

INDUSTRIAL & PROVIDENT SOCIETIES ACTS  
Reg. No. 14757 R.

***Rules  
of the  
Sheldon Heath  
Social Club and  
Institute Limited***

BRAYS ROAD, SHELDON  
BIRMINGHAM B26 2RJ  
Tel: 0121 743 2278  
[www.shsclub.co.uk](http://www.shsclub.co.uk)  
Email [admin@shsclub.co.uk](mailto:admin@shsclub.co.uk)

REGISTERED UNDER THE INDUSTRIAL AND  
PROVIDENT SOCIETIES ACT 1965

ALL PREVIOUS RULES RESCINDED

President: G Young  
Vice President: A McArthur  
Secretary: D. K. Benton, F.F.A., M.C.I.M.  
Treasurer: D. K. Benton, F.F.A., M.C.I.M.  
Assistant Secretary: D. Hoare

Date: ..... 21/3/2012 .....

*All Previous Rules Rescinded*

**RULES**

**1. NAME AND OBJECTS**

The Society (hereinafter called “the Club”) shall be called the SHELDON HEATH SOCIAL CLUB AND INSTITUTE LIMITED, and its objects are to carry on the business of a Club by providing for the use of its members, the means of social intercourse, mutual helpfulness, mental and moral improvement, rational recreation and the other advantages of a Club.

**2. OFFICE**

Its registered office shall be at Brays Road, Sheldon, Birmingham B26 2RJ, Warwicks.

Notice of any change in the situation of the registered office shall be sent by the Secretary within 14 days thereafter to the Registrar in manner and form provided by the Treasury regulations.

**3. SEAL OF THE CLUB**

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

#### 4. USE OF NAME

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 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 of parcels, invoices, receipts, and letters of credit of the Club.

#### 5. POWERS

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

#### 6. SHARES

Shares shall not be withdrawable or transferable and shall be of the value of 12<sup>1</sup>/<sub>2</sub>p.

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

#### 7. ADMISSION OF MEMBERS

Membership of the Club is open to male and female candidates. References in these Rules to one gender (e.g. 'he') shall include a reference to the other genders. A

such further sum as shall be equal to the amount of Value

Added Tax at the rate for the time being in force attributable

to such sum.

candidate for election must sign an application for membership and deposit the full amount payable for one share. The amount deposited shall be returned in the event of nonacceptance as a member. Every applicant for membership shall pay £7.00 Entrance Fee to the Funds of the Club, on joining. This payment is not returnable. He must be proposed and seconded by two financial members, able from personal knowledge to vouch for his respectability and fitness to be a member, and must sign such (if any) declaration of his concurrence with, and adherence to the purpose of the Club as shall be required by the committee. The election shall be by the committee, and no candidate shall be elected who is under 18 years of age. The name, address, and occupation of the candidate, with the names of his proposer and seconder shall be posted in the Club for at least seven days before the day on which his name is submitted for election. Every member on election shall be supplied with a copy of the Rules, at such charge, not exceeding 50p as the committee may determine from time to time.

#### 8. SUBSCRIPTIONS

Every member shall pay to the Funds of the Club a subscription of £10.00 every year, which shall be due as soon as the member is elected by the committee, and must be paid before the member is entitled to any of the privileges of the Club, and subsequently on the 1st January in each year.

#### 9. ARREARS OF SUBSCRIPTIONS

Any member who has not paid his subscription 28 days after it has become due shall be considered in arrears, and

if it be not paid within 28 days thereafter he shall cease to be a member.

No member in arrear shall be permitted to use the Club, or be considered a financial member for the purposes of these Rules.

The committee, on receiving information that any member is unable to pay his subscription owing to want of work or other good cause may, at its discretion. excuse payment of such member's subscription for such period as they think fit and the member shall not forfeit the privileges of membership.

#### 10. REGISTER OF MEMBERS

The Club shall keep at its registered office a register of members in which the Secretary shall enter the following particulars:—

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

Any member changing his address shall notify the secretary of such change within 14 days.

from 11am to 11pm weekdays. On Sundays it shall be from 12 noon to 10.30pm. or such other hours as may be permitted from time to time by the Local Licensing Authority under the provisions of the Licensing Act 2003.

Any amendment of this rule, or of Rule 31, which may from time to time be made by the committee (Rule 16, section (2) ) shall forthwith be notified in writing to the Clerk to the Justices and submitted for registry to the Registrar of Friendly Societies.

#### 33. LIFE MEMBERS

The committee may, in their discretion, grant life membership to any member who has rendered special service to the Club, or who in their opinion is deserving of the distinction Life members shall not be liable to pay subscriptions under Rule 8 but shall be entitled to all the rights and privileges of Club membership, including the right to attend meetings, vote at elections and be nominated for committee or other office. A certificate of life membership shall be signed by the secretary and issued to each life member.

#### 34. VALUE ADDED TAX

Where under any of the provisions of these rules or any amendment thereto for the time being in force any sum of money is payable to the club by a member whether by way of subscription or otherwise and such payment attracts Value Added Tax then, unless any rule specifically provides to the contrary, a member shall in addition pay to the club

during the period of their stay in the Club, and no guest shall be permitted to make any payment of any kind whatever, directly or indirectly.

The committee may debar a member introducing any particular person as a visitor if they think so fit.

#### GUEST'S AND EXCISABLE ARTICLES

Should any visitor pay for intoxicating liquor, he shall at once be removed from the Club premises and the member introducing him may be expelled from membership on the fact being duly proved, and it shall be the duty of any officer or member of the Club becoming aware of such breach of the Rules to report it at once to the secretary of committee.

#### 31. HOURS OF OPENING AND CLOSING OF THE CLUB PREMISES

The Club shall be opened at 11 a.m, and closed at 11 p.m. on weekdays, On Sundays it shall be open from 12 noon to 10.30 p.m. The committee shall be empowered on special occasions to vary the above hours, but no variation shall take place except by a resolution of the committee.

#### 32. PERMITTED HOURS, FOR SUPPLY OF INTOXICANTS

The permitted hours for the supply of Alcohol shall be

The Club shall also keep at its registered office a duplicated register of members in which the Secretary shall enter all the particulars in the original register of members other than those mentioned in paragraphs (b) and (c) hereof.

#### 11. CESSATION OF MEMBERSHIP

Members shall cease to be members:-

- (a) By non-payment of subscription. Any person whose membership has ceased from this cause shall not again be nominated for membership unless he previously pays all arrears due from him at the time of his ceasing to be a member, and such other additional fee or fine as the committee may in its discretion determine.
- (b) By expulsion.
- (c) By resignation.

#### 12. MISCONDUCT OF MEMBERS

The secretary or president shall have power to order the withdrawal from the Club premises of any member who misconducts himself. and such member shall have no right of re-entry to the Club premises until summoned to meet the committee, as provided in Rule 13. If the next ordinary meeting of the committee be within less than three days, such member may claim to appear before them, and to have his case dealt with waiving the length of notice required by the said Rule 13.

#### 13. EXPULSION OF MEMBERS

The committee shall have power to reprimand, suspend (for a period not exceeding 12 months) or expel any member who shall infringe any rule or by-law,

or whose conduct, whether within the Club house, or elsewhere, shall, in their opinion, render him unfit for membership but no member, unless convicted of an offence by a court of summary jurisdiction or other court, shall be suspended or expelled without being first summoned before the committee and full opportunity afforded him to explain his conduct nor unless two-thirds at least of the members of the managing committee then present shall vote for his suspension or expulsion.

Every member so summoned shall (unless he shall elect to waive his right to receive notice) receive at least three clear days' notice in writing from the secretary. Such notice shall contain a statement of the charge brought against him.

A suspended member shall forfeit all his rights and privileges under these Rules during suspension, but shall remain liable to pay his subscription.

#### 14. RIGHT OF APPEAL

A member suspended or expelled shall have the right to appeal to the arbitrators appointed by the Club. No appeal shall be heard unless made within one month and in writing addressed to the General Secretary of the Club, together with a deposit of £20.00, the disposition of which shall be at the discretion of the arbitrators.

The arbitrators, or a majority of them, shall have full power to alter or rescind such suspension or expulsion as they may think fit, and may order the costs of the arbitration to be borne by either party or by both parties in such proportions as they think fit, and there shall be no appeal from their decision.

dispute arising on the question whether a member or person aggrieved is entitled to be or to continue to be a member or to be reinstated as a member but save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between him and the Club or an officer thereto, which arose whilst he was a member or arises out of his previous relation as a member of the Club.

#### 29. INTRODUCTION OF GUEST

A member may personally introduce friends as his guests, but no person shall be introduced more than twice in one quarter, and no member may introduce more than two friends at any one time. The visitor and the member introducing him shall sign their names in a book kept for that purpose. No member shall be entitled to introduce a visitor during the hours when licensed premises in the locality are not open for the sale of intoxicants to the public. These conditions shall not apply to the introduction by any member of his or her spouse, partner or civil partner, the admission of whom shall be subject to such regulations as may from time to time be made by the committee. The following shall not be admitted as visitors:

- (a) Former members who have been expelled.
- (b) Former members who have ceased to be members under Rule 11 (a).
- (c) Persons who, having been nominated for membership have been rejected.
- (d) Members who are under suspension.

Members must accompany guests introduced by them

shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

#### SCRUTINY

(6) The scrutineers shall at the conclusion of the ballot, total up the ballot papers and hand them to the secretary who shall retain them for seven days. A scrutiny shall take place if a written demand be presented to the secretary within seven days from the close of the ballot, signed by not less than one-tenth of the financial members, and the scrutiny shall be carried out by three fresh scrutineers, to be named by the committee, and their decision shall be final.

#### 28. SETTLEMENT OF DISPUTES

(1) If any dispute shall arise between a member or person claiming through a member or under the rules, or any person aggrieved who has ceased to be a member, or any person claiming through such person aggrieved, and the Club or any officer of the Club, it shall be decided by reference to arbitration.

(2) Five arbitrators shall be elected at a general meeting, none of them being directly or indirectly interested in the funds of the Club, and any vacancy or vacancies shall be filled at a general meeting. The complaining party to a dispute, or someone appointed by him, shall draw three names out of the five by lot in the usual way and the three arbitrators whose names are first drawn shall decide the dispute.

(3) In this Rule the expression "dispute" includes any

#### 15. GENERAL MEETING

##### ORDINARY MEETINGS

(1) The annual meeting shall be held in April and a half-yearly meeting shall be held in October, in each year, on a date to be fixed by the committee of which at least seven days' notice, with an agenda of the business shall be posted in the Club, to receive a statement of accounts and balance sheet, and the report of the auditor and such other business as may be submitted by the committee, or by any member, who shall have given notice of the motion he proposes to make, and at the annual meeting a report for the year shall be presented by the committee, notice of motion by a member shall be given in writing at least five days prior to the meeting and the secretary shall add it to the agenda posted in the Club.

##### SPECIAL MEETINGS

- (2) A special meeting shall be called by the secretary in the following-cases:
  - (a) Upon the direction of the committee, and in accordance with such direction.
  - (b) On a requisition, signed by at least one seventh of the financial members, stating the special object thereof, and accompanied by a deposit of an amount calculated at the rate of 1p for every person signing, to be paid by one of such persons. Such meeting shall be held within not less than 14 and not more than 21 days from the date of the receipt by the secretary of the requisition.

#### NOTICE TO BE GIVEN

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

#### BUSINESS

(4) No business other than that named in the notice shall be brought before a special meeting.

#### FORFEIT OF DEPOSIT

(5) If by a resolution of a special meeting which has been called upon requisition, it shall appear, in the opinion of such meeting that it has been called for a frivolous purpose, the deposit shall be forfeited to the funds of the Club; otherwise, it shall be returned to the depositor.

#### QUORUM

(6) A general meeting may proceed to business if ten members are present within an hour after the time fixed for the meeting; otherwise the meeting, if convened on the requisition of the members, shall be dissolved, but if a meeting convened by order of the committee, it shall stand adjourned to the week following, at the same time, and the meeting so adjourned may proceed to business whatever be the number of members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

managing committee whose term of office is not about to expire may become a candidate unless he first resigns from the position he holds .

#### SCRUTINEERS

(2) The ballot shall be carried out under the directions of the committee by three scrutineers appointed by the general meeting, who may not be candidates, committeemen or officers.

#### BALLOT, WHEN HELD

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

#### WHO MAY VOTE

(4) Each financial member shall have one vote for each vacancy, but no member may give more than one vote to any one candidate .

#### TIE

(5) Should the ballot result in two or more candidates receiving an equal number of votes, the names of such candidates shall be written on slips of paper which shall be placed so that the names are concealed. and the president, or in his absence some person appointed by the scrutineers,

(b) Apply for the calling of a special meeting of the Club.

## 26. DISSOLUTION

The Club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations, or by winding up in manner provided by the Industrial and Provident Societies Act, 1965.

## 27. CONDUCT OF ELECTIONS

### NOMINATIONS

(1) The election of officers and committeemen shall be by ballot. At least three weeks before the day fixed for any ballot a nomination sheet shall be posted in the Club by the secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until the expiration of at least 24 hours following the general meeting. No member shall be eligible for nomination unless he has been a financial member for at least twelve calendar months prior to nominations closing, and has been proposed and seconded by two financial members, who must themselves sign the sheet. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination. No candidate shall be nominated for more than one position. No member of the

### ADJOURNMENT

(7) Any general meeting duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

### VOTING

(8) Each financial member shall be entitled to one vote.

## 16. RULES

### SUPPLY

(1) The secretary shall be supplied by the committee with copies of the Rules, and shall be bound to deliver a copy to any person on demand, on such payment (not exceeding 10p as the committee may from time to time determine.

### AMENDMENT

(2) These Rules (other than Rules 31 and 32) may be amended only at a general meeting called for that purpose. Notice of any proposer amendment shall be posted in the Club for at least 14 days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least two-thirds of the members present at such meeting. The committee may from time to time by resolution amend Rule 31 and Rule 32 within the limits allowed by law. No amendment of Rules is valid until registered with the Registrar of Friendly Societies.

## BY-LAWS

(3) The committee shall have the power to make such by-laws as it may consider necessary for the good government and order of the Club, provided that no such by-law shall conflict with any of the Rules. A copy of all such by-laws shall be posted in a conspicuous place within the Clubhouse.

### 17. COMMITTEE

#### POWERS OF COMMITTEE

(1) The managing committee shall consist of the president, vice-president, secretary, assistant secretary treasurer, and 13 committee persons above 21 years of age. The committee shall control the management of the Club, and shall have exclusive power to engage or dismiss a steward and other servants. It shall have power to purchase such articles and do all things as it may deem necessary for the carrying out of the objects of the Club. It shall have due regard to any resolution or recommendation of any general meeting but shall not be bound to give effect to the same if in its judgment such action would be injurious to the best interests of the Club. Nothing in these Rules shall enable the committee to declare any dividend or make any monetary grants to the members, or to apply the Club funds, except for the purposes of the Club itself, and for the purpose specified in Rule 23. The Committee shall not enter into any agreement binding the Club to purchase excisables from any person or persons, or in any way to part with its absolute control and that of the Club members over the supply of

- (b) In narrower-range investments within the meaning of Section 1 (4) of the trustee Investment Act 1961; or
- (c) In any investment authorised by Section 31 (a) or (b) of the Industrial and Provident Societies Act, 1965—but the funds may not be invested otherwise.

### 25. STATUTORY APPLICATIONS TO THE REGISTRAR

(1) Any ten members of the Club, each of whom has been a member for not less than twelve months immediately preceding the date of the application, may apply to the Registrar 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 47 (1) of the Industrial and Provident Societies Act, 1965.

(2) One-tenth of the whole number of members or if the number of members shall at any time exceed 1,000 then 100 members may make an application in writing to the Chief Registrar, signed by them in the forms respectively prescribed by the Treasury Regulations:

- (a) Apply for the appointment of an inspector or inspectors to examine into the affairs of the Club and to report thereon; or

cent. and not less than 2<sup>1</sup>/<sub>2</sub> per cent. on land and buildings, and subject to this the profits shall be applied as follows:

- (a) In the maintenance of a Building Fund.
- (b) In promoting mutual intercourse and united action between members and others interested in improving the condition of the people of the United Kingdom.
- (c) In promoting education by the establishment of lectures, classes, examinations, and scholarships.
- (d) In maintaining or supporting convalescent homes, hospitals, infirmaries or any other charitable or provident institution; or in supporting or maintaining circulating and reference libraries and reading-rooms with the best works in all departments of literature, science and art, for the use of the members.
- (e) Any other lawful purpose determined upon by the committee or any general or special general meeting Provided always that, except by the dissolution of the Club, no profits or funds of the Club shall be distributed among the members.

#### 24. INVESTMENTS

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

- (a) With its members or others upon the security of real property.

excisable articles to the Club. It shall meet at least twice monthly for general business, and the president, or in his absence, the vice-president, or in his absence, an elected chairman, shall preside, and shall have a casting vote only. Not less than one-third of the total number of the committee shall form a quorum.

No resolution of the committee shall be rescinded unless notice to rescind has been given at the previous meeting of the committee.

#### RETIREMENT, VACATION OR CESSATION OF MEMBERSHIP

(2) Any committeeman other than the officers mentioned in Section (1) of this rule not attending for three consecutive meetings shall, unless he send an explanation which the Committee consider satisfactory, cease to be a member of the committee. Any committeeman or officer who shall cease to be a financial member, or who is suspended under Rule 13, or who shall cease membership of the Club by any reason, shall vacate his seat. Any vacancy so occurring, or by any other cause, must be filled by ballot in accordance with Rule 27, provided such ballot shall be held as soon as possible after the vacancy occurs. The senior part of the committeemen, which shall mean all those committeemen who were elected before the date of the last election, shall retire at the election held after the annual general meeting but shall be eligible for re-election. Any committeeman elected to fill a vacancy shall retire with the senior part. Where this Rule does not apply the retiring committeemen shall be selected by

the committee.

#### REMOVAL OR RESIGNATION

(3) The committee, or any member or members thereof, may be removed by the votes of two-thirds of the members present at a special meeting called for that purpose. In the event of a removal or the resignation of the whole or the majority of the committee the secretary shall obtain nominations and appoint scrutineers and arrange for holding a ballot. Three days shall be allowed for nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the Club.

#### FINANCE COMMITTEE

(4) The committee shall, at the first meeting following each election, select a sub-committee. to be called the Finance Committee. It shall consist of three committeemen and any officers who may be appointed by the committee. It shall be the duty of the Finance Committee to take a record of the stock of goods held on the first convenient day in each month, either by themselves or by an agent duly appointed by the managing committee for that purpose, check all demands for payment with order book, and with the delivery notes and invoices and to report to the whole committee whether such stock vouches the correctness of the returns made by the steward. and whether the demands are in order and correct. It shall see that vouchers are produced by the secretary or assistant secretary for all payments made by them or by order

require from the officers of the club such information and explanations as he thinks necessary for the performance of the duties of the auditor.

#### 22. NOMINATIONS AND PROCEEDINGS ON DEATH OR BANKRUPTCY

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.

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

#### 23. APPLICATION OF PROFITS

The value of the furniture and fixtures of the Club shall be depreciated at the annual rate of not less than 10 per

retiring auditor or (ii) providing expressly that a retiring auditor shall not be reappointed shall not be effective unless 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 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representations made or intended to be made by the retiring auditor.

(6) None of the following persons shall be appointed as auditor of the club:

- (a) an officer or servant of the club
- (b) a person who is a partner of or in the employment of or who employs an officer or servant of the club or

(7) the auditor shall in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968, make a report to the club on the accounts examined by him and on the revenue account or accounts and the balance sheet of the club for the year of account in respect of which he is appointed.

(8) The auditor shall have a right of access at all times to the books, deeds and accounts of the club and to all other documents relating to its affairs. and shall be entitled to

of the committee and it shall report at each committee meeting whether the cashbook has been duly made up, and that the amount there shown as standing to the credit of the Club appears also in the treasurer's book or books, and in the pass book of the bank with which the current drawing account is kept in the name of the Club. These books, duly made up to date, shall be laid upon the table at each committee meeting. The proceedings of the finance committee shall be recorded by the secretary in a minute book kept for that purpose. All cheques drawn upon the Club's account shall be signed by at least one member of the Finance Committee and the secretary.

#### ORDERS

(5) The committee, or any officer authorised by them shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club; but nothing in this Rule shall empower the committee to incur expenditure except such as is consistent with the purposes for which the Club is established.

No officer or committeeman of the Club shall, by virtue of his appointment, have power to order goods or dispose of the funds of the Club. No goods or labour shall be supplied, nor any contract entered into for work to be done for the Club, nor any office of salary, profit or remuneration to be held by any member of the committee, unless

authorised by the Management Committee.

#### 18. OFFICERS

(1) The Club shall have the following officers: A president, vice-president, treasurer, secretary and assistant secretary. The president, vice-president, treasurer and assistant secretary, shall be elected each two years by ballot in the week following the annual meeting (or in the succeeding week) and shall remain in office until their successors are appointed. The secretary shall be elected by ballot or on a decision by Management Committee will be employed from an outside source depending upon the capability of the applicants concerned. Any of the officers shall be removable at any time provided two thirds of the members present at a special meeting called for that purpose shall vote in favour of such removal. In the event of a vacancy arising amongst the officers by death, resignation, or other cause, the committee shall have power to elect a member to fill the vacancy until the next election. Any officer shall vacate his office if suspended from membership under Rule 13 or upon ceasing membership from any cause. The officers of the Club shall receive such honourarium, if any or in the case of the Secretary such salary as the committee or a general meeting may from time to time determine. Every officer dealing with Club moneys shall be insured with a recognised guarantee society for the due performance of duties in such sums as the committee or a general meeting may determine.

THE PRESIDENT

(3) The committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Club.

(4) An auditor appointed to audit the accounts and balance sheet of the club for the preceding year of account (whether by a general meeting or by the committee) shall be reappointed as auditor of the club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless

- (a) a resolution has been passed at a general meeting of the club appointing somebody instead of him or providing expressly that he shall not be re-appointed or
- (b) he has given to the club notice in writing of his unwillingness to be re-appointed or
- (c) he is ineligible for appointment as auditor of the club for the current year of account or
- (d) he has ceased to act as auditor of the club by reasons 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 his place has been given in accordance with paragraph (5) of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

(5) A resolution at a general meeting of the club  
(i) appointing another person as auditor in place of a

indebtedness on account of interest free loans in accordance with Rule 19. The total amount so obtained shall be any amount, not exceeding £100,000 as may from time to time be fixed by any general meeting.

The committee may take any such loan on such terms as to the time and manner of repayment as it thinks fit, but the rate of interest agreed to be given on any such advance shall not exceed 5 per cent per annum or one per cent per annum above Barclays Bank Plc Base lending rate whichever is the greater except monies borrowed by way of Bank Overdraft or by way of Mortgage of the Club's premises. Any bond of the Club may be made a specific charge upon the lands of the Club specified therein, but a separate register shall be kept of all such bonds. All such documents or securities shall be made in such form, and shall be signed on account of the Club by such persons, as the committee may from time to time direct. The Club shall not accept money on deposit

#### 21. AUDIT

(1) The club shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. For the purposes of this rule "qualified auditor" means a person who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968.

(2) Save as provided in paragraph (3) of this rule every appointment of an auditor shall be made by resolution of a general meeting of the Club.

(2) The president shall take the chair at all meetings of the Club, or of any committee held under these Rules, and have a casting vote only in the event of an equality of voting, as provided in Rule 17, section (1).

#### TREASURER

(3) The Treasurer shall pay all moneys received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the committee may direct, and, further, shall keep such account and pay such debts of the Club as the committee shall direct and shall, when required to do so, render to the committee or a general meeting, an account of any moneys received and expended by him.

#### SECRETARY

#### GENERAL DUTIES

(4) The secretary shall keep upon the Club premises a register of the names and addresses of the Club members, and a subscription book, in which shall be recorded the payments of such members. He shall carry out the directions of the committee, and, subject to such direction shall receive moneys on account of the Club and pay them to the treasurer; and keep such accounts as the committee may direct. He shall attend all meetings of the committee and Finance Committee or any other sub-committee if so directed, take minutes of the proceedings, prepare balance sheets, and submit them to the auditor.

#### BALANCE SHEET

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

#### ANNUAL RETURN TO REGISTRAR

(5) The secretary shall send to the Registrar once in every year, not later than 31st March an annual return relating to the Club's affairs for the period required by the Industrial and Provident Societies Acts, to be included in the return, together with a copy of the report of the auditor on the club's accounts for the period included in the return and a copy of each balance sheet made during that period and of any report of the auditor on that balance sheet. The annual return shall be made up for the period beginning with the date to which the club's last annual return was made up, and ending with the date of the last balance sheet published by the club before 31st March in the following year, or if the date of that balance sheet is earlier than 31st August or later than 31st January, with 31st December. The annual return must be made in the form prescribed by the Chief Registrar, and contain such particulars as may from time to time be required by the form.

#### COPIES TO MEMBERS

(6) A copy of the last annual return, together with a copy of the report of the auditor on the accounts and balance sheet contained in the return shall be supplied gratuitously

on demand to every member or person interested in the funds of the club.

#### INSPECTION OF BOOKS BY MEMBERS

(7) Any member or person having an interest in the Club funds may at all reasonable times inspect all books and accounts including all the particulars in the duplicate register of members, at the registered office or any place where they are kept, and it shall be the duty of the secretary to produce them for inspection- but no person, unless an officer of the Club or specially authorised by a resolution thereof, may inspect the loan or deposit account of any member without his written consent.

#### ASSISTANT SECRETARY

(8) The assistant secretary shall assist the secretary in carrying out his duties.

#### 19. BUILDING FUND

A Building Fund shall be established for the purpose of providing money to build and equip a permanent Club building, and shall not be used for any other purpose until this has been achieved .

It shall be financed by donations from any acceptable source, by loans as provided in these Rules and from allocations from profit in accordance with Rule 23.

#### 20. LOANS

##### LOANS

(1 ) The committee may obtain advances of money for the purposes of the Club from any person. whether a member or not, upon the security of bond, or agreements, promissory notes, or from members upon certificates of