

Burwell Ex-Service and Social Club

CLUB RULE BOOK

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RULES OF BURWELL EX-SERVICE & SOCIAL CLUB - REVISED 19 July 2007

1. Name and Objects

1.1 The name of the Club shall be the Burwell Ex-Service and Social Club

1.2 Its objects are to carry on the business of a Club by providing for the use of its, members the means of social intercourse, rational recreation and the other advantages of a Club. The Club shall be non-partisan in its politics.

2. Qualifications for Membership

2.1 Ordinary membership is confined to ex-service persons.

2.2 Honorary membership is confined to non-ex-service persons of 18 years or over.

2.3 Youth members between the ages of 16 and 18 years may be accepted for membership only if a parent/guardian is a member. Subscription will be half of Adult member rate.

2.4 There shall be no sale or supply of intoxicants to persons under 18 years nor shall they be allowed to consume intoxicants on club premises.

2.5 Youth members shall not play the gaming machines nor shall they be allowed to introduce guests.

2.6 Applicants for membership must first complete and sign an application form and must be proposed and seconded by two members who have been members of the Club for at least three years.

2.7 The name, date of birth, and address of each applicant shall be supplied with the application, and shall be posted up in the Club for at least 48 hours prior to being submitted to the Committee for election.

2.8 Applicants for ordinary membership shall also give details of last Ship (if Navy), last Regiment (if Army), or last Unit (if RAF).

2.9 It is within the power of the Committee to refuse membership but the person so refused must be given the reason for such action.

2.10 Every member shall be supplied on election with a copy of the rules and door entry card upon payment of subscription fee as determined at rule 4.2 plus such payment as the Committee may from time to time determine for administration and door entry card; and should within 14 days give notice in writing to the Secretary of any change in address.

2.11 Life membership may be granted to persons of over 65 years of age who have been members of the Club for at least five years. Life members shall not pay any subscription.

3. Temporary Members

3.1 A member of a team visiting the Club in connection with any sports contest, a person specially invited by the Committee to visit the Club, or a person engaged by the Club for a social event, may become a temporary member for the period of such a visit or engagement only.

3.2 They shall have the same rights and privileges and may be subject to the same rules and by-laws as other members, except that they must not attend any General or Business

Meetings of the Club nor introduce visitors.

3.3 The Committee have power to refuse the admission of temporary members and to limit their admission at such times and to such parts of the premises as they may deem necessary to the interests of the Club, and notice of such limitations shall be posted inside the Club.

4. Subscriptions

4.1 All members shall pay a subscription annually payable on October 1st.

4.2 The amount will be recommended by the Committee and ratified at the A.G.M.

4.3 Any member who has not paid their subscription one month after it has become due shall be considered in arrears and their name shall be erased from the list of members.

4.4 Any member whose name is erased from the list of members must re-apply for membership. An administration charge will be incurred that will be determined by the Committee.

4.5 No member in arrears shall be permitted to use the Club or to take part in its affairs, and the Secretary shall post on the notice board a list of the names of members in arrears.

4.6 The Committee, on receiving information in writing addressed to the Secretary that any member has been unable to pay his subscription owing to want of work or other good cause, may at its discretion direct his name to be omitted from the list in which case such member shall not forfeit the privileges of membership.

5. Cessation of Membership

5.1 Members shall cease to be members by non-payment of subscription, by expulsion, or by resignation.

6. Committee may Expel from Membership

6.1 The Committee shall have power to reprimand, suspend, or expel any member who shall infringe any rule, or whose conduct, whether within or without the Club premises, shall in their opinion, render them unfit for membership; but no member shall be suspended or expelled without being first summoned before the Committee to explain his conduct and opportunity given to advance a defence, nor unless a majority of two-thirds of the Committee then present shall vote for his suspension or expulsion.

6.2 Every member so summoned shall receive at least three day's notice from the Secretary; such notice shall contain a statement of the charge brought against him.

A suspended member shall remain liable to pay his subscription.

7. Right of Appeal

7.1 A member suspended or expelled shall have the right to appeal to three arbitrators appointed by the President.

7.2 No appeal shall be heard unless the application is lodged in writing with the Secretary of the Club within four weeks after written notice of suspension or expulsion has been served

upon the member.

7.3 The arbitrators shall have full power to alter or rescind such suspension or expulsion as they may think fit, or orders either party to bear the cost of the arbitration, and there shall be no appeal from their decision.

8. Annual General Meetings

8.1 The Annual General Meeting of the members shall be held within three months of the close of the financial year, 30th September, in each year, on a date to be fixed by the Committee, of which at least 14 days notice shall be posted in the Club, to receive a Statement of Accounts and Balance sheet and the report of the Auditor for the previous 12 months; and such other business as may be submitted by the Committee, or by any member.

9. Special General Meetings

9.1 A Special General Meeting shall be called by the Secretary in the following cases:

9.2 Upon the direction of the Committee, and in accordance with such direction

9.3 On a requisition signed by a minimum of 25 members, stating the special object thereof.

9.4 Such meetings shall be held not earlier than 14 days and not later than 21 days from the date of the receipt by the Secretary of the requisition.

9.5 Notice of any Special General Meeting, and of the object for which it is called, shall be posted by the Secretary in the Club at least 14 days prior to the date of the meeting.

9.6 Should the Secretary not convene a Special General meeting in the manner required hereby for seven clear days after a duly signed requisition has been delivered to him/her any of the requisitionists may call such a meeting, giving such notice as is provided by this rule.

10. Meetings

10.1 The Annual General Meeting may proceed to business if 10 members are present within an hour after the time fixed for the meeting.

10.2 A Special General Meeting convened on the requisition of the members may proceed if 25 members are present within an hour after the time fixed for the meeting.

10.3 If a Special General Meeting convened by order of the Committee fails to meet the criteria of 10.2, it shall stand adjourned to the week following at the same time, and the meeting so adjourned shall proceed to business, whatever the number of members present.

10.4 No meeting shall become incompetent to transact business from the want of a quorum arising after the Chair has been taken.

10.5 Every member present (and not disqualified by arrears or otherwise as mentioned in the Rules) shall have one vote, and when the votes are equal then the presiding officer shall have an additional or casting vote.

11.1 The officers of the Club shall consist of President, Chairman, Vice-Chairman and Secretary. The President shall be elected at an Annual General Meeting and he/she shall remain in office during the pleasure of the club.

- 11.3 The Chairman and Secretary shall be elected on alternate years to serve a two year period in office.
- 11.4 The Vice Chairman shall be elected annually at the Annual General Meeting.
- 11.5 ALL officers can be ex-service ordinary or honorary members.
- 11.6 Employees are not eligible to serve as an officer.
- 11.7 Any of the officers shall be removable at any time by a majority of three - fourths of the members present at a Special General Meeting called for that purpose.
- 11.8 In the event of a vacancy arising amongst the officers and committee members by death, resignation, or other cause, the Committee shall have power to elect a member to fill the vacancy. Any vacancy/vacancies will be advertised by the Secretary for 14 days. Interested candidates should contact the Secretary in writing.
- 11.9 Any officer or committee member shall vacate his office if suspended from membership under Rule 6, or on ceasing membership from any cause.
- 11.10 The officers of the Club shall receive such honorarium (if any) as the Committee or a General Meeting of the members may from time to time determine.
- 11.11 No member can be elected as an officer or committee member of the club who is also an elected officer or committee member of another licensed club.

12. Treasurer

- 12.1 The Treasurer shall be appointed by the committee.
- 12.2 The Treasurer shall receive all monies, and collect subscription fees due to the Club and shall be responsible for payments into the bank.
- 12.3 The Treasurer shall keep such accounts and pay such debts of the Club, and provide such reports as the Committee shall direct and shall when required to do so, render to the Committee for a General Meeting an account of any monies received and expended by him/ her.
- 12.4 The Treasurer will prepare the annual accounts of the club as directed by the committee and provide to the auditors such information as they require.
- 12.5 All invoices to be approved for payment at the normal scheduled monthly committee meeting,
- 12.6 Cheques shall be signed by two of the following: the Chairman, Vice-Chairman, Secretary and Treasurer.

13. Secretary

- 13.1 The Secretary shall carry out the directions of the Committee.
- 13.2 He shall summon and attend all meetings, take minutes of the proceedings and prepare such accounts as the Committee may direct.
- 13.3 He shall keep records of membership and subscriptions.

14. Committee

- 14.1 The Committee shall consist of Chairman and Secretary who shall be elected on alternate years to serve a two year period in office and a Vice-Chairman and ten committee members consisting of ex-service(ordinary) and honorary members, who shall be elected annually.
- 14.2 ALL committee members can be ex-service ordinary or honorary members.
- 14.3 Employees are not eligible to serve as a committee member.
- 14.4 The Committee shall control the management of the Club and shall have exclusive power to engage or dismiss and fix the remuneration of any paid servants.
- 14.5 It shall have due regard to any resolution or recommendation of any General or Special Meeting.
- 14.6 Any decisions of General or Special meetings shall only be changed at General or Special meetings.
- 14.7 The Committee shall not enter into any bond or agreement binding the Club to purchase excisables from any person or persons, or in any way to part with its absolute control and that of the Club members over the supply of excisable articles to the Club (Licensing (Consolidation) Act 1910)
- 14.8 The committee shall meet in the third week of each month, for general business,
- 14.9 The Chairman, or in his absence the Vice-Chairman, or in his absence an elected chairman shall preside, and shall have a casting vote, in addition to his vote as a member of the Committee.
- 14.10 A quorum shall be formed by 5 members.
- 14.11 No resolution of the Committee shall be rescinded, unless notice to rescind has been given at the previous meeting of the Committee.
- 14.12 Any Committee member not attending for three consecutive meetings shall, unless he sends an explanation which the Committee considers satisfactory, cease to be a member of the Committee.
- 14.13 Any Committee member who is suspended under Rule 6, or who shall cease membership of the Club by any reason shall vacate his/her seat, should a vacancy arise amongst the Committee member by death, resignation, or other cause the Committee shall have power to elect a member to fill the vacancy. Any vacancy/vacancies will be advertised by the Secretary for 14 days. Interested candidates should contact the Secretary in writing.
- 14.14 The Committee, or any member or members thereof, except the Chairman, Vice-Chairman and Secretary, may be removed by the votes of two-thirds of the members present at a Special General Meeting called for that object.
- 14.15 In the event of the removal or resignation of the whole or the majority of the Committee, the Secretary, shall obtain propositions and arrange the holding of a ballot at a Special General meeting to be called by the Secretary, the times and, ! notices required by Rule 8 for Special General Meetings need not apply to U1is case, but at least three days shall be allowed for proposition before the ballot held at the Special General Meeting.
- 14.16 The Committee shall, at the end of the meeting following an election select sub-

committees. Namely: The Entertainment Committee and Bar Committee who will both be directed by the General Committee to arrange and provide for the social activities of the Club.

14.17 The proceedings of the Entertainment Committee shall be recorded by an appointed Secretary in a minute book kept for that purpose, and all monies received shall be paid to the Treasurer.

14.18 The Committee may appoint other sub-committees as occasion requires. All sub-committees shall be responsible to the Committee and all monies voted for the use of or received by the sub-committees shall be dealt with in accordance with Rule 12.

14.19 No member can be elected as an officer or committee member of the club who is also an elected officer or committee member of another licensed club.

15. Trustees

15.1 There shall not be less than two or more than four Trustees, who shall be appointed as necessary by the members at the Annual General meeting from among the members of the club, or at a Special General Meeting called for that object.

15.2 Trustees shall hold office of the club until such time as he/she resigns by notice in writing to the committee or until a resolution to remove him/her shall be passed at a General meeting of members by a majority comprising two thirds of the members present and entitled to vote.

15.3 All property of the club shall be vested in the Trustees as from time to time appointed, and the Trustees shall act in all respects as regards such property, land or investments in strict accordance of the committee. They shall have power to sell, lease, and mortgage or pledge any club property for the purpose of raising or borrowing money for the benefit of the club, in accordance with the committee's directions.

15.4 The liability of each and every Trustee shall be limited to the extent of such funds of the club as may be actually received by him/her.

16. Notifications

16.1.1 The election of Officers and Committee shall be by ballot.

16.1.2 At least three weeks before the day fixed for any ballot, a nomination sheet shall be posted on the Club Notice Board by the Secretary, on which the names of all candidates for the office must be entered.

16.1.3 All members shall be eligible for nomination only after he has been a member for at least three years standing and must be proposed and seconded by two members who have been members for at least three years standing. Membership will commence from the date of election by the Committee and must be 3 consecutive years

16.1.4 The member who is proposing will print the nominated members name and current membership subscription receipt number on the nomination paper and the nominated member must sign to accept to be a candidate. The proposing and seconding member will both print their name and sign the nomination paper, and also provide their current membership subscription receipt number.

16.2 Scrutinisers

16.2.1 The ballot shall be carried out by three scrutinisers appointed at the General meeting, but who may also be candidates, members of the Committee, or officers.

16.3 Who may vote?

16.3.1 Each member of the Club shall have one vote for each vacancy, but no member may give more than one vote to anyone candidate.

16.4 Tie

16.4.1 Should the ballot result in two or more candidates receiving an equal number of votes, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the President or in his absence some person appointed by the scrutinisers shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

16.5 Scrutiny

16.5.1 The scrutinisers shall at the conclusion of the ballot seal up the ballot papers and hand them to the Secretary, who shall retain them for seven days.

16.5.2 A scrutiny shall take place if written demand be presented to the Secretary within seven days from the close of the ballot, signed by not less than 25 members of the Club, and a shall be carried out by three fresh scrutinisers, to be named by the Committee, and the decision shall be final.

17. Mode of Altering the Rules

17.1 No alteration, addition or amendment to these Rules shall be made, except at a Special or Annual General Meeting of members called for that object, but notice of any proposed alteration, addition or amendment shall require the assent of at least two-thirds of the members present at such a meeting.

18. Introduction of Guests

18.1 A member may personally introduce friends as his guests, but no person who is eligible for membership shall be so introduced more than twice within three months

18.2 No member may introduce more than two adult guests at any one time

18.3 The visitor and member making the introduction shall print and sign their names in a book kept for that purpose. The guest will also provide their full address details.

18.4 No member shall be entitled to introduce a visitor to the Club during the hours when licensed premises are by law closed.

18.5 The following shall not be admitted as visitors: (a) Former members who have ceased to be members under Rule 5 and (b) Persons who having been nominated have been refused membership.

18.6 Members must accompany guests introduced by them during the period of their stay in the Club, and no guests shall be permitted to make payment of any kind whatever, directly or indirectly.

18.7 Members shall be responsible for the good behaviour of guests introduced by them during the period of their stay in the Club, and in the event that a guest is removed from the club premises for misconduct, or other causes, the member introducing such guests may be dealt with by the Committee, under Rule 6, at its discretion.

19. Misconduct of Members

19.1 No drunkenness, bad language, and contravention of the club no smoking policy or other misconduct shall be permitted on the Club premises.

19.2 Any member offending under this rule shall be dealt with by the Committee under Rule 6.

19.3 Any Officer of the club or Committee member shall have the power to order the removal from the club premises and suspension of any member offending under any of the heads specified in this rule from the Club premises until summoned to meet the Committee as provided in Rule 6.

19.4 If the next Ordinary meeting of the Committee be within less than three days, such member may claim to appear before them, and to have his case dealt with, waiving the length of notice required by the said Rule 6.

19.5 The Steward or Bar person shall be given power to refuse to supply any member who they may consider as being in an unfit state to consume further intoxicating liquors, and order their removal from the club premises. The member will then be dealt with by the committee under Rule 6.

20. Settlement of Disputes

20.1 All disputes between a member or person aggrieved who has for not more than six months ceased to be a member, and any person claiming through such member or person aggrieved or under the rules, and the Club or an officer, shall be referred for arbitration to three arbitrators, who shall be appointed by the President, and the decision of the arbitrators, or a majority of them shall be final. Where the President is involved in a dispute the arbitrators shall be appointed by the Chairman or other Officers of the Club and must be acceptable to both parties.

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