

# NORTH HOLMWOOD SPORTS CLUB

## Rules

### PRELIMINARY

**1 Name**

The name of the Club shall be NORTH HOLMWOOD SPORTS CLUB.

**2 Location**

The premises of the Club shall be at Inholms Lane, North Holmwood, Surrey, or at such other address as the Club in General Meeting may determine.

**3 Objects**

The objects of the Club shall be to promote such sports, recreational and social activities as the members may as a body desire and in order to achieve such objects the Club is authorised and empowered to borrow such moneys or enter into any financial commitments as may be required.

**4 Nature of Club**

The Club shall be a member's club and shall consist of such members as are hereinafter mentioned.

### MEMBERSHIP

**5 Ordinary Membership**

Persons interested in promoting and furthering the objects of the Club shall be eligible for membership. Every candidate for ordinary membership must be proposed by one member of the Club and the proposal must be seconded by another member, both the proposer and seconder being ordinary members and both vouching for the candidate's fitness for membership.

The name and address of every candidate proposed for ordinary membership, together with the names of his proposer and seconder shall be submitted in writing to the Secretary of the Club who shall post such information in the Club premises in the manner prescribed in Rule 32 for a period of at least two (2) clear days before such candidate is elected.

Election to ordinary membership shall be either by the Club in General Meeting or by the Executive Committee of the Club. No reasons shall be given to any candidate in the event of his rejection.

New members shall complete a probationary period of three months before they attain members' voting rights

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### **6 Honorary Membership**

Honorary members, who shall not be liable to pay any subscription but shall be entitled to all the privileges of membership, may be elected by the Club in General Meeting, so, however, that there shall not at any time be more than fifteen (15) honorary members.

### **7 Temporary Membership**

Temporary members may be elected by the Executive Committee provided that the names of such temporary members are posted in the Club premises for a period of at least two (2) clear days before their election. Temporary membership may not be of more than seven days' duration.

### **8 Restrictions of admission to Membership**

- a) No person shall be admitted to ordinary membership until, having been elected as provided in Rule 5; he shall have paid to the Treasurer his first annual subscription.
- b) No person, whether as ordinary or honorary member, shall be admitted to membership or be admitted as a candidate for membership to any of the privileges of membership, without an interval of at least two (2) clear days between his nomination or application for membership and his admission. No person becoming a member without prior nomination or application may be admitted to the privileges of membership without an interval of at least two (2) clear days between his becoming a member and his admission.
- c) No new, or re-admitted, member may propose or second an application for membership until they have been a member of the Club for a minimum of three (3) months. Such period shall commence from the member's date of acceptance by the Executive Committee.
- d) No person under the age of sixteen years may enter the Club unaccompanied and use the facilities unless partaking in an authorised sporting activity (i.e. Cricket Colts/Junior Stoolball practice and match nights).
- e) No person under the age of sixteen years shall be allowed on the Club premises unless accompanied by a parent and the said parent must be a member of the Club.

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### **9 LIST OF MEMBERS**

There shall be maintained at the Club premises a list of the names and addresses of the members of the Club.

## **ADMINISTRATION**

### **10 Annual General Meeting**

An Annual General Meeting of the Club shall be held in every calendar year and there shall not be more than fifteen (15) months between one Annual General Meeting and the next. Notice of the day and time of the Annual General Meeting shall be notified to all members by displaying in the Club premises in the manner prescribed in Rule 32 for a period of at least seven (7) days before such day.

### **11 Extraordinary General Meeting**

An Extraordinary General Meeting of the Club may be summoned at any time by the Executive Committee and shall be so summoned immediately upon any ten (10) ordinary members delivering to the Executive Committee a written request in that behalf. An Extraordinary General Meeting shall be summoned by causing a notice thereof to be posted in the Club premises in the manner prescribed in Rule 32 for a period of at least seven (7) days immediately before the day appointed for the meeting, but this period may be reduced in the discretion of the Executive Committee if the urgency of the business to be discussed in their opinion so requires.

### **12 Voting at General Meetings**

At any General Meeting of the Club every member of the Club shall be entitled to be present, and every ordinary or honorary member (excluding probationary members – see rule 5) shall be entitled to one vote upon every question raised.

The Secretary of the Club shall take Minutes of the proceedings at all General Meetings of the Club.

### **13 Chairman of General Meetings**

The Chairman of the Club shall preside at any General Meeting and in the absence of the Chairman, then the Vice Chairman shall preside; in the absence of both the Chairman and Vice Chairman, there shall be elected by the members present a member to preside at the Meeting.

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### **14 Executive Committee**

The affairs of the Club, in all matters not in these Rules reserved for the Club in General Meeting, shall be managed by the Executive Committee of the Club. The Executive Committee shall consist of the officers of the club, one (1) representative of each section as hereinafter defined, one of which representatives shall be the Chairman of the section (or his nominated representative), together with Chairman for the time being of each sub-Committee appointed by the Club.

The Executive Committee shall meet on not less than six occasions during the financial year.

### **15 Sub Committees**

The Club in General Meeting, or in default, the Executive Committee, may appoint one or more sub-Committees for such purposes as may be appropriate and shall appoint a Chairman of such sub-Committee who shall ex-officio be a member of the Executive Committee.

### **16 Officers**

The officers of the Club shall be the Chairman, Vice Chairman, Secretary and Treasurer and such other officers as the Club may in General Meeting appoint.

The officers shall be elected from among the members of the club at the Annual General Meeting to hold office until the next ensuing Annual General Meeting when they shall be eligible for re-election. Any vacancy arising during the intervening period shall be resolved by an appointment by the Executive Committee of a member to fill such vacancy until the next ensuing Annual General Meeting.

The officers shall act in all matters in accordance with the directions given by the Executive Committee.

### **17 Presidents and Vice Presidents**

There may be elected at such Annual General Meeting a President of the Club, together with such vice Presidents as the Club may determine.

The President of the Club and any Vice President may be elected from outside the membership of the Club but having been duly elected shall be admitted to all the privileges of membership during their tenure of office and in particular shall be deemed to be an ordinary member for the purposes of voting at any General Meeting of the Club.

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### **18 Sporting Activities**

The organised sporting activities of the Club shall be administered by individual sections that shall be responsible for the administration of those activities subject all times to the overall control and direction of the Executive Committee.

There shall be at least once in every calendar year a General Meeting of each section at which only those members of the Club who are also members of that section shall be entitled to vote. In particular, the members in General Meeting shall elect for the ensuing year a Chairman and Secretary and such other officers as the members may determine and a Committee to consist of not less than four (4) members including the officers, to administer the affairs of the section. The Committee shall meet at intervals of not more than two (2) months.

Any Rules made by the sections shall be subject to the prior approval of the Executive Committee, and in particular, the subscription payable for membership of the section shall be subject to prior approval.

### **19 Quorum**

The quorum for any General Meeting of the Club shall be fifteen (15) ordinary members and the quorum for any General Meeting of a section shall be ten (10) members of the section.

Five (5) members shall constitute a quorum of the Executive Committee and three (3) members a quorum for a Sub Committee.

## **SUBSCRIPTIONS, FINANCES AND ACCOUNTS**

### **20 Annual Subscription**

The annual subscription for membership shall be determined from time to time by the Executive Committee. Annual subscriptions shall be payable on election as provided in Rule 8 and thereafter without demand on 1<sup>st</sup> January in each year, and any ordinary member whose annual subscription remains unpaid on 31<sup>st</sup> January shall be required to seek re-election.

### **21 Financial Year**

The financial year of the club shall end on 31<sup>st</sup> October in each year.

### **22 Books of Account**

The Treasurer shall keep such proper books of account as will enable him to present at every Annual General Meeting of the Club, or at any other time if required (on reasonable notice to

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him) by the Executive Committee, an accurate report and statement concerning the finances of the Club, including a separate statement with regard to the purchase and supply of tobacco and intoxicating liquor, for the preceding year, or for the current year as the case may be, and shall present such report and statement accordingly.

### **23 Audit of Account**

Auditors shall be elected by the Club in Annual General Meeting and the books of account shall be examined and the financial statement certified by the Auditors before the same is submitted to any General Meeting of the Club.

## **TRUSTEES**

### **24 Appointment of Trustees**

There shall be two Trustees of the Club who shall be appointed from time to time as necessary by the Club in General Meeting from among ordinary or honorary members who are willing to be so appointed. A Trustee shall hold office during his life, or until he shall resign by notice in writing given to the Executive Committee, or until a Resolution removing him for office shall be passed at a General Meeting of the club by a majority comprising two-thirds of the members present and entitled to vote.

### **25 Vesting of Property**

All property of the Club, including land and investment shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee, the Executive Committee shall forthwith take steps to procure the appointment by the Club in General Meeting of a new Trustee in his place; and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all club property into the names of the Trustees as constituted after the said appointment.

The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Executive Committee; and shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising

or borrowing money for the benefit of the Club in compliance with the Executive Committee's directions. But no purchaser, lessee or mortgagee shall be concerned to enquire whether any such direction has been given.

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### **INTOXICATING LIQUOR**

#### **26 Permitted Hours**

The Licensing Certificate issued by Mole Valley District Council (MVDC) under the Licensing Act 2003, authorises the following:  
The supply of alcohol is for '**on premises**' only.

The supply of intoxicating liquor in the Club premises shall be permitted daily within the following hours: 08:00-01:00

Appropriate opening hours will be determined by the Executive Committee, within the permitted hours authorised by the MVDC certificate.

The club and its membership shall comply with the operating conditions mentioned in the Licensing Certificate.

#### **27 Restrictions on supply of intoxicating liquor**

The following restrictions on the supply of intoxicating liquor shall apply at all times:

- a) No intoxicating liquor shall be supplied to members or to any other persons on the Club premises otherwise than by or on behalf of the Club.
- b) No person under the age of eighteen shall be permitted to purchase or consume intoxicating liquor on the Club premises.
- c) No intoxicating liquor shall be supplied for payment to any person on the Club premises other than a member or any visitor who is on any particular day taking part in any sporting or social activity in which the Club is concerned.
- d) A member may personally introduce friends or guests, but no one person may be introduced on more than eight (8) occasions in any one year. It is a condition of this concession that the guest(s) MUST sign the visitor's book kept in the Club for this purpose, together with his/her full address, It is the responsibility of the introducing member to ensure that this Rule is rigidly adhered to, and to sign his/her full name as the introducing member. A member may sign in a maximum of three guests on any one occasion.
- e) No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by

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or on behalf of the Club apart from any benefit accruing to the Club as a whole.

### **28 Management of the Bar**

There shall be elected from among the ordinary members of the Club at every Annual General Meeting a sub-Committee as/when deemed necessary by the Executive Committee, to be entitled the Bar Sub-Committee comprising a Chairman and six members, which Sub Committee shall be entirely responsible for the management and operation of the bar facilities.

In particular, the Bar Sub-Committee shall arrange the supply of intoxicating liquor by the Club to members, and to other persons on the Club premises, and shall secure the due observance of the provisions of the Licensing Act 2003, and all other acts relating thereto, and of any conditions attached to any licence held by or on behalf of the Club for the supply of intoxicating liquor, or to any registration certificate granted in respect of the Club premises.

The bar shall only be opened by the Bar Steward, General Manager or an authorised keyholder. .

### **29 Bar Accounts**

It shall be the Treasurer and/or General Manager to maintain detailed and accurate accounts to record the purchase and sale by or on behalf of the Club of tobacco and intoxicating liquor and a report shall be submitted by the Chairman of the Bar Sub Committee to the Executive Committee at each of their meetings as to the operation of the bar, together with a statement of bar accounts.

At the end of the Club's financial year, all accounts and records relating to the operation of the bar for the preceding year shall be passed on to the Honorary Treasurer of the Club for incorporation in the Annual Accounts of the Club.

### **30 Misuse of the bar**

Any instance of misuse of the bar in any respect shall be brought to the notice of the Bar Sub Committee immediately and a report thereon shall be submitted to the Executive Committee as their next meeting.

## **MISCELLANEOUS**

### **31 Alteration of Rules**

The Rules may be revoked, added to or altered by a majority comprising two-thirds or more of the members present and entitled to vote at any General Meeting of the Club of which notice has been duly given under Rule 10 or Rule 11 specifying

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the intention to propose the revocation, addition or alteration, together with full particulars thereof.

### **32** Notices

Each member shall keep the Honorary Secretary informed of that member's private address or of some other address at which communications may be addressed to him. All personal information will be stored so as to conform to prevailing Data Protection legislation of the day.

All notices shall be posted for the purposes of these Rules by being affixed in a prominent position on the Club premises in a part of the Club which is frequented by members; and it shall be the duty of the Honorary Secretary to ensure that any such notice remains so exhibited throughout an period required in that behalf by or under these Rules.

### **33** Exclusion of Liability

Neither the Club nor any officer thereof shall be liable to any member, guest of a member or any visitor to the Club premises for any loss or damage to any property occurring, from whatever cause, in or about the Club premises; and a notice to this effect shall at all times be displayed in a prominent position on the Club premises.

### **34** Conduct of members

- a) Persons and parents of children (under sixteen years) who have been found causing damage to Club premises or articles pertaining to such will be responsible for the cost of repairing or replacing damaged property.
- b) Parents of children (under sixteen years) are expected to supervise their children so as to not prejudice other member's enjoyment of the Club facilities. Parents whose children continue to cause a nuisance will be subject to rules 34(c) and (d) below.
- c) The Executive Committee may suspend the membership of any member whose conduct, whether on the Club premises or elsewhere, is or has been in the opinion of the Committee contrary to the interests of the Club or injurious to its reputation and shall request that member to give an explanation of his conduct, either personally or in writing.
- d) In the event of such explanation being declared by the Committee to be unsatisfactory, the Committee may terminate the membership of that member forthwith.

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### **35** Dissolution

If the number of ordinary members of the Club shall at any time fall below ten, or if at any time the Club in General Meeting shall pass by a majority comprising two-thirds or more of the members present and entitled to vote a resolution (in this Rule called “the first resolution”) of its intention to dissolve, the Executive Committee, or failing them, the Trustees, shall take immediate steps to convert into money all the property of the Club, with power however to postpone or delay the conversion of any particular property if the Club in General Meeting shall so authorise.

Out of the proceeds of such conversion, the Executive Committee, or the Trustees as the case may be, shall discharge all debts and liabilities of the Club, including the expenses of such conversion, and any balance remaining in their hands shall be disposed of by them as the Club in General Meeting shall resolve; and thereupon the Club shall for all purposes be dissolved. Provided that if the Club shall not, within six months after the date of the first resolution, resolve upon the disposition of any such balance, the same shall be divided equally between all persons who were ordinary members of the Club at the date of the first resolution.

A copy of the notice convening any General Meeting under this Rule shall be sent by the Honorary Secretary by post to every Member at his address last notified to the Honorary Secretary under Rule 32 not less than fourteen (14) days before the date appointed for the meeting; but any accidental omission to send such copy or the non-receipt of the same shall not invalidate any proceedings or resolution.

### **36** Club Employees

Any person, who is directly employed by North Holmwood Sports Club on a PAYE basis, whether Full or Part Time shall **NOT** be elected onto the Committee or hold any ‘Office’ connected with the Club. Please note: this does not include Contractors / outsourced service providers.

### **37** Interpretation of Rules

The Executive Committee shall be the sole authority for the interpretation of these Rules and its decision upon any question including any matter not provided for by the Rules shall be final and binding upon the members.

**February 2017**