



**Woldingham Village Club**

*Serving the people of Woldingham*

# **The Rules and Byelaws of Woldingham Village Club**

(are as those promulgated for Woldingham Social Club Limited on 23 July 1997  
and amended from time to time by the Club subject to the prevailing laws of England)

If you have access to the internet, you may download and print further copies of the Rules and Byelaws of Woldingham Village Club at [woldinghamclub.org](http://woldinghamclub.org).

## **The Rules of Woldingham Village Club**

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## **The Byelaws of Woldingham Village Club**

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The Rules of Woldingham Village Club may only be made, amended or repealed at general meetings of the Club.

The Byelaws of Woldingham Village Club may be made, amended or repealed by the Club Committee.

In the event of any ambiguity or inconsistency between the Club's Rules and Byelaws, the Club's Rules shall prevail.

# **RULES of the WOLDINGHAM SOCIAL CLUB LIMITED**

## **RULE 1. NAME AND OBJECTS OF THE CLUB**

The society (hereinafter called 'the Club') shall be called Woldingham Social Club Limited.

The objects of the Club 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. The objects of the Club shall not be incompatible with the objects of Woldingham Village Trust whom the Club shall affiliate. In carrying out the aforesaid objects the Club shall have due regard to supporting the objects, activities and financing of the Registered Charity No 200366, the Woldingham Village Trust.

## **RULE 2. REGISTERED OFFICE OF THE CLUB**

The Club's registered office shall be at Upper Court Road, Woldingham, Surrey CR3 7EB.

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

## **RULE 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 word 'Limited' in the centre and the remaining words of name of the Club in the margin. The seal shall be in the custody of the Secretary, or such other Officer as the Club Committee (hereinafter called 'the Committee') appoint, and shall be used only under the authority of a resolution of the Committee, the date whereof shall be mentioned on the instrument to which the seal is attached, and shall be attested by the signatures of two members of the Committee and the Secretary.

## **RULE 4. USE OF NAME OF THE CLUB**

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, endorsement cheques, and

orders for money or goods, purporting to be signed by or on behalf of the Club, and in all bills, invoices, receipts and letters of credit of the Club.

#### **RULE 5. POWERS OF THE CLUB**

- a. The Club shall have full powers to do all things necessary or expedient for the accomplishment of all objects specified in its rules;
- b. The Club shall have the power to enter into deeds of covenant with the Woldingham Village Trust in accordance with the provisions of Rule 27;
- c. The Club shall have the power to enter into an occupation licence or lease with the Woldingham Village Trust in order to carry out its business within the cartilage of the premises of the Woldingham Village Trust.

#### **RULE 6. SHARES IN THE CLUB**

Each applicant for membership of the Club shall purchase on election, one share in the Club. The share must be purchased before the Club member is entitled to any of the privileges of the Club.

Shares shall not be withdrawable or transferable and shall be of the value of £1.00.

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

#### **RULE 7. PROMOTING BODY OF THE CLUB**

The National Federation of Community Organisations (hereinafter referred to as the NFCO) shall be the promoting body for the registration of the Club as an industrial and provident society on the basis that:

- a. a community organisation, affiliated to the NFCO or to a local federal organisation of the NFCO, has supported the application for sponsorship of the Club;
- b. the community organisation affiliated to the NFCO or to a local federal organisation of the NFCO, and the Club have satisfied the NFCO that all the procedures required by them have been adhered to;
- c. The Club has accepted the model rules for registration as set out by the NFCO.

#### **RULE 8. CLUB'S ASSOCIATION WITH OTHER CLUBS**

All social clubs promoted by the NFCO shall be eligible to join the Scheme for Associate Club Membership between these clubs. The Scheme for Associate Club Membership shall be organised and administered by the promoting body

and representatives from local federal organisations of the NFCO and representatives from the social clubs.

Individual members, of social clubs that have joined the scheme for Associate Club Membership, may apply to their social club for Associate Club Membership. The grant, by a social club, of Associate Club Membership, will give that member the opportunity to visit other social clubs in the Scheme, with the rights and obligations of full membership with the exception of any right to stand for office, attend meetings or hold shares at social clubs other than the one of which he or she is a full member.

#### **RULE 9. ELECTION TO MEMBERSHIP OF THE CLUB**

Applicants for membership of the Club must be 18 years of age or over 18 and current members of the Woldingham Village Trust. The applicant must sign such declaration of his or her concurrence with and adherence to, the purposes of the Club as shall be required by the Committee. The election to Club membership shall be by the Committee (or duly constituted sub-Committee). The name, address and occupation of the applicant shall be prominently displayed in the Club premises in a part frequented by the members for at least two days before the day on which the applicant's name is submitted to the Committee for election. Every Club member on election by the Committee shall be supplied with a copy of the Club's rules and byelaws, at such charge, not exceeding 10 pence as the Committee may determine from time to time.

#### **RULE 10. CLUB MEMBERS' SUBSCRIPTIONS**

Every Club member shall pay to the funds of the Club a membership subscription which shall become due as soon as he or she is elected to membership by the Committee and may not be paid until he or she is so elected. On payment of the subscription, the Club member becomes a financial member entitled to any of the privileges of the Club. The rate of subscription shall be such sum per annum not exceeding £12.00 as is determined from time to time by the Committee, payable on the first day of January in each year.

#### **RULE 11. ARREARS OF CLUB MEMBERS' SUBSCRIPTIONS**

Any Club member who has not paid his or her subscriptions 28 days after it has become due shall be considered in arrears, and if he or she is not paid within 28 days thereafter he or she shall cease to be a member of the Club.

No Club member in arrears shall be permitted to use the Club or to be considered a financial member for the purposes of these rules.

#### **RULE 12. REGISTER OF CLUB MEMBERS**

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

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

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

The Club shall so construct the register of Club members that it is possible to be open to inspection the particulars entered therein mentioned in paragraphs a. and d. hereof without so opening to inspection the other particulars entered therein.

Every Club member shall, within 14 days, give notice to the Secretary of any change in his or her address.

### **RULE 13. CESSATION OF CLUB MEMBERSHIP**

Club members shall cease to be members:

- a. by no longer satisfying the conditions for admission of Club members as set out in Rule 9;
- b. by non-payment of membership subscription. Any Club member whose membership has ceased from this cause shall not again be elected by the Committee to Club membership unless he or she previously pays all arrears due from him or her at the time of his or her ceasing to be a Club member;
- c. by expulsion;
- d. by resignation; or
- e. by death.

### **RULE 14. MISCONDUCT OF CLUB MEMBERS**

Officers of the Club shall have power to order the withdrawal from the Club premises of any Club member who misconducts him or herself and such Club members shall have no right of re-entry the Club premises until summoned to meet the Committee as provided in Rule 15. If the next ordinary meeting of the Committee be within less than three days, such Club member may claim to

appear before them, and to have his or her case dealt with waiving the length of notice required by the said Rule 15.

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

#### **RULE 15. SUSPENSION OR EXPULSION FROM CLUB MEMBERSHIP**

The Committee shall have power to reprimand, suspend (for a period not exceeding 12 months) or expel any Club member who shall infringe any Club rule or byelaw, or whose conduct, whether within the Club premises or elsewhere, shall, in their opinion render him or her unfit for Club membership; but no Club member shall be reprimanded, suspended or expelled without being first summoned before the Committee and full opportunity afforded him or her to advance a defence nor unless two thirds at least of the members of the Committee then present and entitled to vote, shall vote for his or her suspension or expulsion. Every Club member so summoned shall (unless he or she 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 or her.

A suspended Club member shall not be entitled to use the Club premises nor attend any general meeting nor vote at any election nor hold any office during suspension, but shall remain liable to pay his or her membership subscription.

#### **RULE 16. RIGHT OF APPEAL ON SUSPENSION OR EXPULSION FROM CLUB MEMBERSHIP**

A Club member suspended or expelled from Club membership shall have the right to appeal to the Committee of the Woldingham Village Trust who shall be deemed to be the arbitrators appointed by the Club. No appeal shall be heard unless made within 28 days and in writing, addressed to the Secretary of Woldingham Village Trust.

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 there shall be no appeal from their decision.

#### **RULE 17. GENERAL MEETINGS OF THE CLUB**

There are two main kinds of Club general meetings: annual general meetings and special general meetings.

##### **a. Annual general meetings**

The annual general meeting shall be held in March of each year. This will be for the purpose of receiving reports on the year's work, accepting resignations

and electing Officers and other Committee members, receiving the account or accounts and balance sheet as audited, and the report of the auditor on the revenue account or accounts and balance sheet and to consider such other business as may be submitted by the Committee or any motion to be proposed by a member of which at least 28 days' notice has been given to the Secretary in writing. On receipt of such notice the Secretary shall add it to the agenda which shall be posted in the Club premises giving at least 14 days' notice of the annual general meeting. At the annual general meeting a report for the year shall be presented by the Committee.

The auditor shall be entitled to attend annual general meetings and all Committee meetings of the Club and to receive all notices of and other communications relating to general meetings and Committee meetings and to be heard at any meetings which he or she attends on any part of the business of the meeting which concerns the auditor.

**b. Special general meetings**

A special general meeting shall be called by the Secretary in the following cases:

- i. upon the direction of the Committee, and in accordance with such direction;
- ii. in circumstances as set out in Rule 19 (c); and/or
- iii. on a requisition signed by one-fifth of the total number of Club members entitled to attend and vote at a general meeting or 30 such Club members, whichever is the less, stating the special object thereof. Such special general meetings 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.

**c. Notice to be given of a special general meeting**

Notice of any special general meeting, and of the objective for which it is called, shall be posted by the Secretary of the Club premises at least 14 days prior to the date of the meeting. Should the Secretary not convene a special general meeting in manner required hereby within 14 clear days after a duly signed requisition has been delivered to him or her any of the requisitionists may call such a meeting, giving such notice as is provided by this rule.

**d. Business (or agenda) of general meetings**

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

**e. Quorum needed for general meetings**

One-fifth of the total number of Club members entitled to attend and vote at a general meeting or 40 such Club members, whichever is the less, shall form the quorum at all general meetings of the Club. If a quorum is not achieved within

30 minutes of the time fixed for the meeting then, if convened on the requisition of the Club members, the meeting 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 Club members present. No meeting shall become incompetent to transact business for the want of a quorum arising after the Chair has been taken.

**f. Adjournment of general meetings**

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

**g. Voting at general meetings**

Each financial member present shall be entitled to one vote on each motion.

**RULE 18. RULES OF THE CLUB**

**a. Supply of copies of the Club's rules**

The Secretary shall be supplied by the Committee will copies of the rules and shall be bound to give a copy person, on demand, on such payment (not exceeding £0.10) as the Committee may from time to time determine.

**b. Amendment of the Club's rules**

These rules may be amended only at a general meeting called for that purpose. Notice of any proposed amendment shall be posted in the Club premises for at least 14 days previous to the meeting to which the amendment is be submitted. Any amendment shall require the votes of least two thirds of the Club members present and entitled to attend and vote at such meeting. No amendment of rules is valid until registered in accordance with the Industrial and Provident Societies Acts.

Written notice of any amendment of rules must be given by the Secretary to the Chief Officer of Police and to the Clerk of local authority within 28 days of the registration the amendment in accordance with the said Acts.

**c. Byelaws of the Club**

The Committee shall have power to make such byelaws, as it may consider necessary for the good government and order of the Club, provided that no such bye-laws shall conflict with any of the Club's rules. A copy of all such byelaws shall be posted in a conspicuous place in the Club premises.

## **RULE 19. THE CLUB COMMITTEE**

### **a. Powers of the Club Committee**

The Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer and not less than six or more than fourteen Committee persons. The Committee shall control the management of the Club and shall have the exclusive power to engage or dismiss employees. It shall have power to purchase such articles and do all such 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 Club members, or to apply the Club funds, except for the purposes of the Club itself and for the purposes specified in Rule 27.

It shall meet not less than once a month for general business and not less than one third of the total of Committee persons 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. The Committee shall have the power to form such subcommittees as it may from time to time decide and to determine their terms of reference.

### **b. Retirement, vacation or cessation of membership of the Committee**

Any Committee member or Officer of the Club who shall cease to be a financial member or who is suspended under Rule 15 or who shall cease membership of the Club by any reason shall vacate his or her seat on the Committee. Any vacancy so occurring, or by any other cause shall be filled by the Committee, or in such other manner as the Committee may decide. All Officers of the Club and Committee members (with the exception of the Secretary) shall retire annually but shall be eligible to be elected again.

### **c. Removal or resignation from the Committee**

The Committee, or any member or members thereof, may be removed by the votes of two thirds of Committee members present and entitled to attend and vote at a Special General Meeting called for that purpose. In the event of the removal or the resignation of the whole or the majority of the Committee, the Secretary shall have the power to call a Special General Meeting for the purpose of electing Officers of the Club and new Committee members to replace those who have been removed or resigned. Notice of the Special General Meeting shall be in accordance with Rule 17 (c). The Secretary shall in these circumstances call upon the Committee of the Woldingham Village Trust to appoint the Chair for such meeting.

**d. Orders for goods and services by Committee members**

No Officer of the Club or Committee member of the Club shall by virtue of his or her appointment, have power to order goods and services 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 shall any office or salary, profit or remuneration be held by any member of the Committee, nor shall any honoraria be paid to Committee members, unless authorised by a General Meeting.

No person shall at any time be entitled to receive at the expense of the Club any commission or 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 benefits from the supply of intoxicating liquor by or on behalf of the Club to Club members or guests apart from any benefit accruing to the Club as a whole and apart 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.

**RULE 20. OFFICERS OF THE CLUB**

**a. The Club shall have a Chair, Vice-Chair, Secretary and Treasurer**

The Chair, Vice Chair and Treasurer shall be elected each year at the Annual General Meeting. The Secretary shall be elected at the Annual General Meeting and shall remain in office during the pleasure of the Club.

Any of the Officers of the Club shall be removable at any time provided two-thirds of the Club members present and entitled and attend and vote at a Special General Meeting called for that purpose shall vote in favour of such removal.

In the event of a vacancy arising amongst the Officers of the Club by death, resignation or other cause, the vacancy shall be filled, the Committee having power to appoint a member to fill the vacancy until the next election of Officers of the Club and Committee members. Any Officer shall vacate his or her office if suspended from membership under Rule 15 or upon ceasing membership of the Club from any cause. Any change in the office of Secretary must be notified by the Chair or Secretary within 42 days to the Clerk to the Justice. Every Officer of the Club dealing with Club moneys shall be insured with a recognised guarantee society for the due performance of his or her duties in such sum as the Committee or General Meeting may determine.

**b. The Chair of the Club**

The Chair or in his or her absence the Vice-Chair, or in the absence of both such Officers, an elected Deputy Chair shall take the Chair at all General Meetings and Committee meetings of the Club and in the event of equality of voting at Committee meetings shall have an additional or casting vote. At

General Meetings, the Chair (in the event of equality of votes) shall have a casting vote provided he or she has not already voted on the question.

**c. The Treasurer of the Club**

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 accounts and pay such debts and covenants 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 or her.

**d. The Secretary of the Club**

The Secretary shall keep upon the Club premises a register of the names and addresses of the Club members and a Club members' subscription book in which shall be recorded the payments of such Club members. He or she shall carry out the directions of the Committee and subject to such directions, shall receive moneys on account of the Club and pay them to the Treasurer, and keep such accounts as the Committee may direct. He or she shall attend all meetings of the Committee any subcommittee if so directed, take minutes of the proceedings, prepare accounts and balance sheets, and submit them to the Auditor.

**RULE 21. CLUB'S ANNUAL RETURN TO REGISTRAR OF FRIENDLY SOCIETIES**

**a. Annual return**

Every year not later than 31 March, the Secretary shall send to the Registrar of Friendly Societies the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to the Club's affairs for the period required by the Friendly Societies Act to be included in the return, together with:

- i. a copy of the report of the Auditor on the Club's accounts for the period included in the return; and
- ii. a copy of each balance sheet made during that period and of the report of the Auditor and that balance sheet.

**b. Copies annual returns to Club members**

The Club shall supply gratuitously to every Club member or person interested in the funds of the Club on his or her application a copy of the last annual return of the Club for the time being together with a copy of the report of the Auditor on the accounts and balance sheet contained in the return.

## **RULE 22. INSPECTION OF THE CLUB'S BOOKS BY CLUB MEMBERS**

Any Club member or person having an interest in the Club's funds may, at all reasonable times, inspect all books and accounts including the particulars in the register of Club members except those mentioned in paragraphs (b) and (c) of Rule 12 at the registered office of the Club 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 other Club member without his or her written consent.

## **RULE 23. CLUB'S BORROWING POWERS**

a. The Club shall have power to borrow money for the purposes of the Club, provided that the amount of money borrowed for the time being remaining undischarged not exceed £50,000 and that the interest paid or to be paid in respect of any money borrowed (except money borrowed by way of bank overdraft) shall not exceed 5 cent per annum or 1 per cent per annum above the Lloyds Bank plc base lending rate, whichever is the greater.

b. The Committee shall have power to determine from time to time the terms and conditions upon which money is borrowed and to vary such terms and conditions.

## **RULE 24. LOANS AND DEPOSITS FROM CLUB MEMBERS**

The Club shall not contract loans or receive moneys on deposit from its members.

## **RULE 25. AUDIT OF THE CLUB'S ACCOUNTS**

a. The Club shall in each year of account appoint a qualified auditor to audit its account 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.

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

c. The first appointment of an auditor shall be made within three months of the registration of the Club and shall be made by the Committee if no general meeting of the Club is held within that time. The Committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Club.

d. 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) be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing him or her has been passed) unless:

- i. a resolution has been passed at a general meeting the Club appointing somebody instead of him or her providing expressly that he or she shall not be re-appointed; or
- ii. he or she has given to the Club notice in writing of his or her unwillingness to be re-appointed; or
- iii. he or she is ineligible for appointment as auditor of the Club for the current year of account; or
- iv. he or she has ceased to act as auditor of the Club by reason of incapacity.

Providing 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 or her place has been given in accordance with paragraph (e) of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

- e. A resolution at a general meeting of the Club:
- i. appointing another person as auditor in place of a retiring auditor; or
  - ii. providing expressly that a retiring auditor shall not be re-appointed

shall not be effective unless notice of the intention to move it has been given to the Club not less than 28 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 Club members and to the retiring auditor in accordance with Section 6 of the Friendly and Industrial Provident Societies Act 1968, and shall give notice to Club members in accordance with that section of any representation made or intended to be made by the retiring auditor.

- f. None of the following persons shall be appointed as auditor of the Club:
- i. an Officer of the Club or servant of the Club; or
  - ii. a person who is a partner of or in the employment of or who employs an Officer or servant of the Club; or
  - iii. a body corporate.

g. 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 or her and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he or she is appointed.

h. The auditor shall have a right of access at all times to books, deeds and accounts of the Club and to all other documents relating to its affairs, and shall be entitled to require from the Officers of the Club such information and explanations as he or she thinks necessary for the performance of the duties of the auditors.

## **RULE 26. NOMINATIONS AND PROCEEDINGS ON DEATH OR BANKRUPTCY OF CLUB MEMBERS**

Upon a claim being made by the personal representative of deceased Club member or the trustee in bankruptcy of a bankrupt Club member to any property in the Club belonging to the deceased or bankrupt member the Club 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 1965, nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of his or her property in the Club at the time of his or her death, shall be transferred. On receiving satisfactory proof of death of a Club member who has made a nomination the Club 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 property comprised in the nomination to the person entitled thereunder.

## **RULE 27. APPLICATION OF CLUB PROFITS**

The profits of the Club shall be applied in the following way:

In maintaining or supporting by way of covenants the Registered Charity No 200366, the Woldingham Village Trust.

## **RULE 28. APPLICATION OF CLUB FUNDS**

Except by the dissolution of the Club, no profits or funds of the Club shall be distributed amongst the members.

## **RULE 29. INVESTMENTS OF THE CLUB**

Subject to the provisions of Rule 27 the Committee may invest the funds of the Club at such rate of interest and on such terms as they see fit in any of the following investments:

a. In the shares or in the security of any society registered under the Industrial and Provident Societies Acts, or under the Building Societies Act.

b. In any investment in which trustees are, for the time being by law, authorised to invest funds.

### **RULE 30. STATUTORY APPLICATIONS TO THE REGISTRAR OF FRIENDLY SOCIETIES**

a. Any ten members of the Club, each of whom has been member for not less than twelve months immediately proceeding the date of the application, may apply to the Registrar of Friendly Societies 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.

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

- i. apply for the appointment of an inspector or inspectors to examine into the affairs of the Club a report thereon; or
- ii. apply for the calling of a special meeting of the Club.

### **RULE 31. DISSOLUTION OF THE CLUB**

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

### **RULE 32. CONDUCT OF CLUB ELECTIONS**

#### **a. Nominations**

The election of Officers and Committee members of the Club shall (other than as specified in Rule 19 (c)) take place at the Annual General Meeting of the Club.

No Club member shall be eligible for nomination unless he or she has been a financial member for at least six calendar months (or in the case of the first Annual General Meeting of the Club a financial member of the Woldingham Village Trust for at least six calendar months).

Nominations shall be valid only when the proposer and seconder are financial members.

No Club member under suspension at the date of the Annual General Meeting shall be eligible for nomination nor shall they be entitled to propose or second nominations or vote.

No candidate shall be nominated for more than one position.

**b. Election by show of hands**

The election of Officers and Committee members shall be by a simple majority of votes of those Club members present and entitled to vote. Voting shall normally be by show of hands.

Two tellers shall be appointed by the General Meetings where elections take place. The tellers shall be responsible for giving the return figures of the count of hand votes. The tellers shall not be candidates or Officers of the Club or members of the Committee.

**c. Election by secret ballot**

The Club shall have the power to make provisions in its bye-laws for elections by secret ballot.

**d. Who may vote**

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

**e. In the event of a tied vote**

The candidates receiving the highest number of votes shall be declared duly elected. In the event of two or more candidates receiving an equal number of votes for the vacancy or vacancies, the names of such candidates shall be written on slips of paper, which shall be placed so the names are concealed, and the Chair shall then draw many slips as there are vacancies to be filled, and the member whose names are so drawn shall be declared elected.

**RULE 33. SETTLEMENT OF DISPUTES**

**a. Disputes between a Club member and an Officer of the Club**

All disputes between a Club member and an Officer of the Club shall, unless the Committee elects to refer the matter directly to a special meeting, be settled by the Committee. The decision of the Committee shall be final, unless any party aggrieved thereby shall within seven days produce to the Secretary a requisition satisfying the conditions mentioned in Rule 17 (b) (iii), whereupon the decision shall be reviewed by a special general meeting.

**b. Disputes between a Club member and the Club**

All disputes between a member or person aggrieved who has for not more than six months ceased to be a Club member, or any person claiming through such member or person aggrieved or under the rules and the Club or the Committee

shall be referred to the Committee of the Woldingham Village Trust or the persons appointed by them, who shall be the arbitrator or arbitrators of the dispute and whose decision shall be final.

#### **RULE 34. VISITORS AND GUESTS IN THE CLUB**

A Club member may personally introduce guests, but no Club member may introduce more than three guests at any one time. The visitor and the member introducing his or her shall enter their names and sign in a book kept for that purpose.

Visiting groups may be granted temporary Club membership at the discretion of the Committee provided that at least 48 hours' notice is given to Club members by a notice displayed conspicuously in the Club premises giving the individual names and addresses and the name and address of the group. Such persons shall individually be granted temporary Club membership and their membership shall cease at midnight on the day of the grant. Temporary Club membership shall in no case confer the right to attend or vote at any meeting of Club members.

The following shall not be admitted as visitors or guests:

- i. former members who have been expelled;
- ii. former members who have ceased to be members through non-payment of Club membership subscriptions;
- iii. persons who, having applied for membership, have been rejected;  
and
- iv. Club members who are under suspension.

Visitors who are not temporary members shall not make a purchase of intoxicating liquor. All visitors must be aged 18 years and over.

The Committee may debar a member introducing any particular person as a visitor if they so think fit. Members shall be responsible for the behaviour of their guests and in the event of any misconduct by the guest(s) the member responsible for their introduction may be subject to disciplinary action which may include suspension of the privilege of introducing guests for a period not exceeding twelve months and/or suspension of Club membership, or expulsion from Club membership.

#### **RULE 35. HOURS OF OPENING AND CLOSING OF THE CLUB PREMISES**

The club shall be opened and closed at such hours as may from time to time be fixed by the Committee, and as posted in the Club.

**RULE 36. PERMITTED HOURS FOR SUPPLY OF INTOXICANTS IN THE CLUB**

The permitted hours for the supply of alcohol in the Club shall be such as may from time to time determined by the Committee in accordance with the provisions of the Licencing Act 1964 and as notified to the Clerk to the Justices. Provided that if an order is made under Section 60, sub-sections (3) or (4) of the said Act, the provisions of section 62, sub-section (2) shall apply.

**37. Special functions in the Club**

Notwithstanding anything hereinbefore mentioned, intoxicating liquor may be supplied during the hours specified in Rule 36 to Club members and non-members of the Club attending at the Club premises when functions are authorised by the Committee provided always that:

- i. such function is a function of the Registered Charity No 200366, The Woldingham Trust: or
- ii. such function is promoted by and the responsibility of a member of the Club who is present at the function; or
- iii. such other function not being provided by paragraph i or paragraph ii above, being for the purpose of raising funds for the Club.
- iv. limited to twelve functions in any one year.



# **BYE LAWS**

## **of the**

# **WOLDINGHAM SOCIAL CLUB LIMITED**

### **Byelaw 1. General**

These Byelaws of the Woldingham Social Club Limited (hereinafter called the Club) were adopted by the Club's Committee (hereinafter called the Committee) on the 23 July 1997 in accordance with Rule 18 c of the Club. In the event of any ambiguity or inconsistency between these byelaws and the rules of the Club, the said Club rules shall prevail.

### **Byelaw 2. Election to Club membership**

A applicant for election to any class of membership of the Club shall be proposed by one and seconded by another Club member at least one of whom shall be a full member as defined the Club's rules, and both shall be capable, from personal knowledge to vouch for the respectability and fitness of the proposed to be a Club member, any person having been duly nominated shall be allowed the use of the Club premises up to the date of the next Committee meeting.

Members living outside Woldingham shall be known as 'associate members'.

If any member (other than a member of the Committee attending the election meeting) desires to object to an applicant being elected to Club membership, he or she shall hand to the Secretary his or her reasons in writing before the election of such member takes place. Any omission or inaccuracy in the particulars relating to or the description of any applicant shall render the election voidable in the discretion of the Committee. The decision of the Committee shall be final.

### **Byelaw 3. Honorary members of the Club**

a. The Committee shall have the power to remit for the lifetime of any full or associate member or for such shorter period as the Committee may determine the obligation to pay membership subscriptions and such members shall be called 'honorary full members' or 'honorary associate members' as the case may be.

b. Honorary members shall be eligible to hold office (subject to the limitations in the case of associate members stated in Byelaw 5 and have the full use of the Club premises as such member).

c. The Committee may elect for any year from honorary members one president who shall not be a member of the Committee, but the president will preside over

General Meetings of the Club in place of the Chairman when the meeting considers the election of the Chairman.

**Byelaw 4. Officers of the Club**

a. The Treasurer shall at all times be a full member resident in Woldingham and should the Treasurer cease to reside on Woldingham, he or she shall offer his or her resignation forthwith.

b. The Secretary shall at all times be a full member resident in Woldingham and should the Secretary cease to reside in Woldingham, he or she shall offer his or her resignation forthwith.

c. The Chairman and Secretary of the Committee shall be ex-officio of all sub-Committees of the Club, which shall however, be entitled to elect from their members a deputy to preside over meetings of such sub-Committees in the Chairman's or Secretary's absence.

**Byelaw 5. Monthly Committee meetings**

All meetings must have a full quorum, if this is not possible the next meeting will be held on the fourth Wednesday of the following month.

**Byelaw 6. Associate members of the Club**

a. Associate members shall be entitled to notice of and to attend General Meetings of the Club and to speak there at but shall not be entitled (except as hereinafter appearing) to vote thereat.

b. Associate members alone shall propose and elect their representatives to the Committee from associate members of the Club (but not more than four in any serving term on the Committee) and such election to take place separately at the Annual General Meeting of the Club.

**Byelaw 7. Intoxicating liquor**

a. The purchasing of intoxicating liquor by the Club and the supply of the same on behalf of the Club shall be controlled by the Committee who shall secure the due observance of the provisions of the Licensing Act 1964 and all other Acts relating thereto and of any conditions attached to any Registration Certificate granted in respect Club's premises.

b. Intoxicating liquor shall not be supplied except to full and associate members of the Club 18 years of age and over, such members having been duly elected in accordance with Rule 9 hereof.

c. Provided, however, that intoxicating liquor may be sold to bonafide visitors or guests of and with a Club member on the Club premises at the same time, such guests and the member introducing them shall sign the visitors' book kept on the Club's premises for the purpose, and pay a fee determined the Committee and the Club member introducing such guests shall be responsible for ensuring the compliance by his or her guest with the Club's rules and byelaws.

d. The supply of intoxicating liquor in the Club's premises shall be permitted during such hours as shall from time to time be determined by the Committee but in no case shall begin earlier nor end later than the licensing hours on any day.

### **Byelaw 8. Ballots**

Voting at the General Meeting shall be by show of hand, should there be two or more candidates receiving an equal number of votes the names of such candidate shall be re-submitted and a ballot will take place.

### **Byelaw 9. Permitted activities**

No tontine, slate club, darts club or similar activities shall be conducted on the Club's premises without the sanction of the Committee.

**NOTE: Members of the Club are obliged to observe any changes the Committee may make to the byelaws of the Club which will be displayed appropriately in the Club's premises.**

