

Register Number

9474R

# RULES OF THE WESTBOURNE CONSERVATIVE CLUB LTD

(Registered under the Co-operative and Community Benefit Societies Act 2014)

6 Alum Chine Road

Westbourne

Bournemouth

BH4 8DX

THE ASSOCIATION OF CONSERVTIVE CLUBS LTD

REVISED 2024



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**NAME AND REGISTERED OFFICE**

1. The Westbourne Conservative Club Limited, being the Society, and hereinafter referred to as the 'Club', shall have its registered office at 6 Alum Chine Road, Westbourne, Dorset BH4 8DX or such other place as the majority of members shall determine. In the event of any change in the situation of the registered office, notice of such change must be sent by the Secretary within fourteen days thereafter to the Financial Conduct Authority, hereinafter referred to as the 'Authority' in the form provided.

2. The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on, in a conspicuous position, in letters easily legible, and shall be engraved in legible characters on its seal and shall be mentioned in legible characters in all business letters of the Club and notices, advertisements and other official publications of the Club, and in all bills of exchange, promissory notes, endorsements, 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.

**Seal of the Club**

3. The Club shall have a common seal with the name of the club engraved on it in legible characters, and such seal shall be entrusted to the care of the Secretary or such other officer as the Committee shall appoint, and the affixing of such seal shall be accompanied by a resolution of the Committee authorising the act and shall be affixed in the presence of and attested by the signatures of two members of the Committee and countersigned by the Secretary.

A register shall be kept in which an entry shall be made on all occasions upon which the said common seal shall be used.

**OBJECTS OF THE CLUB**

4. The objects of the Club shall be to carry on the business of the Club and in so doing, to promote by all proper means, the principles of Conservatism, and the implementation of the Conservative Party's policies.

5. The Club shall have the power to do all the things necessary or expedient for the accomplishment of the objects specified in its rules, including the power to hold, purchase, take on lease in its own name, any land or building, and to sell, exchange, mortgage or lease the said land or buildings or build upon the said land.

6. The Club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations thereof.

## **SHARES**

7. The capital shall consist of shares of 13p each which shall be neither transferable or withdrawable.

Every person on election (except as provided by Rule 15 (a) shall pay for one share. If any person ceases to be a member of the Club for any cause whatsoever, the amount paid on the member's share shall be forfeited and the share shall be cancelled.

No member shall hold more than one share.

## **MEMBERSHIP**

### **Election**

8. The election of members shall be vested solely in the Committee and shall be by ballot. Two votes against admission shall exclude a candidate.

9. Only Conservatives, being subscribing members or supporters of The Conservative Party, not being under 18 years of age, shall be eligible for membership.

10. Any two members of not less than six months standing may propose and second a candidate for membership and shall be able from personal knowledge to vouch for the candidate's respectability and suitability to be a member and both of them shall sign the nomination form as shall the candidate, who by so doing, shall pledge to support the Conservative Party and to abide by the rules of the Club now, or hereafter, in force, in the event of being elected a member. No paid employee of the Club shall be a member.

11. The name, Postcode and occupation of each candidate, and the names of the proposer and seconder, shall be posted on the Club noticeboard at least seven days before the day on which the candidate's name is to be submitted for election.

12. Any member who is of the opinion that any candidate so proposed would not be a desirable member shall inform the Secretary who shall communicate the objection to the Committee.

13. The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if summoned to do so or send an explanation which the committee shall deem to be satisfactory for not doing so within four weeks, that application for election shall be rejected.

14. No candidate, other than a candidate elected under Rule 15 (a) shall be admitted to the privileges of membership, until having been: -

- (a) Formally elected a member by the Committee, and
- (b) Notified of election by the candidate's proposer and
- (c) Paid the first subscription together with any entrance fee which may be determined by the Committee and
- (d) Shall have paid for and have been allotted one share duly registered in the register of the Club and
- (e) In no circumstances shall a candidate be admitted to the privileges of membership until at least seven days have elapsed between nomination and election to membership.

Membership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding or relevant personal data for the purpose of the Data Protection Act.

### **Special Classes of Membership**

15. (a) Honorary Members

The Committee shall have the power to elect from time to time as honorary members, without entrance fee or subscription, persons of distinction, or those who have rendered valuable services to the Conservative cause or the Club including the Conservative agent for this constituency. An interval of at least seven days shall elapse between their election and admission as members.

One share shall be allotted upon payment to any honorary member elected in accordance with this Rule, which share shall otherwise be issued in accordance with the remaining provisions of Rule 7 of these Rules.

(b) Life Members

The Committee shall have the power to elect as Life Members those who have completed 25 years successive subscribing membership of the Club and attained the age of 60 years and to terminate at any time the Life Membership of any member so elected if in their opinion it is desirable in the interests of the Club.

Life Members shall be entitled to the full rights and privileges of membership upon payment of an administration fee.

### **Disqualification of Candidates**

16. No rejected candidate shall again be proposed as a member until the expiration of six months from the date of such rejection.

No person who shall have been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited shall ever again be proposed as a candidate or make use of the Club premises except by consent of the Committee.

No other person who has at any previous time been a member of the Club shall be eligible for re-election before the period of six months therefrom has elapsed.

### **Resignation of Membership**

17. Any member wishing to resign must send a written notice to the Secretary and shall thereupon cease to be a member. The Committee may accept the verbal resignation of a member provided it is reported and approved at a subsequent Committee meeting.

### **Register of Members**

18. (1) The Club shall keep at its registered office a register of members (in these Rules referred to as 'the Register') in which the Secretary shall enter the following particulars:

- (a) the names and addresses of members
- (b) a statement of the number of shares held by each member and the amount paid or agreed to considered as paid on the share of each
- (c) a statement of other property in the Club whether in loans or otherwise held by each member.
- (d) a date at which each person was entered into the Register as a member and the date at which any person ceased to be a member
- (e) the names and addresses of the Officers of the Club, with the offices held by them and the dates on which they assumed office

For the purpose of this Rule an 'Officer' includes every member of the Committee

(2) The Club shall construct the Register that it is possible to open to inspection the particulars entered therein mentioned in paragraphs (a) (d) and (e) hereof without opening to inspection the other particulars.

### **SUBSCRIPTIONS**

19. The ordinary subscriptions shall be of each sum per annum as shall from time to time be determined by members at a General Meeting. Subscriptions shall be paid in advance on admission and subsequently on the 1<sup>st</sup> January each year.

20. A suspended member shall remain liable to pay the annual subscription

21. Every member on the Club premises shall produce a receipt of subscription or card of membership whenever called upon to do so by any person authorized by the Committee to make such a demand



## **Non-Payment of Subscriptions**

22. Any member failing to pay the subscription within fourteen days after the same has become due shall be considered to be in arrear and notice of the default shall be sent to the member by the Secretary. If the sum due is not paid within another fourteen days after such notice has been sent the person shall cease to be a member.

If, however, the delay in payments can be accounted for to the satisfaction of the Committee, the Committee may at its discretion direct that any member shall be exempt from the foregoing provision.

Any member in arrears shall not be permitted to make use of the facilities of the Club or take part in its affairs.

## **Change of Address**

23. Any member changing address shall, within 14 days, give notice to the Secretary in writing of such change, and until such notice is given, all communications and notices sent to the last recorded address shall be deemed to have been served upon the member.

## **Inter-Affiliation Ticket Holders**

24. Member of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations of that Association, may on presentation May on presentation of their Inter-Affiliation Ticket be admitted to the Club premises and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises

## **Termination of Membership**

25. Membership shall terminate:
- (a) on resignation (Rule 17)
  - (b) on non-payment of subscription (Rule 22)
  - (c) on expulsion (Rule 38)
  - (d) on ceasing to be a Conservative supporter as defined by Rule 9
  - (e) on death

## **Officers**

26. The Officers of the Club shall consist of a President, a Chairperson, a Treasurer, a Secretary and a Sports and Social Secretary who shall remain in office until their successors are elected with the exception of the Secretary, see Rule 30 (3) and shall

be elected biennially by ballot to be held at the Annual General Meeting and at the end of their term shall be eligible for re-election.

## **Committee Members**

27. There shall be eight Committee Members (including elected Officers) who shall be elected by ballot to be held at the Annual General Meeting.

The senior four Committee Members in length of service from the date of the last election shall retire at each Annual General Meeting and shall be eligible for re-election

If two or more Committee Members have served for the same period those to retire shall be selected by the Chairperson by lot

## **The Committee**

28. The Committee shall consist of the Officers and Committee Members referred to in Rules 26 and 27

The Committee shall meet at least once a month. Seven members shall form a quorum

The Chairperson, or in this person's absence, a Chairperson elected by the meeting shall preside

Each member shall have one vote and in the event of equality of votes the presiding officer of the meeting shall have in addition to one vote as a member of the Committee a second or casting vote

29. No member shall be accepted by the Committee until payment of 2 years Membership has been completed.

Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless they send a written explanation which the Committee shall deem satisfactory, cease to be a member of the Committee and shall also cease to be an Officer or Committee Member.

Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and such resignation shall be deemed to be effective upon receipt by the Secretary of written notification

Any member of the Committee ceasing to be a member of the Club, or who is suspended from the privileges of membership shall cease to be a member of the Committee and shall also cease to be an Officer or Committee Member.

Any vacancy so caused shall be filled as provided in Rule 46

30. (1) The Officers and Committee Members shall receive such honoraria, if any, as a General Meeting shall from time to time determine

(2) The Officers or Committee Member and the Steward or any other employee dealing with the moneys of the Club shall give such security as the

Committee may from time to time determine, and shall discharge their duties under the direction of the Committee

### **Appointment of Secretary**

(3) In the event of a person being appointed Secretary and receiving a fixed salary such a person shall not be an ordinary member of the Club, but the Committee shall have the power to direct that such an employee may be admitted to the Club premises and that intoxicating liquor may be supplied for consumption on the premises.

A written Contract of Service shall be sufficient evidence of the appointment under this section and the terms thereof shall be substituted for all provisions of these Rules relating to the election by the Committee, term of office, retirement and dismissal from office and similar matter relating to the Secretary.

On vacating the position of Secretary, the Committee may at their discretion permit such a person to pay forthwith a subscription under Rule 19 whereupon the former Secretary shall become an ordinary member without compliance with the usual formation of election, but the former Secretary shall not be admitted to the privileges of membership until two days have elapsed from so becoming a member

### **Duties of Officers**

#### **President and Chairperson**

31. The President, or in this Officer's absence the Chairman shall preside at all meetings (other than Committee meetings) of the Club

#### **Treasurer**

32. The Treasurer shall be responsible for directing that all money, whether received personally by the Secretary or any other Official, Steward or any other employee or agent of the Club, are duly paid into the Club's bank at least once a week. The Treasurer shall also see that all debts of the Club are paid as directed by the Committee (except petty cash payments) by cheques signed by any two of the authorised signatories and countersigned by the Treasurer. At every regular meeting of the Committee (or more often if required) the Treasurer shall produce the paying-in-book and bank statements for inspection showing that the forgoing duties have been carried out.

The Treasurer shall keep such accounts, documents and other papers of the Club, not otherwise kept by the Secretary, in such a manner and for such purposes as the Committee may direct.

## **Secretary**

### *General Duties*

33. The Secretary shall carry out the duties of this office under the superintendence and direction of the Committee through the Chairperson.

The duties of the Secretary shall be:

To receive money on account of the Club and pay the same to the Treasurer or direct to the Club's bank. The Secretary shall keep such accounts, documents and papers of the Club in such manner and for such purposes as the Committee may direct.

In every year prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the Accountants of the Club who will certify in accordance with the requirements of the Co-operative and Community Benefit Societies Act 2014

To summon and attend all meetings of the Club and take minutes of the proceedings.

To ensure that the Club is registered under the provisions of the Licensing Act

To ensure 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 purposes of Section 94(2) of the Licensing Act 2003. The nominated person shall be the Secretary unless otherwise decided by the Club Committee and shall be identified in writing to the Licensing Authority. The Secretary shall ensure that the summary of the Certificate issued by the Licensing Authority is prominently displayed on the Club premises.

To be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club employees and for other purposes directed by the Committee.

To be supplied by the Committee with copies of the Rules and be bound to deliver a copy thereof to any person on demand.

To carry out such other duties as are reasonably incidental to the office of Secretary.

### *Annual Return*

34. Every year within the period presented by statute the Secretary shall send to the Authority the annual return, in the form prescribed, relating to the Club's affairs for the period required under the Co-operative and Community Benefit Societies Act to be included in the return together with:

- (a) a copy of the accountant's report and certification of the auditors on the Clubs accounts for the period included in the return or with a copy of such other report (if any) as is required by statute for such period and

- (b) a copy of each balance sheet made during that period and of the report (if any) of the auditors or other appropriate person on that balance sheet as required by statute

35. The Club shall display at all times a copy of its latest balance sheet in a conspicuous position at its registered office as per Section 81 of the Community Benefit Societies Act 2014

### **Sports and Social Secretary**

The Sports Secretary shall see that all money received in the course of that office is duly paid into the Club's bank at least once a week.

The Sports Secretary shall keep such accounts and documents in such a manner and for such purposes as the Committee may direct. The Sports Secretary shall on all occasions in the execution of this office act under the superintendence, control and direction of the Committee.

The Sports Secretary shall carry out such duties as are reasonably incidental to that office in accordance with the direction of the Committee.

### **Authority of the Committee**

36 The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules and make such byelaws as may be necessary for the conduct of the Club in conformity with these Rules

At the first meeting after the Annual General Meeting the Committee may appoint a Political Sub-Committee, of which not more than one-half of the members shall also be members of the Committee and shall appoint a representative to the Executive Committee of the local Constituency Conservative Association.

It may also appoint other Sub-Committees which shall manage the several departments of the Club under supervision of the Committee

The appointment and dismissal of the Secretary, if appointed in accordance with Rule 30(3), the Steward and all other Club employees shall be vested solely in the Committee.

37 No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of the intention to propose each rescission

38 (a) The Committee shall have the power to reprimand, suspend from the facilities of membership for a period not exceeding one year, or expel from membership of the club any member who is adjudged guilty by the Committee of any

infringement of the Rules of Bye-laws or whose conduct in or out of the Club is, in the opinion of the Committee, prejudicial to the Conservative cause or to the interests of the Club.

(b) The Chairperson or Secretary or in their absence, any member of the Committee, shall be empowered to order the immediate withdrawal of any member whose conduct on the Club premises is in conflict with the Rules of the Club. The matter must be reported to the Committee at their next regular meeting. Such a member shall have no right of re-entry to the Club premises until a decision has been made by the Committee in respect of whether there is a complaint to warrant them summoning the member to appear before them.

(c) In all other cases, any complaint or complaints against a member shall be considered by the Committee at their next regular meeting and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership until the date of the meeting to which the member shall be summoned under the terms of sub-paragraph (e)

(d) If the Committee are of the opinion that the complaint or complaints do not warrant them summoning the member to appear before them, the member in question must be immediately notified to this effect, and in the case of subparagraph (b) be free to resume all membership rights

(e) If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning the member to appear before them, at least seven clear days' notice in writing shall be given by the Secretary to the member being so summoned and the notice shall contain a written statement specifying the precise details of the complaint or complaints brought against the member.

(f) No member shall be reprimanded, suspended, suspended from the facilities of membership or expelled from membership of the Club without first being summoned before the committee and full opportunity afforded to the member to make a defence against the allegations, nor unless a majority of at least two thirds of the Committee then present vote for the member being reprimanded, suspended or expelled. The Committee decision shall be final.

Should the member fail to appear before the Committee having given no prior reasonable explanation for failing to do so, the case can proceed and be dealt with by the Committee in the absence of the member

(g) Notwithstanding the forgoing provision of this rule, the Committee shall not be obliged to summon a member to appear before them in respect of an offence of which that member has already been convicted and sentenced by a court of law.

39 The Committee or any officer authorised by them in writing shall have power to give orders for goods and services and other things necessary for carrying out the objects of the Club, but nothing in this Rule shall empower the Committee, or any Officer authorised by them, to incur expenditure except such as is consistent with the purposes for which the Club is established

No claim will be recognized or paid for any work done or for any goods supplied to the Club without an order from the Committee or from any Officer authorised by them.

Members of the Club shall be entitled to contract with the Club for supply by them of goods and services, other than the Audit of the Club's accounts, but shall not participate in any discussions or vote upon any motion relative thereto, either at a Committee meeting or General Meeting

## **Election of Officers And Committee Members**

40 Every candidate for office shall be proposed and seconded by two members entitled to vote. The candidate must have paid the current subscription and must have been a member for the previous two years and be not less than 18 years of age.

Any member who has been suspended from the privileges of membership shall not be eligible to stand for the position of Officer or Committee Member until a period of two years has passed from the completion of the suspension has been served.

41 Each member of the Club shall have one vote for each vacancy and no member shall give more than one vote to any candidate.

42 At least three weeks prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club Notice Board by the Secretary inviting the nomination of candidates for the office of Committee Member or Officer of the Club. The notice shall remain so posted for ten days.

43 The names and signatures of all the candidates for office in the Club, together with the names of their proposers and seconders, shall be entered on a nomination sheet which shall be posted on the Club Notice Board seven clear days before the day appointed for the commencement of the ballot and shall remain so posted until the result of the ballot has been declared.

44 (1) The Committee shall appoint three scrutineers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General Meeting or Special General Meeting

No Officer or Committee Member of the Club or candidate may be appointed as scrutineer

(2) In the case of a tie between two or more candidates the names of such candidates shall be placed in a receptacle from which the Chair of the meeting shall draw as many names as there are vacancies to be filled

The names thus drawn shall be declared duly elected

(3) If a candidate is elected to two offices, that candidate will decide which office to fill. The vacancy thus arising shall be filled by the unsuccessful candidate will be filled by the method prescribed in Rule 45

45 In the event of being elected to two offices the member shall choose which office to fill.

The vacancy thus arising shall be filled by the unsuccessful candidate with the highest number of votes but if there should be no such candidate the office shall be filled by the Meeting who shall elect by ballot a member to fill the office.

### **Casual Vacancies**

46 Any casual vacancies, except vacancies occasioned by removal under Rule 48, occurring amongst the Officers and Committee Members shall be filled by the Committee who shall appoint a person to assume the office. Any person so appointed shall retain this office so long as the vacating Officer or Committee Member would have retained the same if no vacancy had occurred

### **Resignation of the Committee**

47 In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following ten days and a ballot shall take place and be declared at a Special General Meeting held within fourteen days of such resignation for the election of a new Committee. The time and notice required for nominations under Rule 43 and Special General Meeting under Rule 53 shall not apply in this case

### **Removal of Committee And Election of new Committee**

48 The Committee or any member or members thereof may be removed from office by a majority of three fourths of the members of the Club present and voting at a Special General Meeting called for that purpose.

The election of a new Committee or any member or members thereof shall take place in the manner prescribed in the previous Rule upon resignation of the Committee

### **Appointment and Duties of the Auditor**

49 (1) The Society shall be able to disapply the need for a full audit in accordance with the Co-operative and Community Benefit Societies Act 2014 as amended by the Deregulation (Co-operative and Community Benefit Societies) Order 1996. If in any year a full audit is required either by the membership or legislation, then the following conditions regarding the appointment of auditors and the audit shall apply for that year only.



The Club shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for the year. For the purposes of the Rule “qualified auditor” means a person who is a qualified auditor under section 7 of the Co-operative and Community Benefit Societies Act 2014.

(2) Save as provided in section (3) of this Rule every appointment of an auditor shall be made by resolution of a General Meeting of the Club

(3) The Committee may appoint an auditor to fill any casual vacancy occurring between the General Meetings of the Club

(4) An auditor appointed to audit the accounts and balance sheets of the Club for the preceding year of accounts (whether by General Meeting or by Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing them has been passed) unless:

- (a) a resolution has been passed at a General Meeting of the Club appointing somebody instead of the auditors, shall not be re-appointed or
- (b) the auditor has given to the Club notice in writing of his or her unwillingness to be re-appointed or
- (c) the auditor is ineligible for appointment as auditor of the Club for the current year of account or
- (d) the auditor has ceased to act as auditor of the Club by reason of incapacity

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

(5) A resolution at a General Meeting of the Club (i) appointing another person as auditors in place of a retiring officer or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless a notice of the intention to move it has been given to the Club not less than twenty-eight 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 auditor in accordance with Section 94 of the Co-operative and Community Benefit Societies Act 2014 and shall give notice to the members in accordance with that section of any representation made or intended to be made by the retiring auditor

- (6) None of the following persons shall be appointed an auditor of the Club
- (a) an officer or an employee of the Club
  - (b) a person who is a partner or in the employment of or who employs an Officer or an employee of the Club

For the purposes of this Rule “Officer” includes every member of the Committee

(7) The 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 and on the revenue account or accounts and the balance sheet of the Club for the year of the account in respect of which he is appointed

## **General Meetings**

### **Annual General Meeting**

50 The Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee

51 Notice of such Annual General Meeting shall be posted on the Club Notice Board for at least twenty-one clear days before the date appointed for the Meeting

Notice of any motion for inclusion in the Agenda of the Annual General Meeting must be submitted in writing to the Secretary within ten days of the posting of the notice summoning the Meeting

The Agenda for the Annual General Meeting shall be posted on the Club Notice Board for at least seven clear days before the date appointed for the Meeting. No business other than that specified on the agenda shall be transacted at the Meeting

A copy of the balance sheet and income and expenditure account for the year, with the report of the auditor, shall be posted on the Club Notice Board at least seven days before the Annual General Meeting

52 (a) At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the auditor shall be presented together with a report of the ballot for Officers and Committee Members

(b) At the Annual General Meeting ten members excluding the Officers and Committee Members shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to such a day and at such a time as the members present may determine and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall be a quorum.

No want of a quorum occurring after the presiding Officer has opened the meeting shall make a meeting incompetent to transact business

### **Special General Meetings**

53 The Secretary shall summon Special General Meetings as follows:

(1) In accordance with Rule 47

(2) At the direction of the Committee

(3) Upon a request forwarded to the Secretary signed by one-fifth of the members or 30 members, whichever is the less, stating the objects of such a meeting, in accordance with Rule 54. Meetings summoned under the provisions (2) and (3) above shall be held within not less than fourteen days and not more than twenty-one days from receipt of the request by the Secretary

54 Notice of any Special General Meeting, and of the object of which it is called shall be posted on the Club Notice Board a clear fourteen days before the date

appointed for such meeting (except in the case of a Special General Meeting called under Rule 47 and 48) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting

55 At a Special General Meeting one-fifth of the members, or 30 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members. In any other case it shall stand adjourned to such a day and at such a time as the members present may determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members' present shall be a quorum.

No want of a quorum occurring after the presiding Officer has opened the meeting shall make a meeting incompetent to transact business

### **Adjournment of Meetings**

56 Any Annual General or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting

### **Rescission of Resolutions**

57 No resolution passed at an Annual General or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary at least twenty-on days before the date appointed for the subsequent Annual General or Special General Meeting

### **Voting**

58 At all General Meetings every member present shall have one vote on each resolution

### **Guests, Members' Functions And Other Events**

59 (a) Every member shall be permitted to introduce guests to the Club but the same guest shall not be admitted to the Club premises more than four times within a period of one calendar month unless special consent is obtained from the Committee. Intoxicating liquor may be sold to guests of members for consumption on the premises only. The Committee reserves the right to refuse the admission of any guest if in their opinion it is desirable in the interests of the Club

(b) Members of other Clubs or other organisations who have been invited to take part in organized games, tournaments and other recreational activities held on

the Club premises and Members, Officials and supporters of visiting teams invited to participate in the same and persons attending the Club premises to attend a meeting or function held in the name of the Conservative Party may, at the discretion of the Committee, be admitted to the Club premises as guests of Members, and intoxicating liquor may be sold to such persons for consumption on the premises only.

(c) Intoxicating liquor may be sold for consumption on the Club premises to guests attending any function on the Club premises which has been authorised by the Committee, provided that any such function shall be organized and supervised by at least one Member who is present throughout the duration of such function and the same shall apply to such other functions which may from time to time be held on the Club premises within the scope permitted by provisions of the Licensing Act 2003 in respect of Temporary Events Notices

60 The name of any person admitted to the Club premises, and where appropriate, the name of the member who introduced that person shall be written in the A.C.C. Members' Guest Book which shall be kept for that purpose on the Club premises

61 No person who has been expelled from this or any other Conservative Clubs, affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, or who, at the request of the committee, has resigned from membership, or who having been a candidate for election, has been rejected or who is indebted to the Club (see Rule 22) shall be admitted as a guest. The Committee may suspend Rule 59 at any time and for such a period as they think fit.

### **Misconduct of Members**

62 No betting, unlawful gaming, drunkenness, bad language, disorderly conduct or conduct prejudicial to the good order of the Club shall be permitted on the Club premises

Any infringement of this Rule will render the offending member liable to be dealt with by the Committee under Rule 38. It shall be the duty of any member of the Committee or member of the Club to take every available means for putting a stop to the offence in question and to report them to the Committee through the Secretary

### **Hours of Opening and Closing Premises**

63 The Club premises shall be open to the members during such hours as may be determined from time to time by the Committee

### **Hours of Supply**

64 The permitted hours for the supply of intoxicating liquor qualifying activities to take place shall be at such times as the Committee may 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

### **Excisable Articles**

65 No payment whatsoever shall be received from any person not being a member of the Club, an inter-affiliated member or a person admitted in accordance with Rule 59. Any such person making such payment shall forthwith be expelled from the Club premises

No person under 18 years of age shall be supplied or sold intoxicating liquor for consumption on or off the premises and no person under 18 years of age shall be entitled to play the Club's Gaming Machines

Any member of the Committee shall make an immediate report to the Secretary of any breach or attempted breach of this regulation.

Intoxicating liquor required for consumption off the premises shall be supplied to members only whilst on the Club premises and taken away by them from the premises during the registered hours of supply. Any member who contravenes or attempts to contravene this Rule shall be dealt with under Rule 38

The purchase and supply of intoxicating liquor shall be controlled by the elective Committee as elected in accordance with Rules 26 and 27

66 The proceeds of the supply of excisable refreshments shall be carried to the credit of the Club funds and no individual employee or other person shall derive any advantage from the supply thereof.

## **FINANCIAL POWERS**

### **Application of Surplus**

67 An annual surplus of the Club shall be applied in such manner as the Committee consider best in the interests of the Club and in furtherance of the objects for which the Club is formed, provided that no surplus shall be distributed among the members

Any surplus on dissolution shall be dealt with as provided in Rule 76

### **Borrowing Powers**

68 (1) The Club shall have the power to borrow money for the purposes of the Club and to issue loan stock and to secure the payment of any money borrowed by mortgaging or charging any of the property, provided that the amount of money borrowed for the time being remaining undischarged shall not exceed £150,000 and that the interest paid in respect of any money borrowed, except money borrowed by way of Bank overdraft or a mortgage from a Building Society or on the Club premises, shall not exceed 6% per annum or 1% above the National Westminster Bank PLC base lending rate whichever is the higher

(2) The Committee shall have the power to determine from time to time the terms and conditions upon which money is borrowed or loan stock is issued and to vary such terms and conditions

(3) The Club shall not receive money on deposit

### **Transfer of Loan Stock**

69 (1) The holder of loan stock may transfer all or any part thereof by instrument in writing in such form as the Committee may approve

(2) The instrument of transfer shall be executed by or on behalf of the transferor and transferee and properly stamped and upon delivery thereof at the registered Office together with the sum of £1, the certificate of the loan stock (if any) and such evidence of identity, or title as the Committee may reasonably require, the transfer shall be registered.

(3) A transfer of loan stock shall not be valid until registered

### **Payment of Member's Interest at Death**

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

(2) (a) A member may in accordance with the Act nominate any person or persons to whom any property belonging to that member in the Club at the time of death shall be transferred but such nomination shall only be valid to the extent of the amount for the time being provided in the Act

(b) On receiving satisfactory proof of death of a member who has made a nomination the Committee shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the person entitled thereunder

### **Investments**

71 The Committee may invest any of the funds of the Club in any investment referred to in Section 27 of the Co-operative and Community Benefit Societies Act 2014 but not otherwise

### **Disputes**

72 Any dispute arising between a member or any person aggrieved who has for not more than six months ceased to be a member or any person claiming through such member or any person aggrieved or under the Rules and the Club, or an Officer or Committee Member thereof shall be decided by three arbitrators, who will be chosen from local Conservative Clubs within our area, for this purpose as is hereinafter mentioned and any decision made by such arbitrators shall be binding and conclusive on all parties without appeal and application for the enforcement of such decision may be made to the County Court

### **Statutory Applications to The Authority**

73 Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the Application, may apply to the Authority in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to section 105 of the Co-operative and Community Benefit Societies Act 2014

It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed 1,000 it shall be the right of 100 members, by an application in writing to the Authority signed by them in the forms respectively prescribed as found in Section 106 of the Co-operative and Community Benefit Societies Act 2014

(a) To apply for the appointment of an inspector or inspectors to examine the affairs of the Club to report thereon or:

(b) To apply for the calling for a Special General Meeting of the Club

## **Inspection Of Books**

74 Any member or person having an interest in the funds of the Club, providing, on submission, they give their name and address and the reason for making the request and who, if anyone, they will share the information with, shall be allowed to inspect their own account and the books containing the names and addresses of the members including particulars in the Register, except those mentioned in paragraphs (b) and (c) of Rule 18, at all reasonable hours at the Registered Office or place where they are kept. It shall be the duty of the Secretary to produce them for inspection at a reasonable time. No person, unless being a member of the Committee of the Club, or specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without the member's written consent

## **Amendment of Rules**

75 Any Rule of the Club not hereinafter declared to be fundamental may be rescinded or amended or any new Rule made by a resolution carried by three-fourths of the votes given thereon at any Special General Meeting of which notice has been given specifying the intention to propose such rescission, amendment or new Rule. Rules 1, 4, 9, 67, 76 and this Rule are hereby declared to be fundamental and shall not be amended or rescinded except with prior consent in writing of the Association of Conservative Clubs Limited and by a resolution carried by three-fourths of the votes given thereon at a Special General Meeting as provided in this Rule

Propositions for amendments of the Rules made by the members must be submitted in writing to the Committee one month prior to the date of such meeting. No proposition shall be taken into consideration unless supported by thirty members, who shall attach their signatures and membership numbers to the proposed amendment

The Committee may propose Rule amendments at any time in accordance with the terms of this Rule

No amendment of Rules is valid until registered with the Financial Conduct Authority

Written notice of any amendment of Rules must be given by the Secretary to the Licensing Authority within 28 days of the date of acknowledgement of registration of such amendments

## **Dissolution**

76 The Club may 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

Treasury Regulations in that behalf or by winding up in the manner prescribed in the Act

Upon the dissolution of the Club, all the assets, after the discharge of its debts and liabilities, shall be transferred to the Association of Conservative Clubs Limited for furthering the objects as specified in Rule 4 of these Rules

## **Definitions**

77 In these Rules, including this Rule, unless the subject matter or context are inconsistent therewith:

- (a) words importing the singular or plural shall include the plural or singular respectively
- (b) "the Act" shall mean the Co-operative and Community Benefit Societies Act 2014 or any Act or Acts amending or in substitution for the same and for the time being in force
- (c) "the Authority" shall have the meaning given to it by the Act
- (d) words denoting the masculine gender shall be deemed to include the feminine, unless the contrary intention appears
- (e) "Officers" for the purpose of these Rules shall include every member of the Committee
- (f) "intoxicating liquor" for the purpose of these Rules mean "alcohol" within the meaning of section 191 of the Licensing Act 2003
- (g) "Inter-affiliation Ticket holders" for the purposes of these Rules shall mean "Associates" within the meaning of section 67 of the Licensing Act 2003



## **BYE-LAWS**

### ***Refreshments***

1 Such refreshments and at such tariff as the Committee may determine shall be Supplied to the members. No item of food and drink which has not been supplied on the Club premises shall be consumed thereon

### ***Members Payment***

2 All members must pay every expense they incur in the Club before they leave the premises

### ***Complaints***

3 All complaints or suggestions shall be made in writing to the Secretary

### ***Conduct of Employees***

4 The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the Steward of the Club. All complaints against employees, or in regard to domestic arrangements of the Club shall by anyone other than the Secretary be addressed to the Secretary in writing who shall submit the same for determination by the Committee

### ***Bills, Notices etc.***

5 No bill, notice, placard or newspaper shall be posted or distributed on or about the Club premises without permission of the Committee or some person authorised by them

### ***Books, papers etc.***

6 All books, papers or pamphlets written or printed shall be stamped with the Club stamp before being placed in the Club rooms, and no pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary

### ***Petitions***

7 No Committee Member or Officer of the Club shall sign any petition or document on behalf of the Club relating to matters not immediately connected with the management of the Club without the express sanction of the Committee

### ***Damage to property***

8 Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee

### ***Removal of property***

9 No member shall remove any property of the Club unless authorised by a Committee Member

### ***Dress***

10 All members and their guests whilst on the Club premises shall maintain such a suitable standard of dress as the Committee, in their absolute discretion shall determine

### ***Children***

11 Children up to the age of 16 shall be admitted to the Club premises between the hours of 10am and 6pm.

Children between the ages of 16 and 18 shall be admitted to the Club premises between the hours of 10am and 6pm, and with permission from the Committee, they may be permitted to stay longer provided that they are under the care and sole control of a parent or bona fide guardian

Children under the age of 18 may be admitted to a specific event by applying to the Secretary and being granted permission before the event

### ***Disclaimer for Personal Injury or Damage of Property***

12 The Club accepts no responsibility for injury, loss or damage to persons or property, however sustained on the premises of the Club

### ***Dogs***

13 No dogs except guide dogs shall be allowed inside the Club premises All dogs are allowed in the garden provided they are kept under control. It is the owner's responsibility to clear away any mess the dog makes.

### ***Temporary Membership***

14 The bar staff, with the authority of the Committee, may issue Temporary Membership for a maximum of one month for £5

### ***Car Parking***

15 Members using the Club car park must not cause an obstruction in any way and cars must not be double-parked. Members may only use the car park when visiting the Club.

The Club does not accept liability for damage how so ever caused to any vehicle whilst on the Club premises

### ***Drinking-up time***

16 Drinking-up time of 20 minutes is allowed after the bar closes. The Club will close 30 minutes after time has been called

### ***Cash Back***

17 Members and all bona fide guests and IA members may ask for 'cash back' when purchasing food or drinks from the bar.

***Guests Signing-in***

18 All guests to the Club must be signed in by a bona fide member of the Club and pay the appropriate fee, the amount of which may vary from time to time as set by the Committee. If there is a group of ten or more to be signed in by a single member the fees in this instance will be waived

***Mobile Phones***

19 All mobile phones should be on silent whilst in the Club. When making or receiving calls members either move to the foyer or go outside. Texting or using mobiles for web browsing is not prohibited

***Exhibition of Rules and Byelaws***

20 A copy of these Rules and Byelaws shall at all times be exhibited in a prominent position in the Club.

***Alteration to Byelaws***

21 These Byelaws shall not be altered without the approval by the members at a Special General Meeting, but the Committee may at any time add thereto by the issue of new Byelaws