

North East Zone
Recreation Association



Constitution

May 2012

Constitution - Quick Find

	Preface	Page 3
1	Title	Page 4
2	Objectives	Page 4
3	Membership and Affiliation	Page 4
4	Composition of the Association	Page 4
5	Lottery	Page 4
6	Management Committee	Page 5
7	Meetings of the Association	Page 5
8	Accounts and Audit	Page 5
9	Finance	Page 6
10	Competitions / Activities	Page 6
11	Organisation for Sections	Page 6
12	Organisation for Competitions	Page 7
13	Expenses of Competitions	Page 7
14	Disputes	Page 7
15	Remuneration	Page 7
16	The Constitution	Page 7
17	Winding Up	Page 8
18	Trustees	Page 8

Preface

Please note that throughout this Constitution –

- a. the term **BT** shall mean BT Group, (or any of its subsidiaries, or the former BT PLC).
- b. the term **BT people** shall relate to those persons employed by BT, currently working on an agency basis for BT, or in receipt of a Pension from BT, (or those who will receive a BT pension at the age of 50).
- c. **Zone** shall be deemed to be the areas covered by the former BT Districts of Sheffield and Lincoln, North East and Mid Yorks.
- d. the word **Recreation** shall be deemed to encompass sporting, cultural & social activities.

Prepared by: North East Zone Recreation Association
Management Committee
May 2012

North East Zone Recreation Association Constitution

1 Title

The Association shall be known as “**North East Zone Recreation Association**” (N.E.Z.R.A.).

2 Objectives

- 2.1 To promote, encourage and arrange recreational activity for BT people living or working within the boundaries of the Zone.
- 2.2 To provide opportunities for raising and maintaining a high level of morale, health and fitness amongst BT people located within the Zone.
- 2.3 To accomplish 2.2 within any budgetary restraints.

3 Membership and Affiliation

- 3.1 All BT people are eligible for membership of the Association.
- 3.2 All BT Sports and Social Clubs geographically based within the Zone may affiliate to the Association, free of charge, subject to the previous agreement of the Management Committee.
- 3.3 Only members shall be eligible to vote at the Annual General Meeting, Special General Meeting or Ordinary General Meeting of the Association.
- 3.4 The Membership Subscription rate shall be £12.00 biannually (equivalent to £2.00 per month).
- 3.5 Subscription shall be paid monthly by Deduction from Pay or six monthly by Standing Order, new or amended membership will be restricted to payment by Standing Order.

4 Composition of the Association

- 4.1 The Chairperson nominated by the Management Committee and ratified each year by the Annual General Meeting.
- 4.2 The Treasurer, elected each year at the Annual General Meeting. Although the Treasurer is an elected post, it is, however, expected that people with expertise in this field will be nominated.
- 4.3 A Vice Chairperson can be nominated at the discretion of the Management Committee, the position to be approved at the Annual General Meeting.
- 4.4 Three ordinary members each representing the differing geographical areas elected at the Annual General Meeting.
- 4.5 Up to three other members, nominated by the Management Committee, elected at the Annual General Meeting.
- 4.6 A President may be appointed.
- 4.7 It will not normally be appropriate for the Management Committee to engage additional people to carry out the functions of the Association, using Association Funds. In circumstances arising from needs, subject to the approval of the Management Committee, the Association may engage an individual to carry out a specific function.
- 4.8 The Association shall at any time appoint a person to fill a vacancy for an officer until the next Annual General Meeting.
- 4.9 In the case of a vacancy for a nominated member, the Management Committee shall consult and strive to appoint a successor.
- 4.10 The Management Committee shall nominate a Membership Secretary and Lottery Secretary to be ratified at the Annual General Meeting.

5 Lottery

- 5.1 The Association will run a Private Lottery, governed by the Lotteries and Amusements Act 1976 (Section 4).
- 5.2 The title of the lottery will be NEZRAlot (North East Zone Recreation Association Lottery).
- 5.3 The objectives of NEZRAlot are to raise funds for the North East Zone Recreation Association (NEZRA) and to promote the use of the accumulated funds to the benefit of NEZRA members.
- 5.4 There will be two distinct NEZRAlot cycles per year, commencing in January and July.
- 5.5 There will be a Prize Draw after the completion of each cycle.
- 5.6 Accumulated funds within each cycle will be dispersed as approximately 50% in prizes with the remainder being distributed to nominated Sports Clubs and NEZRA.
- 5.7 Shares in the lottery will only be available to members of NEZRA.
- 5.8 Membership of NEZRA entitles the member to be issued with one NEZRAlot share. Additional shares can be acquired at the rate of £12.00 per six month cycle (equivalent to £2.00 per month) and will be payable alongside the normal membership subscription.
- 5.9 The promoters of the Lottery will be the Management Committee.

6 Management Committee

- 6.1 The Association shall be administered by a Management Committee comprising Chairperson, and Treasurer (the Officers) plus three other representatives elected to give geographic spread to representation. A Vice Chairperson, can be appointed at the discretion of the Management Committee. The Management Committee should never exceed nine members including the officers of the Association.
- 6.2 The day to day control of Association activities – including the lottery and the disbursement of funds raised by it - shall be conducted by the Management Committee.
- 6.3 The frequency of Management Committee Meetings will be decided by the Management Committee (with the recommendation that there be at least two per annum). A quorum for such meetings shall be four, one of whom must be the Chairperson, Vice Chairperson or the Treasurer.
- 6.4 The Management Committee shall nominate a Membership / Lottery Secretary to be ratified at the Annual General Meeting.
- 6.5 It is a requirement that all members of the Management Committee are members of the Association.

7 Meetings of the Association

- 7.1 The Annual General Meeting of the Association shall be considered to be the Ordinary Meeting of the Association and must be held annually, before the end of September.
- 7.2 A Special General Meeting, of the Association shall be convened at any time by either the authority of the Management Committee, a requisition to that effect signed by twenty or more members.
- 7.3 At least 28 days notice should be given of the Annual General Meeting being held.
- 7.4 A copy of the Annual General Meeting Agenda should be issued to each Affiliated Club, Section Secretary and advertised to the membership at least seven days before the date fixed for the Meeting. In the case of a Special General Meeting, which must be held as soon as practicable after the receipt of the requisition, the Agenda is confined to the business for which the meeting is called.
- 7.5 The Annual General Meeting is held to:-
 - 7.5.1 Confirm the Minutes of previous Annual General Meeting.
 - 7.5.2 Accept the Reports of the Association, including the Treasurer, Membership Secretary, Lottery Secretary and NEZRALot
 - 7.5.3 To elect the Treasurer and Ordinary Members of the Management Committee. To ratify the Management Committee's nomination for Chairman, Vice Chairperson, Membership Secretary, Lottery Secretary and other members of the Management Committee.
 - 7.5.4 To discuss Motions to amend, delete or add to the Constitution at the discretion of the Chairperson.
 - 7.5.5 To elect the Association's Auditors.
 - 7.5.6 To discuss any urgent business specially introduced under authority of the Chairperson.
 - 7.5.7 To discuss any motions submitted by members.
 - 7.5.8 Any Other Business can be discussed at the discretion of the Chairperson.
- 7.6 Nomination forms duly seconded Motions, etc to be received by the Secretary three weeks prior to the date of the Annual General Meeting.
- 7.7 Each affiliated club may nominate the ordinary member for their group.
- 7.8 Normally voting at Annual General Meetings and Special General Meetings shall be by a show of hands. Only members being allowed to vote. Affiliated Clubs present have only a single vote on any particular item.
- 7.9 Honoraria can be made at the discretion of the Chairperson.

8 Accounts and Audit

- 8.1 The Association's financial year shall run from 1 January - 31 December.
The financial year for NEZRALot shall be 1 January - 31 December.
- 8.2 The Management Committee shall require the Treasurer to keep accounts of all incomes and expenditures and prepare an annual balance sheet together with any other accounting documents as specified from time to time. A separate account will be kept for both Membership and NEZRALot funds. Others to maintain any financial records to the satisfaction of the Treasurer.
- 8.3 The Treasurer will produce an account for each lottery cycle and incorporate the two lottery cycles ending within a particular NEZRA financial year within the main accounts for that financial year.
- 8.4 All monies proper to the Association shall be lodged in an account or accounts at a United Kingdom Bank or Building Society. All financial transactions shall be transacted through this account/these accounts which shall only be opened with the agreement of the Management Committee.
- 8.5 Any grant / sponsorship money received should be separately accounted for. The Treasurer should prepare, annually, a statement showing the disposal of any such amounts if requested by the donor.
- 8.6 All cheques should require countersignature. The panel of signatures to include the Chairperson, Treasurer, Secretary and one other member of the Management Committee. Any two to sign.
- 8.7 A petty cash holding, not exceeding £100, may be held by nominee's, with the agreement of the Management Committee.
- 8.8 All Association accounts must be audited by a person, or persons, that is/are suitably qualified.
- 8.9 Separate Bank accounts may be held by the Association, if required. However any locally raised money should be recorded as "transfers" to main account income where this supports Association activities.

9 Finance

- 9.1 The Management Committee shall pass accounts, examine books and vouchers and transact any other business.
- 9.2 Income - To meet the needs of carrying out its objectives, the Association shall be funded from membership fees, any sponsorships and the running of a lottery.

10 Competitions / Activities / Events

- 10.1 Competition organised by, or on behalf of, the Association will be only available to members. The status of all participants/applicants should be checked with the Membership Secretary prior to the start of any competition/activity.
- 10.2 The level of Competition, events and activities held within the Association will be determined, or agreed to, by the Management Committee.
- 10.3 Any competition trophies or equipment owned by the Association should be specified and suitably insured as being the property and assets of the Association. Competition winners must ensure the safe custody and return of any trophies. Section Secretaries should list the whereabouts of all trophies held by the Section.
- 10.4 The Association sections will be organised on a group basis for the running of local Competitions and intra Zonal events.
- 10.5 Association groupings will be geographically based.
- 10.6 Events and Activities
 - 10.6.1 From time to time the Association may organise events such as Theatre Trips, Shopping Excursions, Holidays, Recreational activities etc..
 - 10.6.2 Application for tickets for these events will be available to members and on occasions to non-members.
 - 10.6.3 Member in this instance means the member, spouse / partner and any children in full time education.
 - 10.6.4 Members will be restricted to a maximum of six tickets at the members price, additional tickets can be obtained at the full price.
 - 10.6.5 Special events, field days etc may also be organised which may be in collaboration with local Clubs, which may necessitate the publication of ad hoc rules on a one off basis.
- 10.7 All Competitions / Events / Activities will take place in members own time.

11 Organisation for Sections

- 11.1 Taking into account budget resources. The Association may organise, with the prior agreement of the Management Committee:-
 - 11.1.1 Competitions open to members only and played annually in knockout format (unless otherwise agreed by the Management Committee) within the three groupings or on a Zonal basis.
 - 11.1.2 An intra Zonal Competition, finals may be held at the discretion of the Management Committee.
 - 11.1.3 Any inter Zone Competitions as agreed by the Management Committee.
- 11.2 The Association shall be organised into Sections as follows:
 - 11.2.1 Subject to the agreement of the Management Committee any sport may be supported except those of a hazardous nature.
 - 11.2.2 To gain approval of the Management Committee, a Section must have a Section Secretary / Competition Secretary – who will be a member of the Association - prepared to transact all necessary routine business including the arrangements and entries for matches, draws, etc for that Section, including the semi-finals and finals.
 - 11.2.3 Liaison between Section/Competition Secretaries in the same sport shall be set up via the Management Committee.
 - 11.2.4 For liaison purposes it is recommended that each Group Representative meets at least once per year with each of the Clubs located within their particular area.
 - 11.2.5 All organisation, meetings and play relating to Association competitions will be in private time.
 - 11.2.6 Funding levels for all competitions will be at the discretion of the Management Committee.
 - 11.2.7 The Association may organise FUN COMPETITIONS, open to members only. These will be held under ad hoc rules published at the time on a one-off basis.

12 Organisation for Competitions

- 12.1 Only members shall participate in Association competitions.
- 12.2 If an Association competition progresses to another competition then the organiser should ensure that the competition participation rules are adhered to.
- 12.3 The status of all players in all Competitions shall be in accordance with the Rules of the Governing Body.
- 12.4 Members cannot represent more than one team in the same competition.
- 12.5 The Section Secretary/Competition Secretary will ensure by requesting team captains to register players with him/her that 12.4 is adhered to. Reserves should be registered. However, if a player has not played with that team, although registered in the team then he/she may be registered in another team in the same competition.

13 Expenses of Competitions

- 13.1 At the discretion of the Management Committee travel expenses may be claimed for certain competitions.
- 13.2 Intra Zonal Competitions - These are Competitions organised by, or on behalf of, the Association against other Zone Recreation Associations, competitors being drawn from members. Costs being reimbursed in accordance with the Rules of the individual competition as ratified by the Management Committee.
- 13.3 Inter Zone Competitions - These are Competitions organised by, or on behalf of, the Association at which Section, Group or a representative team (consisting wholly of members) plays a similar side from another Zone. All costs are reimbursed from Association funds. Hosting costs should be agreed beforehand by the organiser with the Management Committee.
- 13.4 Staging and Hosting - This relates to costs in hiring halls, buying in food, etc.
- 13.5 Fun Competitions - Arranged by, or with the agreement of, the Management Committee being organised centrally and fully funded.

14 Disputes

- 14.1 Any dispute or disagreement arising out of any local competition shall be referred to the Section Secretary who has the power to arbitrate. Appeals against the Section Secretary's ruling may be made, in writing, within three days of the ruling, via the Group Representative, to the Management Committee. A copy of any appeal - initial or final - must at the same time be sent to all the other parties concerned.
- 14.2 Any dispute or disagreement arising out of any decision made by the Management Committee shall be referred to the Chairperson in writing. The Chairperson's decision will be final.

15 Remuneration

- 15.1 The employment/use of any additional support should be met from Association funds.
- 15.2 Honorariums are given as a gesture of thanks. A ceiling of £500 should be applied. The exact level of honorarium will be determined by the Management Committee.
- 15.3 An honorarium will not take the form of a cash payment. Accordingly, an honorarium should invariably take the form of a gift, which is neither cash nor vouchers exchangeable for cash, including Premium Bonds. No tax liability falls upon the Association if such an honorarium is presented. The recipient however, is responsible for ensuring that the second-hand value of the honorarium is declared for tax purposes on his/her personal return for the tax year, in which he/she receives the Honorarium.

16 The Constitution

- 16.1 The Association Constitution can only be changed at an Annual General Meeting or Special General Meeting. The required majority for any change should be 2/3rds of members present.
- 16.2 Anything not covered in the Constitution should be referred to the Management Committee, whose decision will be final - subject to any subsequent consideration or ratification by the Annual General Meeting.
- 16.3 The Management Committee will arbitrate on any matters relating to the operation of the lottery not specifically covered by this Constitution.

17 Winding Up

- 17.1 Dissolution of the Association may only be carried out at a Special General Meeting. The required majority for any resolution should be 2/3rds of members present.
- 17.2 In the event of the Association ceasing to exist, any funds must go to a successor organisation, or, in the absence of this, an account to be used for the purpose of providing recreation facilities for BT people in the locality.

18 Trustees

- 18.1 Should the Association have at the outset, or accumulate, surplus funds, property or land, provision can be made for Trustees to be appointed.
- 18.2 The number of trustees of any such trust should be a minimum of three persons.
- 18.3 The appointed trustees, who must be current members employed by BT. Trustees should be persons not directly concerned with the Association's affairs.
- 18.4 The Chairman of the Trustees must be consulted on any proposal to appoint trustees.
- 18.5. 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.
- 18.6 After the dissolution of the Association the Trustees will meet at least twice per year, but the Chairman, along with the Secretary can call a Trustee's meeting at any time.

THE END