

# RULES OF THE STOTFOLD CONSERVATIVE CLUB

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## **NAME AND OBJECTS OF CLUB**

1

The Stotfold Conservative Club, hereinafter referred to as the "Club", shall be situated at Manor Lodge, Regent Street, Stotfold, Hitchin, Herts, SG5 4DZ or such other place as the majority of members shall determine.

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

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

## **MEMBERSHIP**

Election

2

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

3

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

4

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 fitness 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.

5

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

6

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.

7

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.

8

No candidate, other than a candidate elected under Rule 9(a), shall be admitted to the privileges of full membership, until having been:-

- (a) formally elected a member by the Committee, and
- (b) paid the first subscription together with any entrance fee which may be determined by the Committee, and

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

*Honorary Members*

(a) The Committee shall have 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.

*Life Members*

(b) The Committee shall have power to elect as Life Members those who have completed 10 years successive subscribing membership of the Club and attained the age of 70 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 without payment of any subscriptions.

Disqualification of Candidates

No rejected candidate shall again be proposed as a member until the expiration of twelve 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.

Members whose memberships has lapsed, shall be eligible to re-join by paying the joining fee along with the relevant subscription cost.

Resignation of Membership

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.

## **SUBSCRIPTIONS**

12

The ordinary subscription shall be of such sum per annum as shall from time to time be determined by the Members at a General Meeting. Subscriptions shall be paid in advance on admission and subsequently on the 1st January each year.

13

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

14

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

### **Non-Payment of Subscription**

15

Any member failing to pay the subscription within one month after the same has become due, shall be considered to be in arrears, and shall cease to be a member. Said Member's Privilege Card shall be suspended.

If however, the delay in payment 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 above.

16

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

#### **CHANGE OF ADDRESS**

17

Any member changing address shall, within fourteen 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 such member.

#### **INTER-AFFILIATION TICKET HOLDERS**

18

Members of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations of that Association, 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**

19

Membership shall terminate:

- (a) On resignation (Rule 11).
- (b) On non-payment of subscription (Rule 15).
- (c) On expulsion (Rule 31).
- (d) On ceasing to be a Conservative supporter as

defined in Rule 3.

(e) On death.

## **OFFICERS**

20

The Officers of the Club shall consist of four Trustees who shall be elected according to Rule 26, a President, a Vice-President, a Chairman, a Treasurer and a Secretary, who shall remain in office until their successors are elected, and shall be elected annually by ballot at the Annual General Meeting and at the end of their term shall be eligible for re-election.

## **COMMITTEE MEMBERS**

21

There shall be 12 Committee Members who shall be elected by ballot to be held at the Annual General Meeting.

The senior 6 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 Chairman by lot.

## **THE COMMITTEE**

22

The 'Committee' shall consist of the Officers and Committee Members referred to in Rules 20 and 21. The Committee shall meet at least once a month. Five members shall form a quorum.

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

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

All references to the 'Committee' shall include the Officers  
and Committee Members.

23

Any member of the Committee being absent from three consecutive meetings of the  
Committee shall, unless sending a written explanation which the Committee shall deem  
satisfactory, cease to be a member of the Committee and shall also cease to be a 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. The Committee may accept  
the verbal resignation of a Committee Member provided it is reported and approved at a  
subsequent Committee Meeting.

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 39.

24

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

(2) Any Officer 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 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 in these Rules relating to the election, term of office, retirement and dismissal from office and similar matters relating to the Secretary.

#### **DUTIES OF OFFICERS**

President, Vice-President and Chairman

25

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

Trustees

26

(a) All the property whether real or personal shall be vested in the Trustees upon trust for the members for the time being and shall be applied and dealt with by the Trustees in accordance with the directions and wishes of the members as expressed in the Rules, and in accordance with such resolutions

and directions as may from time to time be passed or  
given under the authority of the Rules.

The Trustees shall have power, subject to authorisation by  
the Committee, to mortgage or charge the premises and other  
property of the Club for the purposes of raising such moneys  
as may be required to carry on the Club for the benefit and  
convenience of its members.

Every Trustee shall be entitled to be indemnified by the Club  
from and against all liability costs damages claims and  
demands incurred or suffered arising out of and in connection  
with anything done as such Trustee of the Club or at the  
request of and in accordance with a Resolution of the  
Committee and the Trustees shall be authorised to charge the  
assets of the Club in their hands to satisfy any such liability. If  
the assets of the Club shall be insufficient for the purpose  
aforesaid then a special subscription shall be raised from and  
become payable by those persons who shall at the time such  
indemnity is invoked be the members of the Club who shall  
contribute thereto such amounts as shall be determined by  
Resolution of the Committee.

(b) The Trustees shall be elected at a General or Special General Meeting by a majority of the  
members present and entitled to vote and all remain in office during the pleasure of the  
Club.

For the purpose of giving effect to such election the Chairman is hereby nominated as the  
person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustees  
Act 2000 and he shall by Deed duly appoint the person or persons so nominated at the  
General or Special General Meeting as the new Trustee or Trustees of the Club and the  
provisions of the Trustee Act 2000 shall apply to any such appointment. Any or all the  
Trustees may be removed by a majority of three-fourths of the members present at a Special  
General Meeting called for that purpose, in the following manner.

The Secretary shall summon the meeting:

(a) at the direction of the Committee, or

(b) upon receiving a request signed by one-fifth of the members or 30 members whichever is the less, and the Secretary shall thereupon give fourteen days' notice by a notice posted in the Club premises.

In case of a vacancy caused by removal, resignation or death another Trustee shall be elected at a Special General Meeting called for that purpose in the manner as provided in Rule 40.

#### Treasurer

27

The Treasurer shall be responsible for directing that all moneys, 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 foregoing 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 manner and for such purposes as the Committee may direct.

'To comply with the requirements of the Commissioners of Inland Revenue with regard to the deduction of income tax from the wages or salaries of employees and with the requirements of the National Insurance Acts in respect to such employees.'

#### Secretary

28

#### *General Duties*

*The Secretary shall carry out the duties of this office under the superintendence, control and direction of the Committee.*

*The duties of the Secretary shall be:*

*To receive moneys 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.*

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

*In every year prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the Auditor of the Club.*

*To keep upon the Club premises a register of the names and addresses of the Club members and a record of the latest payment of their subscription.*

*To ensure that the Club is registered under the provisions of the Licensing Acts.*

*To 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 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 any other purposes directed by the Committee.*

*Administer pension scheme for full time employees.*

*To be supplied by the Committee with copies of the Rules and shall be bound to deliver a copy thereof to any member on demand on such payment as the Committee may from time to time determine.*

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

## **AUTHORITY OF THE COMMITTEE**

29

The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules, and make such bye-laws 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 appoint a representative to the Executive Committee of the local Constituency Conservative Association.

It may appoint others Sub-Committees, which shall manage the several departments of the Club under the supervision of the committee.

The appointment and dismissal of the Secretary, if appointed in accordance with Rule 24, the Steward Stewardess and all other Club employees shall be vested solely in the Management Committee.

30

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

31

(1) (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 or 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 Steward & Stewardess or the prevailing management structure, along with their team 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.

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, and a minimum of 25% of the qualifying total membership.

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.

(c) In all other cases, any complaint or complaints against a member shall also 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 sub-paragraph

(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 from the facilities of membership or expelled from membership of the Club without being first 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's 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.

Right of Appeal

(2) A Member who shall have been suspended or expelled by the Committee from membership shall in either case have the right of appeal against such decision provided such appeal is made by the member within 28 days of such suspension or expulsion in writing addressed to the Secretary.

Any such appeal shall be decided by three arbitrators to be chosen 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 High Court or County Court.

The Club shall have a panel of five arbitrators, not being persons directly or indirectly interested in the management of the Club, who shall be elected at a General Meeting of the Club and in the event of any dispute arising as aforesaid the three arbitrators to be chosen to decide the dispute shall be those persons whose names are drawn by lot from amongst the names of the five arbitrators aforesaid by the complaining party to the dispute or, if there is more than one such party, by that party whose name comes first in alphabetical order.

32

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.

## **ELECTION OF OFFICERS AND COMMITTEE MEMBERS**

33

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 twelve months, and be not less than 18 years of age.

34

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

35

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.

36

The names of all 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.

(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 or Special General Meeting.

No Officer or Committee Member of the Club or candidate may be appointed a 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 Chairman of the meeting shall draw as many names as there are vacancies to be filled.

The names thus drawn shall be declared duly elected.

In the event of being elected for 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 shall 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

Any casual vacancies, except vacancies occasioned by removal under Rule 41, occurring amongst the Officers (other than Trustees), and Committee Members shall be filled up 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

40

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 36 and for Special General Meetings under Rule 47, shall not apply in this case.

#### Removal of Committee and Election of new Committee

41

The Committee, or any member or members thereof, may be removed from office by a majority of 5% 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**

42

(1) The members, at the Annual General Meeting, shall elect an auditor who publicly carries on the business of an accountant to audit the accounts for the ensuing year.

(2) The auditor shall audit the accounts and for that purpose shall have access to all books of the Club.

(3) The auditor shall examine the accounts and the receipts and expenditure, funds and effects of the Club, and shall confirm the same, and shall either sign the accounts to be correct, or shall report in what respects the accounts are incorrect.

(4) None of the following persons shall be appointed as auditor of the Club:

(a) an Officer or employee of the Club,

(b) a person who is a partner or in the employment of or who employs an officer or employee of the Club.

(c) a member of the Club.

## **GENERAL MEETINGS**

### Annual General Meetings

43

The Annual General Meeting shall be within two months of the end of the financial year on a day to be fixed by the Committee.

44

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 in 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/accountant, shall be posted on the Club Notice Board at least seven days before the Annual General Meeting.

45

At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the auditor/accountant shall be presented, together with a report of the ballot for Officers and Committee Members. 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 day and at such 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

46

The Secretary shall summon Special General Meetings as follows:

- (1) In accordance with Rule 40.
- (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 meeting, in accordance with Rule 47.

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 the date of the receipt of the request by the Secretary.

47

Notice of any Special General Meeting, and of the object for 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 Rules 40 and 41) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

48

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 a meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to such day and at such 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 quorum occurring after the presiding Officer has

opened the meeting shall make a meeting incompetent to transact business.

#### Adjournment of Meetings

49

Any Annual General Meeting 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 meetings.

#### Rescission of Resolutions

50

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-one days before the date appointed for the subsequent Annual General or Special General Meeting.

#### Voting

51

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

### **GUESTS, MEMBERS' FUNCTIONS**

#### **AND OTHER EVENTS**

(a) Every Member shall be permitted to introduce guests to the Club premises, 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 be obtained from the Committee. Intoxicating liquor may be sold to the guests of Members for consumption on the premises only.

The Steward and Stewardess or the prevailing management structure, along with their representatives 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 organised games, tournaments or 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 at the Club premises to attend a meeting or function held in the name of the 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 Club premises only.

(c) Intoxicating liquor may be sold for consumption in the members area to guests attending any function in the members area which has been authorised by the Committee, provided that any such function shall be organised 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 the provisions of the Licensing Act 2003 in respect of Temporary Event Notices.

Private functions held in the function room shall be subject to the relevant license and members will not have automatic entry to said functions.

53

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. Members' Guest Log which shall be kept for that purpose on the Club premises.

54

No person who has been expelled from this or any other Conservative Club 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 15), shall be admitted as a guest.

55

The Committee may suspend or vary Rule 52 at any time and for such period as they may think fit.

### **MISCONDUCT OF MEMBERS**

56

No betting, unlawful gaming, drunkenness, bad language or disorderly conduct shall be permitted on the Club premises. Any infringement of this Rule will render the member offending liable to be dealt with by the Committee under Rule 31(1).

It shall be the duty of the Steward and Stewardess or the prevailing management structure, along with their representatives to take every available means for putting a stop to the offences in question, and to report them forthwith to the Committee through the Secretary.

### **HOURS OF OPENING AND CLOSING PREMISES**

57

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**

58

The permitted hours for the supply of intoxicating liquor and for 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 Licencing Act 2003.

## EXCISABLE ARTICLES

59

No payment, whatever 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 52. Any 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 the age of 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 31(1).

The purchase and supply of intoxicating liquor shall be controlled by the elective Committee as elected in accordance with Rules 20 and 21.

60

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.

## **APPLICATION OF SURPLUS**

61

Any 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 of the Club shall be dealt with as provided in Rule 63.

## **AMENDMENT OF RULES**

62

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 a rescission, amendment or new Rule.

Rules 1, 3, 26, 61, 63 and this Rule are hereby declared to be fundamental and shall not be rescinded or amended, except with the 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 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 twenty members who shall attach their signatures to the proposed amendment.

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

Written notice of any new Rule or amendment of Rules must be given by the Secretary to the Licensing Authority within 28 days of the adoption thereof.

## **DISSOLUTION**

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The Club may be dissolved by the consent of three-fourths of the members present and voting at a Special General Meeting called for that purpose.

Upon dissolution of the Club all its 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 1 of these Rules.

## **DEFINITIONS**

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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) unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine,
- (c) "Officers" for the purposes of these Rules shall include every member of the Committee,

- (d) “intoxicating liquor” for the purpose of these Rules shall mean “alcohol”, within the meaning of section 191 of the Licensing Act 2003,
- (e) “Inter-Affiliation Ticket Holders” for the purpose 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. However, nonexcisable refreshments may be supplied by an employee duly authorised by the Committee to do so at the employee’s expense and from which the employee shall derive any benefit.

### *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*

The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the Steward and Stewardess or the prevailing management structure, or in the case of the Steward and Stewardess, the Club Secretary.

All complaints against employees, or in regard to domestic arrangements of the Club shall, by anyone other than the Secretary, be addressed to the Steward and Stewardess; or in the case of the Steward and Stewardess, the Club 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 the permission of the Steward and Stewardess.

No books, papers, or pamphlets shall be admitted into the Club without the sanction of the Steward & Stewardess

*Petitions*

6. 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.

No Committee Members, Officers of the Club, or Club members shall comment on behalf of the club in any circumstances, using any media, without express permission from the Committee.

*Damage to Property*

7. 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*

8. No member shall remove any property of the Club.

*Dress*

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

### *Children*

10. Children shall be admitted to the Club premises during the hours fixed by or under Rule 57 and specifically at such times and in such parts of the premises as the Committee in their sole discretion shall determine, always provided they are in the care and under the sole control of a bona fide parent or guardian.

### *Cashing of Members' Cheques*

11. Any Officer or paid employee or any other agent authorised by the Committee shall be empowered to cash cheques up to a limit determined by the Committee presented by a member during any one week, but in the event of default by any such member the facility shall thereafter be withdrawn unless the sum concerned be repaid to the Club and in any event the member shall be liable to be dealt with in accordance with Rule 31 and as appropriate liable to proceedings for recovery.

### *Disclaimer for Personal Injury Loss or Damage to 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 shall be allowed on the Club premises except at the discretion of the Committee.

*Alteration of Bye-Laws*

14. These Bye-Laws 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 Bye-Laws.

*Exhibition of Rules and Bye-Laws*

15. A copy of these Rules and Bye-Laws shall at all times be exhibited in a prominent position on the Club premises

*Snooker, pool and darts*

16. The rules regarding the use of the Snooker Tables, Pool Tables and Darts boards are at the discretion of the Committee.

*Smoking and Vaping*

17. Smoking and/or vaping are only permitted in the designated areas.