

Constitution and Rules of the Manchester Communications Area Sports and Social Club

1. Name of the Club

The club shall be called the "Manchester Communications Area Sports and Social Club".

*This name shall be shortened where necessary to read **MANCASS**.*

2. Objects of the Club

The objectives of the club shall be to provide a Sports and Social programme for the members of the Club. This programme will be regularly updated on our web site www.mancass.com

3. Membership

3.1 Full Membership

- 3.1.1** *Any employee of the BT Group and it's subsidiaries who agrees to abide by the Club rules shall be eligible for membership.*
- 3.1.2** *Membership shall be conditional on the signing of a mandate form authorising the deduction of Membership Subscriptions*
- 3.1.3** *The prospective member can set up a standing order using Internet banking. The membership form however will still have to be filled in with address and contact details and submitted to the secretary.*
- 3.1.4** *Membership may be extended to individuals where -*
 - i)** *They are not a full time employee of BT or its subsidiaries but are contracted by BT or its subsidiaries for a period not shorter than 3 calendar months.*
 - ii)** *Any person who has worked for BT or it's subsidiaries and has retired.*
 - iii)** *Any person who wishes to support MANCASS at the discretion of the executive committee.*

3.2 Part Membership

- 3.2.1** *Part members are historically the original members of Mancass who have opted not to hold shares in the club and therefore only pay the basic membership fee. This type of membership entitles them to partake in all of the tours, events and shows the club organises but at a non discounted rate.*
- 3.2.2** *Part Members are not entered into any lottery draws as they do not hold any lottery shares*

3.3 Sub Sections

Where Members are accepted within a Sub-Section of the Club, that Sub-Section shall be responsible for:

- i)** *The compliance, by the Member, with the rules of any competitions organised by the Club or other recognised bodies.*
- ii)** *The obtaining of prior authority to enter official premises.*

3.4 Honorary Membership

The term "Honorary" in this case shall mean free life membership entitling the holder to attend any meetings and participate in any activities that the club might hold, subject to the payment of any agreed fees

3.4.1 *Any MANCASS member who wishes to propose another member for Honorary membership must submit a proposal in writing to the executive committee.*

3.4.2 *It shall be open to the main executive committee to extend Honorary Membership to any member who in their opinion has rendered outstanding service(s) to the club.*

3.4.3 *Honorary Members shall have no voting powers*

3.5 *If any member breaks the rules of the Club or acts in anyway considered by the main executive to be against the Club's interest, the executive committee shall be empowered to deal with the case and, if they so decide, to terminate his/her membership, subject to the right of the member to request a **Special General Meeting** in accordance with **Rule 7.1***

4. Management

4.1 Committee

The Club shall be governed by a Main Executive committee, comprising of Chairman, Secretary, Treasurer, Social Secretary and any deputies

The Chairman, Treasurer, Social Secretary and any deputies shall be elected annually at the Annual General Meeting.

The post of Secretary is not renewable annually, but termination of employment can be either by:

i) The Secretary giving ONE Month's notice

ii) MANCASS giving SIX Months' notice but only in the event of unsatisfactory performance of duty.

In addition to these officers, one representative from each of the following groups of people can be elected:

Any BT Buildings and Sections of the club at the discretion of the Executive Committee

The Main Executive Committee shall meet at least once a quarter and should invite section sub-committee representatives to attend.

4.2 *The Main Executive Committee shall also have the authority to co-opt any full member to fill a vacancy, with power to vote, or for any other purpose.*

4.3 *The Main Committee shall be responsible for the general management of the Club and for its finances. It shall have the authority to form such sub-committees as may be deemed necessary to achieve the objects of the Club.*

5. Finance

5.1 Fees

- 5.1.1 *From 2009 the subscriptions for full membership shall be £5.25 per month paid via standing order which will include an allocation of one share in the MANCASS Lottery.*
- 5.1.2 *For existing members who joined pre 2009 the subscriptions for part membership shall be £1 per month paid via standing order but these members will not receive the full discount on our events.*
- 5.1.3 *The membership subscriptions shall be reviewed annually.*
- 5.1.4 *The subscription for additional shares in the MANCASS Lottery shall be £4.25 per share monthly.*

5.2 Receipts and/or Expenditure

- 5.2.1 *All monies received by the Main Committee shall be paid into a MANCASS Account.*
- 5.2.2 *All invoices in excess of £5.00 shall normally be paid by cheque.*
- 5.2.3 *All cheques should be signed by two of the following officers:
Treasurer - Chairman – Social Secretary - Secretary – or Nominated Member.*

5.3 Sub-section Accounts

- 5.3.1 *The Main Committee may authorise section Sub-committees to hold an account for such sums of money as may be necessary for the running of their activities.*
- 5.3.2 *A section sub-committee shall seek the authority of the Main Executive Committee before embarking on any expenditure in excess of their own funds.*
- 5.3.3 *Each section sub-committee shall keep accounts and prepare an annual balance sheet, terminating on 31st March, in a manner acceptable to the Main Executive Committee.*
- 5.3.4 *The accounts and balance sheet shall be on a form issued by and returnable to the Treasurer by the last day of April each year.*
- 5.3.5 *This balance sheet must be certified by the Section Treasurer and Chairman (or Auditor) who will be responsible for its accuracy.*
- 5.3.6 *The Main Executive Committee **will not be liable for debts incurred by the sections** unless specially authorised and recorded in the Main Executive Committee minutes.*
- 5.3.7 *The Main Executive Committee reserve the right to call for Audit of sub-section accounts, at any time.*

5.4 General Accounts

5.4.1 *The treasurer shall maintain full records of receipts and disbursements in a manner approved by the Main Executive Committee and shall prepare an annual statement, which shall be submitted to the Main Executive Committee and published to the members showing full particulars of receipts and payments for the expired years.*

5.4.2 *The Treasurers annual statements shall be fully examined and certified by the auditors.*

5.4.3 *Full records and receipts for the previous seven years must be archived by the treasurer for audit purposes.*

6. Annual General Meeting

6.1 *The Annual General Meeting shall be held no later than 30th June each year.*

6.2 *Each Annual General Meeting shall:*

- *Receive the report of the Main Executive Committee and Auditors, and the statement of accounts for the past year.*
- *Elect the officers, executive committee for the ensuing year.*
- *Decide on such motions and amendments to Rules as are submitted in writing not less than 21 days before the date fixed for the meeting.*

6.3 *The quorum at the Annual General Meeting shall be 6.*

6.4 *The Secretary shall give members at least 28 days' notice of the date of Annual General Meeting.*

For this purpose, notices will be published on all MANCASS media channels.

7. Special General Meeting

7.1 *On the application to the Secretary in writing of at least 25 members (such application to state clearly the business to be discussed) the Secretary shall call a Special General Meeting within 14 days and members shall have at least 7 days' notice thereof.*

7.2 *The Main Executive Committee shall have the power to call a Special General Meeting subject to similar notice to members.*

7.3 *The agenda for a Special General Meeting shall be restricted to the business for which the meeting was called.*

8. Amendments to Rules

No Rule of the Club shall be altered or rescinded and/or no New Rule shall be added without a two-thirds majority of those attending at an Annual General Meeting of the Club.

9. MANCASS Lottery - Rules

- 9.1**
- i) The Lottery shall comply with the Lotteries and amusements Act 1976*
 - ii) The Gambling commission [www.gambling.commission.gov.uk/pdf/organising small lotteries](http://www.gambling.commission.gov.uk/pdf/organising%20small%20lotteries)*
 - iii) An example is also given www.trafford.gov.uk which confirms the gambling commission and gives examples of how the proceeds can be used i.e max 80% for prizes, min 20% for club purposes*

- 9.2** *Manchester Communications Sports & Social Club (MANCASS) shall give written authority to a member to be the promoter of the Lottery. The Lottery shall be known as the "MANCASS Lottery" and shall be under the supervision of the Main Executive Committee.*

The Main Executive Committee will be responsible for:

- i) Maintaining an accurate record of shares held by members*
- ii) Conducting a fair and efficient method of running the Lottery*
- iii) Providing for the Club Treasurer a complete list of the monthly winner*
- iv) Notify the members via an agreed medium of the winning numbers*

- 9.3** *All MANCASS members holding a share(s) will be able to participate in the lottery.*

- 9.4** *All members joining after 30th June 2005 must hold at least one share in the MANCASS Lottery.*

- 9.5** *The maximum number of shares to be held by a member shall be TEN Each individual share can only win ONE prize in any monthly draw. The price per share shall be £4.25 per month.*

Payment for the Lottery shall be by monthly standing order.

The Club Treasurer shall open a special account for the sole purpose of the Lottery. Cheques from the account shall be authorised by a minimum of any two signatures from the Chairman, Secretary or Treasurer.

- 9.6** *Paid up Lottery shares must be held for a minimum of one calendar month prior to each monthly draw in order to qualify for that monthly draw. This rule shall also apply to the initial application for shares. Any member wishing to cancel their shares shall give the Lottery Secretary four week's notice in writing.*

In the draw(s) for the annual £3000 prize, lottery shares must have been held for a minimum of 6 months or 26 weeks in order to qualify.

- 9.7** *The Secretary shall be responsible for the updating of the Lottery records each month before draws are made. The Chairman or Treasurer shall be responsible for checking the accuracy of any amendments.*

Any amendments shall be kept until such time as the Auditors are satisfied that an accurate record of events has been maintained.

9.8 *The monthly Lottery draw shall normally be made within the calendar month in which the Bank statements have been received and lottery monies have been confirmed.*

9.9 *Failure to cash a winning cheque within six months of the date of issue will result in the monies reverting back to club funds.*

The draws shall be made via means of an electronic, random system (computer) and, in the presence of either the Chairman, Secretary, Treasurer or any other officer of the Club who shall be responsible for checking from the records that the winners are fully up to date with their payments in accordance with Rule 5.

The two people who make and confirm the results of the draw (usually Secretary & Treasurer but can be other members who validate the results) the Treasurer will then contact the winners to confirm address and how the payment will be made (usually cheque or transfer)

9.10/1 *The distribution of the monies received shall be:*

- *By law a maximum of 80% and a minimum of 20% of lottery income will be allocated to the lottery draw*
- *The % remaining will be used to fund the activities of the club*

*Of the **Percentage** allocated to the Lottery Fund each month **£500** will be set aside for the annual draw.*

The remainder of the monthly prize money shall be allocated as follows:

First Prize to be - £750

Second Prize- £400

Third Prize- £200

Fourth Prizes - £100 x 5

Fifth Prizes - £50 x 3

- *If sufficient funds remain the remainder to be divided equally by prizes of £50j*
- *If there are insufficient funds to allocate the allotted prizes the committee will decide either to fund the prize out of the current account or reallocate the prize monies in line with the 80%/20% allocation.*
- *The fifth prize may be distributed differently into smaller prizes as agreed by the committee*

9.10/2 *Although no charges other than printing expenses and stationery costs may legally be made against the Lottery before net proceeds are divided between prizes and the Club, i.e. any other expenses shall be met from Club funds, the Treasurer shall present annually at the Club AGM a separate financial statement of the lottery showing the net profit or loss.*

9.11 *Notices and advertisements of the Lottery may legally only appear on notices exhibited at BT Group premises where Club members are present.*

9.12 *Members winning a lottery prize, will be asked if their name can be published on the web site www.mancass.com on each occasion they win.*

9.13 *In the case of dispute on any point, the decision of the officers of the MANCASS Executive shall be final.*

10. Data Protection Policy

10.1 General Data Protection Regulations come into force on the 25 May 2018

Mancass has a legal duty to follow these regulations when gathering, storing, sharing or processing personal data.

10.2 Contact details (names, address, email and phone numbers) are held by Mancass to maintain our database and interact with suppliers in order to deliver holidays and events booked with us.

10.2.1. We sometimes need to share some of the information (in 10.2)we hold with hotels, airlines or other transportation services as required to comply with their needs to plan bookings, arrivals and special requests.

10.2.2. Individuals are entitled to ask what data is held by Mancass

10.2.3 No personal information is passed to third parties other than for activities organised by Mancass and agreed by the member when signing the booking form or membership form

10.2.4. On ceasing membership of Mancass, current data is erased from database after agreement by the secretary and treasurer. This ensures the member has ceased payments and is reflected in our data.

10.2.5. Newsletters are sent by email to members and there is an option to opt-out and be removed from the mailing list.

10.3. Membership data is held electronically on a password protected stand alone database. The data is held by the Secretary, the Treasurer and Event/Show organiser

10.3.1 Audits are carried out to ensure membership fees and database are aligned.

11. Event Rules

11.1 All events will require a deposit unless full payment is specifically requested in the advert

11.2 The amount of deposit required will need to cover the initial deposit that Mancass has to pay to the tour operator. This is to ensure that club funds are not depleted by several tours operating at the same time

11.2.1 By early booking best prices can be obtained, particularly for flights

11.3. It is suggested that 35% of tour cost per person is requested unless alternative deposits agreed by committee

11.4 Cancellation of booking by member will result in member being refunded the deposit unless costs have been incurred by Mancass, eg if Mancass has already paid for flights/accommodation. (See 11.4.2)

11.4.1 Deposits will also be returned if another member books in their place.

11.4.2 If tour place cannot be back filled then member must contact their insurance company for details on how to refund their monies. The member will be responsible for incurred costs not otherwise recovered from travel company or member's own insurance. This applies to full event costs as well as deposits. Mancass will provide member with written statement on request detailing how much they have paid.

11.5 Numbers of people booking on events will be given by the organiser to the treasurer for correlation and costing