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**Introduction**

1. **Name and Objects**

“The Club” shall be called the SLEAFORD AND DISTRICT LEGIONNAIRES CLUB LIMITED. Its object is to carry on the business of a club by providing for the use of its members, the means of social intercourse, mutual helpfulness, mental and moral improvement, rational recreation and the other advantages of a club.

1. **Registered Office**

Its registered office shall be at 6 SOUTHGATE, SLEAFORD, LINCOLNSHIRE, NG34 7RZ.

Notice of any change in the situation of the registered office shall be sent by the secretary within 14 days to the Financial Conduct Authority in the manner and form provided by the act.

1. **Seal of the Club**

The Club shall have its name engraved in legible characters upon a seal, which shall bear the device of a circle having the word “Limited” in the centre and the remaining words of the name of the club in the margin. The seal shall be in the custody of the secretary, or such other officer as themanagement committee appoints, and shall be used only under the authority of a resolution of the management committee, the date shall be mentioned on the instrument to which the seal is attached, and shall beVerified by the signatures of two members of themanagementcommittee and secretary.

1. **Use of Club’s name**

The registered name of the club shall be Displayed on the outside of the Club premises, in a conspicuous position, in letters easily legible and shall be mentioned on all business letters, notices, advertisements and other official publications of the club. It will be further be noted, on all cheques and orders for money or goods, purporting to be signed by or on behalf of the Club, and in all bills, invoices, receipts and letters of credit of the club.

1. **Powers**

The Club shall have full power to do all things necessary or expedient for the accomplishment of all objects specified in its rules, including the power to purchase, hold, sell, mortgage, rent, lease or sub lease land of any tenure, and erect, lease, sub lease, pull down, repair, alter or otherwise deal with any building thereon

1. **Shares**

Shares shall not be withdrawable or transferable and shall be of the value of 5 pence.

No member shall hold more than one share, and no interest of dividend shall be paid upon it. A member shall forfeit his share on ceasing from whatever cause to be a member.

1. **Admission of Full Members**

Any two Members of not less than six months standing may propose and second a candidate for Membership provided they are able from personal knowledge to vouch for his respectability and fitness to be a member and both shall sign a nomination form to this effect. The candidate shall deposit the full amount payable for one share. Such some deposited shall be returned in the event of non-acceptance as a Member. The candidate shall sign such (if any) declaration of his concurrence with, and adherence to, the purpose of the Club as shall be required by the Management Committee. The election shall be by the Management Committee and the candidate may be required to appear in person.

No candidate shall be elected who is under 18 years or an employee of the club. Every member on election shall be given a copy of the Club Rules, these can be either electronically or as a hardcopy at such charge not exceeding 10p as the Management Committee may determine from time to time.

The name and address of the candidate with the names of the proposer and seconder shall be prominently displayed on the Club notice board, for at least seven days before the day on which his name is submitted for election.

Any new member shall have the same rights and privileges and be subject to the same Club Rules and Bye-Laws as Full Members and, receive a share of assets on dissolution,

**Life Members (Club Bye-Law)**

1. The Management Committee may, in their discretion, grant Life Membership to any Member who has rendered special service to the Club, or who is in their opinion deserving of the distinction.
2. Every Life member shall be under a continuing duty to notify the Secretary of his up-to-date address
3. A life Member must personally attend the club annually or contact the Club by letter from 1st January to 31st March to obtain a renewal of his certificate of life membership duly signed by the Secretary. If a life member fails to obtain his annual certificate of life membership as indicated above, the Secretary will write to the member notifying him that he has ceased to be a member of the club.
4. The Life Member may within the 3-month period mentioned in (c) above or within 28 days of the date of notice of cessation of his Membership, write to the Management Committee with a request that his Life Membership should continue and it will be for the Management Committee in their absolute discretion to decide whether or not he should remain a Life Member.

**Sports Team (Club Bye-Law)**

Sport Teams: - Darts – Pool – Snooker – Dominoes – and any other sports carried out in the name of the club.

1. Members of all sport teams must be full members of the club. The club will endeavour to provide teams with the best possible facilities.
2. At the start of each season teams must provide the club secretary with a full list of its members and update the secretary of any new members who join the team throughout the season.

**Children Under 14 Years Old (Club Bye-Law)**

Whilst on Club Premises Children under the age of 14 must always be accompanied by a responsible Adult. They are never permitted to be in the immediate vicinity of the Bar. All Children under the age of 14 must vacate the premises by 9pm unless attending a private function in the Club function room.

**Exclusions (Club Bye-Law)**

The following **SHALL NOT** be admitted to the Club

1. Former Members who have been expelled
2. Persons who, having been nominated for Membership, have not been accepted
3. **Membership of the Union**

The Club must hold a fully paid share in the Working Men’s Club and Institute Union Limited (CIU) in order that each member of the club may be entitled to all privileges of the CIU subject to its rules. A person on becoming a member of the club my purchase Associate and Pass Cards at the prevailing rates charged by the CIU for any period for which he has paid his subscription to the Club.

1. **Admission of Associates (CIU Members)**

Associates (CIU Members) are welcome to the Club premises and Alcohol may be supplied to them by or on behalf of the Club for consumption on the premises. An Associate before being admitted to the club must produce his subscription card (showing that his current subscription to his club has been paid), the Associate card of the CIU and the current Pass Card issued by the CIU, and must write his name and that of the club in the CIU Associate Book, to be kept for that purpose. The Doorkeeper, Barperson or Member of the Management Committee shall compare the signature in the book with that on the Associate Card. And on being satisfied that the signatures correspond shall admit the Associate.

Associates shall have the same rights and privileges and be subject to the same rules and Bye-Laws as Full Members, except that they may not attend or appoint a proxy, at any meeting of the Club, nor vote at any such meeting, receive a share of assets on dissolution or take away alcohol for consumption off the premises. The Management Committee may refuse admission to Associates or limit their admission to such times and parts of the premises as they think in the interests of the Club. Notice of such limitations shall be sent to the CIU General Secretary. The Management Committee may also refuse admission to Associates who ceased to be members under Rule 13 (a) or (b)

1. **Subscriptions**

Every member shall pay to the funds of the Club a subscription and a joining fee. The rate of subscription shall be such sum as from time to time be determined by the Management Committee being not less than £1 and not exceeding £25 per year payable on the first day of January in each year.

Anyone joining the club after the 30th June will pay a fee of **£8.60** for six months and then the annual renewal fee in January.

Any member who has not paid his subscription by 1st February, shall be considered in arrears, however any member still has the opportunity after this date to contact the Club via the Secretary giving reasons why the requisite date for payment was missed. Each Members case will be considered by the Management Committee, and at their discretion may deem that the Member in arrears makes an immediate payment of outstanding subscription owed in order to renew their membership, and if it be not paid by 1st March, he shall cease to be a member.

Members in arrears shall forfeit their rights and privileges as a full member

1. **Register of Members**

The Club shall keep at its registered office a Register of Members in which the Secretary shall enter the following particulars:

1. The names, addresses and D.O.B of the Members
2. A statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member;
3. A statement of other property in the Club, whether in loans, deposits or otherwise, held by each member
4. The date at which person was entered in the Register as a Member, and the date at which any person ceased to be a member
5. The names and addresses of the Officers of the Club, with the offices held by them respectively and the dates on which they assumed office.

For the purpose of this rule “an officer” includes every member of the Management Committee

Any member changing his address must notify the Secretary of such change within 14 days thereafter.

Correspondence sent to a member’s last known address as entered in the Register of members shall be deemed to have been received.

1. **Cessation of Membership**

Members shall cease to be Full Members;

1. By non-payment of Subscription. Any person whose Membership has ceased from this cause shall not again be elected to membership unless he pays such fee or fine as the management Committee may in its discretion determine
2. By expulsion
3. By resignation by notice of not less than three months given to the Secretary in writing unless the Management Committee waives the requirement for the same.
4. By death
5. By becoming an employee of the Club (with the exception of the Secretary of the club)
6. **Misconduct of Members**
7. The Secretary or Chairman or in the absence of both Steward/Stewardess or Management Committee member shall have the power to order the withdrawal from the Club premises of any member who shall infringe any Rule or Bye-Law or whose conduct whether within the Club or elsewhere shall in his opinion render a member unfit for further entry to the Club. A member who is subject to proceedings in a court of law and who is excluded from the Club by an officer under the above provision, may not use the club premises, until the courts have disposed of the matter and until such time as the Management Committee may decide to permit entry conditionally or otherwise. Where the member continues to be excluded for a time after the courts have disposed of the matter, greater than 12 months the provisions, so modified to meet the circumstances, in Rules 11 (b) and (c) shall apply. All matters of misconduct must be logged in the incident book by Officers/Staff dealing with the incident.

The Secretary or Chairman or Officer who orders the withdrawal of a member for misconduct as per rule 14 (a), that member not being the subject of proceedings in any court of law shall, at the next ordinary meeting of the Management Committee or as soon as practicable thereafter lay a complaint upon which the Management Committee must decide whether or not to formally charge the member, If the management Committee by a majority of members present at the meeting and entitled to vote so decide that on the face of the complaint there is a case to answer, the Secretary will write to the member setting out the charge or charges and summon him to appear before the Management Committee giving not less than three clear days-notice to afford the member an opportunity to advance a defence.

1. The Management Committee having found the member guilty of a charge by a simple majority of their number present and entitled to vote must by at least a two-thirds of the said Management Committee vote for the member to be reprimanded, suspended (for a period nor exceeding 12 months) of expelled to render it effective. A member convicted of any offence by a court of law may be suspended or expelled in his absence. A suspended member shall not be entitled to any of the rights and privileges of Club Membership but shall remain liable to pay his subscription. The decision of the Management Committee shall be sent to the member in writing within three days of the Management Committee meeting at which the decision was reached and the member’s right of appeal procedure explained in the letter.
2. The Secretary or Chairman or in the absence of both Steward/Stewardess or Management Committee member shall have the power to order the withdrawal from the Club premises of any member who shall infringe any Rule or Bye-Law or whose conduct whether within the Club or elsewhere shall in his opinion render a member unfit for further entry to the Club. A member who is subject to proceedings in a court of law and who is excluded from the Club by an officer under the above provision, may not use the club premises, until the courts have disposed of the matter and until such time as the Management Committee may decide to permit entry conditionally or otherwise. Where the member continues to be excluded for a time after the courts have disposed of the matter, greater than 12 months the provisions, so modified to meet the circumstances, in Rules 11 (b) and (c) shall apply. All matters of misconduct must be logged in the incident book by Officers/Staff dealing with the incident.

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The Following Behaviour is not acceptable anywhere on Club Premises/Smoking Area:

1. Drunkenness
2. Unseemly Disorderly/or violent conduct
3. The introduction and/or use of illegal substance (as defined by law)
4. Discrimination on the grounds of colour, sex or nationality
5. The Use of Loud and/or Abusive language/Swearing
6. Threatening or Intimidating behaviour
7. Any act or thing which is illegal under the laws of England

Any Member or person, who is in breach of this Rule, may immediately be expelled from Club premises.

Any Member or Customer who is asked to leave the club premises because of a disciplinary matter may not re-enter the Club until they have appeared before the Management Committee.

All matters of misconduct must be recorded in the incident book for future reference.

Verbal abuse towards Staff or Management Committee will carry a 12-month ban.

Any physical abuse towards Staff or Management Committee will carry a life-time ban

1. **Right of Appeal**

A Member suspended of expelled shall have the right to appeal to the Union General Secretary who shall arrange through a Union Branch Secretary for the appointment of arbitrators. Such appeal must be lodged within 30 days of the managing committee’s meeting at which the member was so suspended of expelled and be in writing, addressed to the General Secretary of the Union. No appeal shall be heard by the said arbitrators unless a deposit is submitted to the General Secretary of the Union. The Union’s National Executive Committee shall determine such deposit, and the sum due shall be notified to the member on lodgement of the appeal. That deposit must be received within 30 days from the appellant on lodgement of an appeal before the case proceeds, after this time the case will be closed.

 The arbitrators may order the costs of the arbitration to be borne by either party or by both parties in such proportions as they may think fit, and such sum may be reimbursed from deposit held.

 The Arbitrators, or a majority of them, shall have full power or alter or rescind such suspension of expulsion as they may think fit, and there shall be no appeal from their decision.

1. **General Meetings**

**Ordinary Meetings**

1. There shall be an annual meeting held not later than the 31st March on a date to be fixed by the management committee. At least ten days’ notice of every annual meeting, with a copy of the agenda, shall be posted in the club.

The Business of the AGM shall be to receive the accounts and balance sheet or balance sheet as audited, if required, and the report of the auditor on the revenue account and balance sheet

At the AGM a report for the year shall be presented by the Management Committee. The AGM shall consider such other business as may be submitted by the Management Committee or any motion to be proposed by a Member of which at least seven days’ notice has been given to the Secretary in writing. On receipt of such notice, the Secretary shall add it to the agenda posted in the Club

The Auditor shall be entitled to attend any General Meeting of the Club and to receive all notices of and other communications relating to any General Meeting which any Member of the Club is entitles to receive and be heard at any meeting which he attends on any part of the business of the meeting which concerns him as Auditor.

**Special Meetings**

1. A Special Meeting shall be called by the Secretary in the following cases:
2. Upon the direction of the Management Committee, and in accordance with such direction:

(b) On requisition signed by one-quarter of the total number of members entitled to attend and vote at a general meeting or 50 such members, whichever is the less, stating the special object there-of. The requisition should include both printed name and signature of the Members for audit purposed. Such meeting shall be held within not less than 14 days and not more than 21 days from the date of the receipt by the Secretary of the requisition.

**Notice to be Given**

1. Notice of any SGM, and of the object(s) for which it is called, shall be posted prominently in the Club by the Secretary at least 10days prior to the date of the meeting. Should the Secretary not convene an SGM in the manner required hereby within 10 clear days after a duly signed requisition has been delivered to him, any of them may call such a meeting, giving notice as is provided by this Rule.

**Business**

1. No Business other than that in the notice shall be brought before the SGM.

**Quorum**

1. An general meeting may proceed to business if there are in total, at least one greater than the number of the Management Committee present as provided by Rule 17(1) within an hour after the time fixed for the meeting, Otherwise the meeting, if convened on the requisition of the members, shall be dissolved, but if a meeting convened by order of the managing committee, it shall stand adjourned to the week following, at the same time, and the meeting so adjourned may proceed to business whatever be the number of members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

**Adjournment**

Any General Meeting duly constituted, may adjourn so such time as the Members present direct, and may continue any such adjournment from to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

**Voting**

Each member present shall be entitled to one vote on each motion

1. **Rules**

**Supply**

1. The Secretary shall be supplied by the Management Committee with copies of the registered Rules, and shall be bound to deliver a copy to any person, on demand, free of charge, a member who has previously been supplied with a copy of the rules and when another copy is requested, the club may make a charge up to £5.

Additional copies supplied to members 10p

**Amendment**

1. These rules may be amended only at a general meeting called for that purpose. Notice of any proposed amendments shall be posted in the Club for at least 14 clear days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least two-thirds of the members present at such meeting. No amendment of the Club Rules is valid until registered in accordance with the Co-operative and Community Benefit Societies Act 2014.

Notification of any changes in the name of the Club or in the Club Rules must be given to the relevant Licensing Authority within 28 days after the change made.

**Bye-Laws**

1. The Management Committee shall have the power to make such Bye-Laws as it may consider necessary for the good order and management of the Club, provided that no such Bye-Laws shall conflict with any of the Club Rules. A copy of all such Bye-Laws shall be posted conspicuously in the clubhouse.

**(17) Managing Committee**

**Powers of the Managing Committee**

1. The Managing Committee shall consist of **up to** 12 Members, including Chairman and Vice Chairman. All of whom shall be above the age of 18. The Chairman and Vice Chairman must have served a period of 12 months on the Management Committee before being eligible for either of the two roles

The Managing Committee shall control the management of the Club and shall have exclusive power to appoint, dismiss and fix the remuneration of the Treasurer and Secretary, and engage or dismiss a steward/Stewardess and other servants. It shall have power to purchase such articles and do all such things as it may deem necessary for the carrying out of the objects of the Club. It shall have due regard to any resolution or recommendations of any general meeting, but shall not be bound to give effect to the same if in its judgement such actions would be injurious to the best interests of the Club. Nothing in these rules shall enable the Managing Committee to declare any dividend or make any monetary grants to the members, or to apply the Club funds, except for the purpose of the Club itself, and for the purpose specified in Rule 26. The Managing Committee shall meet at least once per month or as may be agreed from time to time, by the managing committee and not less than one half of the total of the managing committee shall form a quorum. No resolution of the managing committee shall be rescinded unless notice to rescind has been given at the previous meeting of the managing committee

 The following committees are sub committees within the managing committee if it

Entertainment’s Committee

Disciplinary Committee

Health & Safety Committee

Bar Co-ordinator

**Retirement, Vacation or Cessation of Membership**

1. Any officer or person of the Managing Committee not attending for three consecutive meetings shall, unless he sends an explanation, which the Managing Committee consider satisfactory, cease to be a member of the Managing Committee and in the case of the Officer shall also be removed from office.

 Any Committee Member or officer who shall ceases to be a member, or who is suspended under Rule 13, or tenders his resignation in writing or who shall cease membership of the club by any reason shall vacate his seat. Any vacancy so occurring, or by any other cause, shall be filled by the managing committee, or in such other manner as the managing committee may decide. All those committee members who were elected before the date of the last election, shall retire at the elections held after the annual meeting, but shall be eligible for re-election. Any committee members selected to fill a casual vacancy shall hold office until the next elections.

**Removal or Resignation**

The Managing Committee, or any Member of members thereof, may be removed by the votes of two thirds of the members present at a special general meeting called for that purpose. In the event or the removal or resignation of the whole or majority of the Managing Committee, the Secretary shall obtain nominations and appoint Scrutineers and arrange for holding a ballot. Three days shall be allowed for nominations and the ballet shall be held on three successive days within the following seven days. The result shall be declared by the Scrutineers by notice, posted in the Club.

**Staff Disciplinary Procedure/Complaints**

Under no circumstances shall any Management Committee members reprimand any Club Employee. Any and all complaints against a Club Employee (other than the Club Steward/Stewardess) shall be raised in the first instance with the Club Steward/Stewardess. All incidents must be recorded in the incident book at the time of the incident or report to the Steward/Stewardess

In the event that any complaint or incident is considered serious, the staff member will be interviewed officially by The HRO – Steward/Stewardess – Committee Member whom is responsible for the bar.

Written complaints received must contain the Members name, address and Club membership number. Complaints not containing any of this information will not be entered into. Any complaints received by the Management Committee with be treated with in complete confidence, and will be dealt with at the next scheduled Management Committee meeting and a written reply will be sent out by the Club Secretary within 7 days of said meeting.

**(18) Finance Committee**

 The Managing Committee shall, at the first meeting following each election, select a sub-committee to be called the Finance Committee which shall meet weekly. It shall consist of three Committee members and any Officers who may be appointed by the Managing Committee. It shall be the duty of the Finance Committee to take record of the stock of goods at least every 28 days either by themselves or by an agent duly appointed by the Managing Committee form that purpose, check all demands for payment with the order book, and with the delivery notes and invoices, and to report to the whole Managing Committee whether such stock vouchers the correctness of the returns made by the Steward/Stewardess, and whether the demands are in order and correct. It shall see that vouchers are produced by the Treasurer for all payments made by him or by order of the Managing Committee, and it shall report at each Managing Committee meeting whether the Treasurers cash book has been duly made up, and that the amount there shown as standing to the credit of the Club appears also in the bank statement relating to the Club’s current drawn account. These records, duly made up to date, shall be laid upon the table at each Managing Committee meeting. The proceedings of the Finance Committee shall be recorded by Secretary in a minute book kept for that purpose. All cheques drawn upon the Club’s account shall be signed in accordance with the bank’s mandate.

The Finance Committee shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purpose of the Club: but nothing in this rule empowers the Managing Committee to incur expenditure, except such as is consistent with the purpose for which the Club is established.

1. **Orders**

No Officer or Committee Member of the Club shall by virtue of his appointment, have the power to order goods or dispose of the funds of the club. No good or labour shall be supplied, nor any contract entered into for work to be done on the Club, nor any office of salary, profit or remuneration, be held by any person of the Managing Committee, nor shall any Honoraria be paid to the Managing Committee members, unless authorised an general meeting or authority of two Officers in an emergency for the benefit of the Club.

1. **Officers**
2. The Club shall have the following Officers. A Chairman, Vice Chairman, Treasurer and Secretary. The Chairman & Vice Chairman shall be elected by ballot at the first Committee Meeting each year following the annual meeting and annual elections and shall remain in office until their successors are appointed.

The Treasurer and Secretary of the club are employee’s and do not have to be elected

Any of the Officers shall be removable at any time provided two-thirds of the Members present at a special meeting called for that purpose shall vote in favour of such removal

In the event of a vacancy arising amongst the officers by death, resignation, or other cause apart from suspension of expulsion the vacancy shall be filled, the managing committee having power to appoint a member to fill the vacancy. Any member so appointed shall hold office for the unexpired period for which his predecessor was elected. This provision shall not apply to the office of secretary. In the event of a vacancy arising in the office of secretary, the same shall be filled by ballot. The scrutineers last appointed shall obtain nominations and arrange for holding a ballot under the supervision of the Chairman. Seven days shall be allowed for nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the club. Any officer shall vacate his office if suspended from membership under Rule 13 or upon ceasing membership from any cause. A vacancy occurring on the suspension of expulsion of an officer shall not be filled until the hearing or any arbitration appeal made in accordance with the rules.

If the Secretary or Steward/Stewardess is the holder of the Club Premises Certificate, then any change in office must be notified by the Chairman or Secretary within 28 days to the Licensing Authority.

The Officer of the club shall receive such honorarium, if any, or in the case of Secretary & Treasurer such salary, as the Management Committee or a general meeting may from time to time determine. Every officer dealing with Club monies shall be insured with a recognised guarantee society for the due performance of his duties in such sum as the Management Committee or general meeting may

determine.

**Chairman**

1. The Chairman or in his absence, the Vice-Chairman or in the absence of both an elected Chairman from the Management Committee present shall take the chair at all General Meetings and Management Committee meetings of the Club.

(3) **Treasurer**

The treasurer shall pay all monies received by the Club from any source whatever, without and deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the Managing Committee may direct, and further shall keep such account and pay such debts of the Club as the Managing Committee shall direct, and shall when required to do so render to the Managing Committee or a General Meeting an account of any monies received and expended by him.

**Secretary**

1. The Secretary shall be the executive officer of the Club. He shall keep upon the club premises a register of the names and address of all club members and a subscription book in which shall be recorded the payment of such members. He shall carry out the directions of the Managing Committee, and subject to such directions shall receive monies on account of the Club, and then pay the treasurer and keep such accounts as the Managing Committee may direct. He shall attend all meetings of the Managing Committee and Finance Committee or any other sub-committee if so directed, take minutes of the proceedings, prepare accounts and balance sheets and submit them to the auditors.

The Secretary shall ensure that the Club Premises Certificate, or a certified copy, thereof, is kept at the Club premises in the custody, or under the control of the person nominated for the purpose of Section 94(2) of the Licensing Act 2003, who may be the Secretary or Steward/Stewardess as nominated by the Secretary in writing.

The nominated person shall be identified in writing to the Licensing Authority by the Secretary, and shall ensure that the summary of the certificate issued by the Licensing Authority, or a certified copy thereof and a notice specifying the position be held at the premises and prominently displayed at the Club premises.

1. **Annual Return to Financial Conduct Authority (FCA)**

(1)The Treasurer shall send to the, FCA, once a year, within the time allowed by legislation, an annual return relating to the Club’s affairs for the period required by the Industrial and Provident Societies Act to be included in the return, together with a copy of the report of the Auditor on the Club’s accounts for the period included in the return a copy of the balance sheet made during that period, and of any report of the auditor on that balance sheet. The annual return shall be made up for the period beginning with the date of registration of the Club under the CCBS Act 2014 or with the date to which the sheet published by the Club. The annual return must be made in the form prescribed by the FCA and contain such particulars as may from time to time to be required to be in the return

**Copies to Members**

1. A copy of the last annual return, together with a copy of the report of the auditor’s accounts and balance sheet contained in the return shall be supplied gratuitously on demand to every Member or Person interested in the funds of the Club

**Balance Sheet**

(3)A copy of the account or accounts and balance sheets covering the period included in an annual return, as audited, and the report of the Auditor on the balance sheet and accounts shall be posted in the registered office and shall be kept hung up in a conspicuous place at the said office.

1. **Inspection of Books**

Any member of person having an interest in the Club funds may at all reasonable times inspect all books and accounts including the Particulars in the register of members, except those mentioned in paragraphs (b) and (c) of Rule 11 at the registered office or any place that they are kept, and it shall be the duty of the Treasurer to produce them for inspection, but no person, unless an officer of the Club or specially authorised by a resolution thereof, may inspect the loan or deposit account of any other Members without his written consent

1. **Borrowing Powers**

The Club shall have power to borrow money for the purpose of the Club, and to secure the repayment of any money borrowed by mortgaging or charging any of its property, provided that the amount of money borrowed for the time remaining undischarged shall not exceed £250.000.

1. **Audit**
2. An Audit, where necessary in law or where the Membership requires, will be carried out by a registered Auditor or two or more lay Auditors where the conditions for appointing lay Auditors apply. Where there is no requirement to carry out an Audit a registered Auditor will be appointed to act as the reporting accountant.
3. Any appointment of an auditor shall be made by resolution of a general meeting of the club.
4. If a report is required a person qualified to audit the societies accounts mut be appointed within 28 days of the end of the year to make it
5. A qualified auditor appointed to audit the accounts and balance sheet of the club for the preceding year of account (whether by a general meeting or by the managing committee) shall be re-appointed as the qualified auditor of the club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:
6. A resolution has been passed at a general meeting of the club appointing somebody instead of him or providing expressly that he shall not be re-appointed or
7. He has given to the club notice in writing of his unwillingness to be re-appointed or
8. He is ineligible for appointment as qualified auditor of the club for the current year of account or
9. He has ceased to act as qualified auditor of the club by reason of incapacity

Provided that a retiring qualified auditor shall not be automatically re-appointed by virtue of this rule if notice of n intended resolution to appoint another person in his place has been given in accordance with paragraph (5) of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

 (5)A resolution at a general meeting of the club

1. Appointing another person as registered Auditor in place of a retiring registered Auditor or;
2. Providing expressly that a retiring registered Auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Club not less than 28 days before the meeting at which it is moved

On receipt by the Club of notice of the intention to move any such resolution the Club shall give notice of the resolution to the Members and to the retiring registered Auditor in accordance with, CCBS Act 2014, and shall give notice to members in accordance with that section of any representation made or intended to be made by the retiring registered Auditor.

1. None of the following persons shall be appointed as registered Auditor of the Club;
2. An Officer or servant of the Club.
3. A Person who is a partner of or in the employment of or who employs an Officer or servant of the Club

1. The registered Auditor shall in accordance with Section 87 of the Co-operative and Community Benefit Societies Act 2014 make a report to the Club on the accounts examined by him and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed;
2. The qualified Auditor shall have a right of access at all times to the books, deeds and accounts of the Club and to all other documents relating to its affairs and shall be entitled to require from the Officers of the Club and to all other documents relating to its affairs and shall be entitled to require from the Officers of the Club such information and explanations as he thinks necessary for the performance of the duties of the Auditors.
3. **Nominations and Proceedings on Death and Bankruptcy**

Upon a claim being made by the personal representative of a deceased Member of the trustee in bankruptcy of a bankrupt Member to any property in the Club belonging to the deceased or bankrupt Member the Club shall transfer or pay such property to which the personal representative of trustee in bankruptcy has become entitled as the personal representative of trustee in bankruptcy may direct them.

A Member may in accordance with the CCBS Act 2014, nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom valid nomination may be made) any of the property in the Club at the time of his death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination the Club shall if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder.

1. **Application of Profits**

The profits of the Club may be applied in any of the following ways;

1. In promoting mutual intercourse and united action between Members and others interested in improving the conditions of the people of the United Kingdom
2. In promoting education by the establishment of lectures, classes, examinations, and scholarships
3. In maintaining or supporting convalescent homes, hospitals, infirmaries or any other charitable organisation deemed by the Managing Committee to be in need of support and appropriate assistance on behalf of the Members of the Club, for any other lawful purpose determined by the Manging Committee or by general meeting or special general meeting subject to Rule 27.
4. **Application of Funds**

Except by the dissolution of the Club, no profits or funds of the Club shall be distributed amongst Members.

1. **Investments**

The Managing Committee may invest the funds of the Club at such rate of interest and on such terms as they see fit in any of the following investments:

1. With its Members or other upon the security of real property.
2. In the shares or in the security of any society registered under CCBS Act 2014, or under the Building Societies Act, or of any company registered under the Companies Act or incorporated by Act of Parliament or by charter provided that such society or company has its liability limited.
3. In any investment in which trustees are, for the time being by law, authorised to invest funds.
4. **Statutory Applications to the Financial Conduct Authority**
5. Any Ten (10) members of the Club, each of whom has been a member for not less than 12 months immediately preceding the date of the application, may apply to the Financial Conduct Authority in the form prescribed by the Act to appoint an actuary or accountant to inspect the books of the Club and to report thereon, pursuant to the relevant section of the CCBS Act 2014.
6. One tenth of the whole numbers of members, or if the numbers of members shall at any time 1000 then 100 members may by an application in writing to the Financial Conduct Authority, signed by them in the forms respectively prescribed by the Act:
7. Apply for one appointment of an inspector or inspectors to examine into the affairs of the Club and to report thereon or;
8. Apply for the calling of a SGM of the Club
9. **Dissolution**

The Club may at any time be dissolved by the consent of three-fourths of the Members, testified by their signatures to an instrument of dissolution in the form provided by the Act, or by winding up in a manner provided by the CCBS Act 2014. The remaining assets, after the payment of all liabilities, shall be distributed amongst the Members in equal shares. A member joining the club on or after the date of registration of this rule, must have been a member and remain a member for at least 5 years before the become entitles to a share of any surplus assets on dissolution.

1. **Conduct of Elections Nominations**
2. The election of Committee members shall be by ballot. At least three weeks before the day fixed for any ballot a nomination sheet shall be posted in the club by the Secretary, asking for nominees to obtain an application form. On which the names of all candidates for any office must be entered, and such sheet shall remain open until at least 10 p.m on the day following the closing of the annual meeting. No member shall be eligible for nomination unless they have been a Member for at least 6 calendar months prior to nominations closing, and has been proposed and seconded by two Members, who themselves must have signed the sheet. No Member under suspension at the date of closing of nominations shall be eligible for nominations. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination. No candidate shall be nominated for more than one position, and if nominated shall be deemed to have resigned from his present position.

**Scrutineers**

1. The arrangements for ballot shall be carried out under the direction of the Secretary by three scrutineers appoint by the general meeting who shall not be candidates, committee members of officers. The scrutineers so appointed shall remain as scrutineers until their successors are appointed.

**Ballot. When Held**

1. Ballots shall be held during the week following the annual meeting or in the succeeding week. Ballots shall remain open during not less than two hours on the evenings of not less than three consecutive days to be fixed by the managing committee, and the results shall be made known by the posting of a notice in the Club signed by the Scrutineers, recording the number of votes polled by each candidate and indicating which of the candidates are elected.

**Who May Vote**

1. Each eligible member shall have one vote for each vacancy but no member may give more than one vote to any one candidate.

**Tie**

1. The candidate receiving the highest number of votes shall be declared duly elected. In the event of two or more candidates receiving an equal number of votes for the last vacancy, the names of such candidates shall be written on slips of paper, which shall be placed so that names are concealed and the Secretary or in his absence some person appointed by the Scrutineers, 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 for a period of 2 years

**Scrutiny**

The Scrutineers shall, at the conclusion of the ballet, seal up the ballot papers and hand them to the Secretary, who shall retain them for seven days. A Scrutiny shall take place if written demand be presented to the Secretary within seven days from close of the ballot, with both the printed name and signature by not less than one-fifth or 50 members whichever is the least and the Scrutiny shall be carried out by fresh scrutineers, to be named by the Branch Executive of the Club and Institute Union in the branch Area where the club is situated and their decision shall be final

1. **Settlement of Disputes**

**Disputes Between a Member and an Officer of the Club**

1. All disputes between a Member and an Officer of the Club shall unless the Managing Committee elect to refer the matter to a special meeting, be settled by the Managing Committee. An Officer who is on the Managing Committee must not vote or act as a Managing Committee member if any dispute concerning him personally. The decision of the Managing Committee shall be final unless any party aggrieved thereby shall within seven days, produce to the Secretary a requisition satisfying the conditions mentioned in Rule 15 (2) (b) whereupon the decision shall be reviewed by a special meeting and its decision shall be binding.

**Disputes Between a Member and the Club**

1. All disputes between a Member or person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such member or person aggrieved shall be referred to the Executive of the Union or the persons appointed by them, who shall be the arbitrators of the Club and whose decision shall be final.
2. **Hours of Opening and Closing of the Club Premises**

The Club shall open and close, and qualifying Club activities may take place, at such time as the Managing Committee may from time to time determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the Club under the provisions of the Licensing Act 2003.

1. **Value Added Tax**

Where under any of the provisions of these rules or any amendments thereto for the time being in force any sum of money is payable to the club by a member whether by way of subscription or otherwise and such payment attracts Value added Tax then, unless any rule specifically provides to the contrary, member shall in addition pay to the club such further sum as shall be equal to the amount of Value added Tax at the rate for the time being in force attributable to such sum.

1. **Interpretation**

In these rules,

1. Words importing the singular or plural shall include the plural and singular respectively
2. Words importing the masculine gender shall include feminine
3. Words importing Member(s) shall also mean Officers of the Management Committee
4. **Under 18 Years of Age**

No one under the age of 18 is allowed to drink alcohol on the premises, Alcohol shall not be supplied directly or indirectly to persons under the age of 18 whilst on the Club premises.

1. **Temporary Affiliates**
2. The specified groups or persons attending the following functions organised by the Managing Committee or organised by a Member and approved by the Managing Committee shall be temporary affiliates of the Club for that day of their visit, providing a nomination form containing the names of such persons, signed by the Secretary of the Club, is received and approved by the Managing Committee at least two clear days previous to their admission as temporary affiliates.
3. Occasions of a Member’s personal or family nature. Weddings, Retirements, Wedding Anniversaries, Birthdays, Christenings etc.
4. A person whose usual residence is more 10 miles from the Club Premises may, upon nomination by a Member, be elected as an affiliate of the Club for not more than **one month.** Temporary affiliates under this category shall pay a subscription of such sum as may from time to time be determined by the Members at an AGM not exceeding £2 on election. No temporary affiliates shall be elected for more than two periods in any year
5. For all classes of temporary affiliates, an interval of at least two clear days shall elapse between nomination and election of such affiliates. Temporary affiliates shall not be entitled to attend general meetings, vote at elections, be nominated as candidates for the Managing Committee or other office, or introduce guests and they shall be subject to such regulations as the Managing Committee may from time to time make regarding affiliates.

**Private Parties/Function Room Hire**

1. A full guest list must be in the hands of the Club 3 days prior to the date of the event. Guest list must be in alphabetical order with surname first. Under 18 years of age must be high-lighted on the guest list.
2. ***Wrist bands will be issued upon entry to the function room. No one will be served at the bar without a wrist band***
3. ***All guest must be made aware of the Clubs smoking area by the event host.***
4. ***All food will be the responsibility of the function organiser and must be disposed of by the function organiser at the end of the event (Failure to do so may result in the loss of part or whole of your deposit.***
5. ***The event host must be present at the event until its conclusion***

**Games Teams**

Games teams and their officials and supporters engaged in games fixtures in which a representative team from the Club is participating will be classed as temporary affiliates but will be exempt from providing a nomination form containing the names of such persons.

**Smoking/Vaping**

Smoking or Vaping is not allowed within the club. An area outside is provided for this purpose.