Steward and/or a Committee Member shall report to the Management Committee any member of the Club for any breach of the Club Rules or any bar regulations made under Rule 55, and for any misconduct that may take place on the Club premises.

46.

No member shall take away from the Club rooms any article belonging to the Club.

47.

The Management Committee shall not be responsible for any article other than Club property on the premises.

48.

Only recognized assistance dogs are permitted on the Club premises.

REFRESHMENT BAR

49.

No persons under the age of 18 years shall be permitted to purchase and/or consume intoxicating liquors on the Club premises.

50.

Every article supplied to members shall be paid for at the time of purchase, according to the tariff, which shall be displayed in the bar.

51.

The Officials shall have positive orders not to open any accounts or give credit.

52.

The accounts of the refreshment bar shall be audited annually, and a certified statement of accounts shall be posted in the bar premises.

53.

The Honorary Treasurer shall produce the books and account of the bar for inspection by any member of the Club at any reasonable time.

54.

Intoxicating liquors may not be purchased for consumption off the Club premises.

55.

The Management Committee shall conduct the general business of the bar and regulate the internal management, and shall have power to make and enforce such regulations as may be necessary for the conduct and satisfactory service of the bar (see also Rules 43(a) & 45).

DISCIPLINARY

56.

Membership cards shall be produced at any time when required by a Club Official or the Steward. Misuse of the Membership Card may lead to expulsion from the membership of the Club.

57.

All damages shall be paid for immediately by the member responsible.

58.

Any member wilfully defacing or damaging property of the Club shall make such damage good at his or her own expense and be liable to such fine, or suspension, as may be determined by the Management Committee.

VISITORS

59.

(a) Each member shall have the privilege of introducing friends as a visitor to the Club.

(b) Members may not introduce the same visitor on more than three occasions in any period of two months.

60.

(a) Members introducing visitors shall be responsible for entering the names of visitors in the Visitor's Book and paying the guest fee.

(b) Subject to the direction of the Management committee any member of a team or organized body visiting the Club in connection with any sport, game, contest, dance or other special activity, may be admitted to the premises of the Club and intoxicating liquor may be sold to such a person by or on behalf of the Club for consumption on the premises on the occasion of such visit only.

CLUB GAMES

61.

(a) No member other than a member of the Beccles Caxton Club shall be selected to participate on any Club game.

(b) Should circumstances necessitate inclusion of non-members in teams representing the Club, the Secretary of the section concerned shall immediately forward to the Secretary a letter outlining the circumstances.

SECTION RULES

ASSOCIATION FOOTBALL

1.

The committee comprising Chairman, Vice-chairman, Honorary Secretary, Honorary Treasurer and seven members, shall be elected at the A.G.M. of the section.

2.

The committee shall act as the selection committee and shall arrange fixtures.

BOWLS

1.

The affairs of the section shall be in the hands of a Committee (to be elected at the A.G.M. of the Section) as follows: Chairman, Vice-chairman, Secretary, Treasurer and six other members.

2.

All games shall be played under the Rules of the Suffolk Association.

3.

All players must use bowls shoes.

4.

All Club bowls must be replaced in the bowls shed after use, with mats, jacks and accessories.

5.

Non-section members and visitors will be allowed to hire the green.