

# **RULES OF MANLEY SPORTS & SOCIAL CLUB - FINAL DRAFT**

## **1. NAME**

The name of the Club is Manley Sports & Social Club: The club is based at Manley Village Hall, Tarvin Road, Manley, Cheshire. WA6 9EL

## **2. OBJECTS**

The object of the Club is:-

The encouragement of, and provision of opportunities for, recreation, social intercourse and refreshment for the benefit of its members.

## **3. MEMBERSHIP**

Application for membership

- 3.1 Any individual seeking membership of the club must complete an application form, setting out his/her name and address and any other particulars the Social Committee shall require.
- 3.2 Once the application form is received by the Club, an individual may start to use the club and bar facilities 48 hours later and can access the full benefits of membership on a provisional basis from this time. The full annual membership fee must be paid at this time.
- 3.3 The applicants name will be then posted on the designated notice board in the club for a minimum period of 14 days. During this period, an existing full member will be entitled to raise an objection to the new member's application by writing to the secretary and the validity of the objection shall be considered at the next committee meeting.
- 3.4 In respect of 3.3 above, the committee can require both the objecting and provisional member to attend a committee meeting to answer such questions as are put to them. Failure to appear without apology will be deemed withdrawal of objection / membership application as appropriate. Once the objection / application is reviewed then the matter is resolved by a majority vote of the committee members present at the meeting (meeting must be quorate).
- 3.5 Assuming no valid objections are raised during the 14 days, the member will become a full member and membership card issued following the next committee meeting the 14 day period has elapsed.
- 3.6 Membership is renewed each year in return for payment of the annual subscription and no further application is required unless the individual is changing membership type (e.g. Junior to Full member)
- 3.7 Where membership of the social club is gained through membership of affiliated clubs then the Social club will not apply the process as set out in b) above. The affiliated club will be deemed to have carried out a suitable process and will assume responsibility for supplying the social club with the relevant member's details will collect the relevant subscription on behalf of the club,

## **4. TYPES OF MEMBERSHIP**

### **4.1 Full Member**

Any Individual who has successfully applied for membership of the club or its affiliated clubs and has paid the prescribed subscription/fee, and whose minimum age is 18 years and above.

### **4.2 Honorary Member**

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 Club. An interval of at least two days shall elapse between their election and admission as members.

### **4.3 Junior Members**

A limited number of Junior Members (not more than 40% of Club membership) will be permitted of a minimum age of 14 years up to 18 years. Such members will not be permitted to purchase or drink alcohol at the Club and are not entitled to vote at General meetings. Junior members may not serve on the committee.

### **4.4 Country Member**

The Committee shall be empowered to approve applications for Country members of the Club under the same procedures as for electing full members. A country member is defined as an individual who has no residence within 20 miles (by shortest road distance) of the club during the year and is therefore prevented by distance from enjoying the full benefits of the club. The committee is empowered to charge a reduced subscription for Country members who never the less will enjoy the same privileges and voting rights of full members.

### **4.5 Other Membership Types.**

The committee may offer special membership rates for Families or couples, or other defined groups by passing a majority vote of all committee members.

### **4.6 Resignation of Membership**

Any member wishing to resign must send a written notice to the Secretary, giving notice of 30 days and shall, thereafter, cease to be a member. No part or full refund of subscription will apply.

## **5. SUBSCRIPTIONS**

- 5.1 Every member shall pay an Annual subscription which will be decided at the Annual General Meeting, which will fall due on the first day of April each year. Such subscription shall be deemed to be a debt due to the Club from this time.
- 5.2 The committee will be responsible for setting the subscriptions for the year for all types of member.
- 5.3 If a member of the Club fails to pay his subscription within sixty days after it has become due to the Honorary Treasurer, the committee reserve the right to regard that member as having resigned from the club, after which the member may be required to re apply for membership utilising the procedure set out in section 4.

## **6. EXPULSION / SUSPENSION OF MEMBERS**

- 6.1 The Committee shall have power to expel or temporarily suspend any member who has breached against the General Rules of the Club (see attachment) or whose conduct shall in the opinion of the Committee render him unfit for membership of the Club.
- 6.2 Before any such member is expelled the Honorary Secretary shall give him seven days written notice to attend a meeting of the Committee and shall inform him of the complaints made against him. No member shall be expelled without first having an opportunity of appearing before the Committee and answering complaints made against him. He may bring an observer with him as witness. The observer is not entitled to actively participate in the hearing unless specifically requested to do so by the committee.
- 6.3 Two thirds of the committee members must vote in favour of expulsion/suspension for this action to be taken. Any member so expelled or suspended is not entitled to any refund of subscription.

## **7. COMMITTEE STRUCTURE**

- 7.1 The Management of the Club shall be entrusted to a Committee consisting of the Chairman, Honorary Secretary, Honorary Treasurer and up to five other members of the Club who have been members for a minimum period of 6 months, elected Annually at the Annual General Meeting.
- 7.2 The elected members of the Committee shall have power to co-opt up to four additional members. In addition the Village Hall Trustees, have the right to appoint an additional member of the committee if they wish.
- 7.3 The Committee shall normally meet monthly and at such other times as the Committee shall determine and at all meetings of the Committee five shall form a quorum.
- 7.4 Committee members are at all times required to act in the best interests of the club. Any pecuniary or personal interest in the decisions of the club must be declared at the appropriate time, and the individual must refrain from influencing other committee members in discussions pertaining to their interest.
- 7.5 No employee of the club may be a member of the committee.
- 7.6 The committee is entitled to invite input from non committee members at its meetings. Such individuals are not entitled to vote.
- 7.7 The Committee shall have power at any time and from time to time to fill any casual vacancy among the officers and committee. Any officer or member of the committee so appointed shall hold office only until the next following Annual General Meeting, but shall then be eligible for re-election.

## **8. DUTIES OF OFFICERS**

### **8.1 Chairperson**

The Chairperson (or in absence the Vice Chairperson), shall preside at all General Meetings of the Club and meetings of the Social Committee. In the absence of both Chairperson and Vice Chairperson, the members present shall elect one of their members to preside.

The Chairperson (or in absence the Vice Chairperson) shall preside at all Committee Meetings of the Club. In the absence of both Chairperson and Vice Chairperson, the members present shall elect one of their members to preside.

In General, Extraordinary or Committee meetings, in the event of a tied vote on a majority resolution, the chairman will have the right to make a casting or second vote in resolution of the matter.

### **8.2 Secretary**

The Secretary shall on all occasions in the execution of his office, act under the control and direction of the Committee. He shall receive money on account of the Club and pay the same to the Treasurer or in his absence direct to the Club's bank. He shall keep such accounts, documents and papers of the Club as the Committee may direct. He shall maintain upon the Club premises a register of the names and addresses of the Club members. He will liaise with the treasurer on the collection of subscriptions.

He shall ensure that the Club is registered with the appropriate authority under the provisions of the Licensing Act.

He shall be responsible for the Insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club servants and for any other purposes directed by the Committee.

He shall 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.

He shall summons, prepare the Agenda, attend and keep minutes of all General and Social Committee Meetings.

Issue all notices required by the Rules and practices of the Club.

Keep all records of the Club in such a manner as the Social Committee deem necessary and advisable.

Attend to all the correspondence and arrangements of the Club.  
He shall carry out such other duties as are reasonably incidental to his office.

### 8.3 Treasurer

The Treasurer shall be responsible to the Social Committee for keeping proper books of account, and for providing the Social Committee with such financial information as the Social Committee shall reasonably require.

The Treasurer shall also be responsible to the Committee for preparing statements of account annually and also for preparing balance sheet annually. These shall, after audit, be submitted to the members of 'the Annual General Meeting next following the end *of the* 'Club Year' to which the statement of account and balance sheet refer. The financial trading year *of the* Club shall end on 31st March.

He shall be responsible for seeing that all monies whether received by himself, the Secretary, any other official, Steward or any other servant of the Club are duly paid into the Club's bank account.

He shall see that all debits of the Club are paid as directed by the Committee (except petty cash payments), by cheques signed by any two of the authorised signatories.

He shall, at every regular meeting of the Committee (or more often if required), produce the paying-in book and bank statements for inspection showing that the foregoing duties have been carried out.

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

He shall keep an account of all receipts and payments and furnish it with the necessary vouchers to the auditors when called upon to do so.

## **9. COMMISSION**

9.1 No member shall at any time be entitled to receive at the expense of the Club (or of any member thereof) any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

9.2 No member shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

## **10. BAR SUB-COMMITTEE**

10.1 The purchase for the Club and the supply by the Club of intoxicating liquor shall be in the absolute discretion of a sub-committee of not less than three members being members of the Committee and being appointed by the Committee for that purpose.

10.2 The sub-committee will be responsible for the running of the bar including the purchasing and pricing policies.

10.3 The bar committee is free to invite input from non committee members but such individuals may not vote.

10.4 At all times the bar committee will present decisions reached to the full committee for approval after the fact.

## **11. PROFIT**

- 11.1 No money or property of the Club or any surplus arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole or by donation to a registered charity.
- 11.2 The Club specifically recognises Manley Village Hall (registered charity: 520081) as the primary charity to which donations will be made.
- 11.3 Additional charitable beneficiaries may be chosen by resolution of a General Meeting.

## **12. ACCOUNTS**

- 12.1 Full accounts of the financial affairs of the Club duly audited by the auditors shall be available to every member who attends the Annual General Meeting, and shall be displayed in the Club premises fourteen days prior to the meeting.
- 12.2 All monies, receipts of the Club shall be paid into the Club's account at a bank approved by the Social Committee. Cheques drawn on the Club's account should be signed by two of the authorised signatories.
- 12.3 The maximum number of authorised signatories is 4 at any one time. The financial year commences on 1st April

## **13. ANNUAL GENERAL MEETING**

- 13.1 A General Meeting of the Club shall be held annually, normally in the month of May or at least within 120 days of the financial year end.
- 13.2 The Honorary Secretary shall at least fourteen days before any General Meeting display a notice to members in the Club stating time, date and place where it will be held and the business to be conducted including the following:
  - 13.2.1 The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 31st March prior to the meeting, which accounts shall first have been audited by the Club's auditors.
  - 13.2.2 The election of independent auditors
  - 13.2.3 Such other business as shall have been communicated to the Honorary Secretary and included in the notice displayed to members.
- 13.3 All Club activities will cease during the course of the Annual General Meeting.
- 13.4 At General Meetings of the Club each full member including Country members shall have one vote. Junior members are not entitled to vote.
- 13.5 The business at a General Meeting shall be limited to that provided by these Rules, and those further matters set out in the notice convening the meeting. The quorum at any General Meeting will be fifteen voting members of the club or 20% of the membership, whichever is the fewer.

## **14. EXTRAORDINARY GENERAL MEETING**

- 14.1 An Extraordinary General Meeting may be convened at any time and shall be convened within twenty-one days on the requisition of one fifth of the members of the Club at that time or twenty five members whichever is the fewer. Such requisition must state the purpose for which such meeting is required.
- 14.2 The committee of the club is also entitled to call an Extraordinary General meeting if agreed by a majority of all committee members. At Least 21 days notice must be given to members
- 14.3 At Extraordinary General Meetings of the Club each full member including Country members shall have one vote. Junior members are not entitled to vote.

## **15. OFFICIAL VISITORS**

- 15.1 Members of visiting teams and their officials or persons officiating at any pre-arranged game or tournament sponsored by the Club for its members may, at the discretion of the Committee or their authorised representatives, be admitted to the Club premises and shall be entitled to purchase and consume on the premises, intoxicating liquor during a period of one day on the basis that they are in or about the club premises.
- 15.2 Under this same rule, authorised parties from a recognised club or Institution may also be admitted at the discretion of the Committee for a pre-arranged function on the Club premises. Provided that:-
  - 15.2.1 All persons so admitted under this rule shall, on arrival, enter the names and addresses of all such persons under an appropriate heading of the visitor's team or its officials, in the Visitors Book.
  - 15.2.2 Persons so admitted shall be subject to the same Rules as members, except that they shall not attend or vote at any meeting nor be supplied with intoxicating liquor for consumption off the premises.

## **16. GUESTS**

- 16.1 Members may, on any one occasion within 24 hours, introduce up to three guests to the Club, provided also that:-
  - 16.1.1 The same guest shall not be admitted more than six times within a period of one year.
  - 16.1.2 The name and address of the guest and of the member who introduced him shall be written in the Visitors Book kept for that purpose at the time of entry to the Club by the introducing member.
  - 16.1.3 No such guest shall be permitted to make payment of any kind for intoxicating liquor, directly or indirectly.
  - 16.1.4 The introducing member shall be responsible for the behaviour and general conduct of his guest while on the Club premises.
  - 16.1.5 That such guests are not permitted to remain on the Club premises after departure of the introducing member.
  - 16.1.6 A guest cannot play for any Club team or enter in Club competitions.
- 16.2 Members are not entitled to introduce guests whilst serving a suspension from the club.
- 16.3 A member may not introduce as a guest any individual who has been declined membership of the club, or who has been expelled or is under suspension from the club.
- 16.4 Junior Members are not entitled to introduce guests
- 16.5 A charge may be levied for each guest at a rate agreed by the committee

## **17. CLUB OPENING HOURS**

- 17.1 The Club shall be open between such hours on each day as the Committee shall from time to time decide
- 17.2 The Committee shall have power by resolution to extend or amend these hours as circumstances demand, subject the restrictions indicated in section 18 below.
- 17.3 Opening Hours will be displayed clearly displayed on club notice boards.

## **18. PERMITTED HOURS**

- 18.1 The permitted hours for the supply of intoxicants shall be determined by the Committee in accordance with the provisions of the Licensing Act 2003, and as notified to the appropriate licensing authority.
- 18.2 The permitted hours for the sale of intoxicants shall be:-

Monday – Saturday	11.00 am - 11.00 pm
Sunday	11.00 am - 10.30 pm

## **19. ALTERATION TO RULES**

- 19.1 No alteration or addition to these Rules shall be made except by a resolution carried by a majority of at least two-thirds of the members present at a General Meeting, the notice of which shall have contained particulars of the proposed alteration or addition.
- 19.2 The Honorary Secretary shall as soon as possible, and in any case within twenty-eight days of the making of any such alteration or addition to these Rules, give written notice of such alteration or addition to the appropriate authorities as demanded by the licensing act.
- 19.3 The committee may at their discretion and by majority vote at a regular committee meeting provide for a suitably regulated system to allow proxy voting on matters relating to a change in the rules of the club