

NEWTOWN SPORTS AND SOCIAL CLUB

CLUB RULES

NAME

1.(a) The club shall be called the Newtown Sports and Social Club.

1.(b) USE OF NAME. The name of the club shall be kept painted or affixed to the outside of the club premises in a conspicuous position in letters easily legible, and shall be mentioned in legible characters on all business letters, notices, advertisements and other official publications of the club, 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 on all bills of parcels, invoices, receipts and letters of credit of the club.

OBJECTS

2. The objects of the club shall be to provide members with social intercourse, recreation and refreshments and shall be non-political

3. The Officers of the club shall consist of a President, Chairman, Hon. Secretary and Hon. Treasurer. All of whom shall remain in office at the pleasure of the club or until their successors have been appointed. At the end of their term of office they shall be eligible for re-election.

TRUSTEES

4. (a) The Trusteeship of the club shall consist of not less than two nor more than four members of the club (as per Declaration of Trust, 19.4.1947). All Trustee appointments shall be made by the Committee.

4. (b) Any present or future Trustee may resign the Trusteeship at any time by a note in writing addressed to the Secretary or to the Committee. The Committee in seeking to remove a Trustee from Office, must have the approval of a General Meeting of Club Members and the Trustee shall be given the right of appeal against the decision. This rule may only be changed by the approval of two thirds of the total membership.

4. (c) Whenever there shall be a vacancy in the Trusteeship by death, resignation, removal or any other cause the Committee may by resolution nominate one or more Trustee or Trustees to fill the vacancy, and upon any such appointment the number of Trustees may be increased or reduced provided that the number be never less than two nor more than four.

4. (d) All present and future Trustees shall have their names recorded on club deeds under the direction of club solicitors.

4. (e) The full Committee shall meet the club Trustees four times during each year. One such meeting shall be for the presentation of the club's yearly balance sheet previous to the A.G.M.

4. (f) CLUB PROPERTY AND CASH. The property of the club (other than cash which shall be under the control of the Treasurer) shall be vested in the Trustees.

They shall deal with the property of the club as directed by resolution of an A.G.M. (of which an entry in the Minute Book shall be conclusive evidence) and they shall be indemnified against risk and expense out of the club funds.

4. (g) If at any time the club in General Meeting shall pass a resolution by a majority of not less than two-thirds of the members present at a duly convened meeting of the club or voting by proxy shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the club such amount of money, either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be specified in such resolution and thereupon the Trustees shall at the direction of the Committee make all such dispositions of the club property or any part thereof and enter into such agreement in relation thereto as the Committee may deem proper for giving security for such loans and interest. All members of the club, whether voting on such resolution or not and all persons becoming members of the club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

4. (h) DISSOLUTION OF “THE NEWTOWN SPORTS AND SOCIAL CLUB” AT ANY FUTURE TIME. Any resolution to sell the Club must be approved by a two thirds majority of the total membership by postal ballot. This rule may not be removed without the approval of two thirds of the total membership.

If the resolution to sell the Club is confirmed the Committee shall thereupon or at such future date as shall be specified in the resolution proceed to and instruct the Club Trustees to realise the property of the Club and after discharge of all its liabilities shall divide the same equally among members and upon completion of such division the Club shall be dissolved provided that no member who shall not have completed ten years consecutive membership on the date when the resolution of the dissolution has been passed shall be entitled to share in such division.

MANAGEMENT OF THE CLUB

5. The entire management of the club and its affairs and of its fund and expenditure shall be vested in the Committee which shall consist of the President, seven elected members and the Secretary, Treasurer and Chairman. All posts are Honorary, the President, Secretary, Treasurer and Chairman being ex-officio members of all the Sub-Committees.

CLUB TREASURER WHO SHALL ACT IN ACCORDANCE WITH THE INSTRUCTIONS OF THE COMMITTEE

6. (a) The Treasurer is responsible that all cash taken in the club from any source whatever, is duly recorded in a Personal or impersonal Ledger Account.

6. (b) The Treasurer shall be responsible for the paying into the bank of all moneys received by the club from all sources 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 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.

CLUB SECRETARY WHO SHALL ACT IN ACCORDANCE WITH THE INSTRUCTIONS OF THE COMMITTEE

7. (a) The Secretary shall keep upon the club premises a list of the names and addresses of the members of the club and a subscription book of recorded consecutive subscriptions made by the members.

7. (b) He shall attend all the Committee Meetings, take Minutes of the proceedings, help prepare with club Treasurer accounts and Annual Returns and submit same to the club's Accountant for yearly balance sheet.

7. (c) The Secretary shall supply gratuitously to every fully paid up member a copy of the Club's yearly balance sheet and voting papers for the yearly election of the Committee and on the voting paper the number of consecutive years of membership shall appear by the side of any member's nomination for election.

7. (d) It shall be the right of any fully paid up member to inspect the Club Secretary's Minute Books but only in the presence of the Club Secretary or a Club Officer. No Club Records, Minute Books, or other Documents shall be removed from the club premises other than by Club Officers and Committee members in connection with their duties.

ELECTION OF OFFICERS, COMMITTEE AND LIFE MEMBERS

8. (a) CONDUCT OF ELECTIONS. No member of the club shall be eligible for nomination as an Officer of the club unless he or she has been a fully paid up member for a period of not less than THREE consecutive years and served at least TWO years on the Committee. A member nominated for the Committee must have been a fully paid up member of the club for a period of not less than TWO years.

8. (b) The President, Secretary, Treasurer and Chairman shall be elected for a two year period, two one year and two the next, all other Committee members shall be elected for a two year period.

Nomination for Office and Committee shall be made during the first FOURTEEN days of September of each year properly proposed and seconded by subscribing members of not less than three years of consecutive membership in accordance with Rule 8 (a)

8. (c) Names may only be placed on or removed from the Nominations Notice by the Secretary or one of the Officers of the Committee. It shall be deemed an infringement of Club Rules for anyone else so to do.

The list of nominations shall be posted on the Notice Board until the Annual General Meeting. Ballot papers for the fully paid up members as Rule 7 (c) shall be obtainable from the Secretary during the fourteen days prior to and on the day of the Annual General Meeting and a ballot box fixed during that time in a prominent position and CLOSED by the President

immediately the meeting is declared open.

The result of the ballot shall be declared at the Annual General Meeting, the voting papers having been counted by scrutineers appointed by and in the presence of the meeting excluding Officers and Committee members and all members seeking election as an Officer or Committee member.

8. (d) It shall be a condition that all properly proposed and seconded members seeking election for Office or Committee vacancies shall have displayed gratuitously in a prominent position within the club near the ballot box a photograph of that individual to ensure that the club membership fully understand other than by name the nominee seeking election.

8. (e) ELECTION OF VICE PRESIDENT. The election of club Vice-President shall take place at the Annual General Meeting although not by ballot, conditions of nomination to be as Rule 8 (a).

8. (f) LIFE MEMBERS. The appointment of club Life Membership shall only be made by full Committee to fully paid up members complying with Rule 8 (a) and in recognition of long and loyal service to club and its members.

Nominations for Life Membership can be made to Committee in writing by fully paid up members also complying with Rule 8 (a) of which a vote of two-thirds majority by Committee shall be considered necessary to pass such Life Membership.

SUB-COMMITTEE APPOINTMENTS

9. (a) The Committee shall at the first Committee Meeting following the Annual General Meeting of each year appoint the following Sub-Committees by nomination and full voting procedure of which the outcome shall be entered into the Club Minute Book by the club Secretary.

9. (b) Committee Vice-Chairman.

9. (c) Finance Sub-Committee consisting of four Committee members (club Treasurer shall automatically act as Finance Sub-Committee Chairman). The four members so elected to Finance Sub-Committee shall have powers to sign all cheques on behalf of the club.

Two signatures shall be required for each cheque, club Treasurer shall sign all cheques with a signature of one other member of the Finance Sub-Committee.

The club Treasurer shall be responsible that specimen signatures of the Finance Sub-Committee members together with the necessary form of authority signed by the club Secretary and Chairman shall be presented to the club's Bank Manager and shall be changed yearly as necessary after the Annual General Meeting.

Finance Sub-Committee shall have power only to recommend to full Committee it shall be a condition that the Finance Sub-Committee shall meet one hour before the Main Committee Meeting in order to prepare and recommend all bills for payment to the Main Committee.

9. (d) BAR/WINES SUB-COMMITTEE. Chairman and three Committee members who shall be responsible and recommend to Main Committee the following:

i) The supply and sale to members of wines spirits and all intoxicating liquor and other such goods as is required to sell on club premises.

ii) A full bar stock-taking report from an official company not less than eight times per year or more if considered necessary.

iii) Recommendations to vary bar prices.

iv) Engagement of part-time employees for general bar duties.

9. (e) ENTERTAINMENTS AND SPORTS. Chairman with three members of Committee (or more if necessary) who shall be responsible to the Main Committee and recommend the following:-

i) To programme all club entertainment by way of:-

General entertainment

Sub-section activities

All section league activities

Raffles, draws, competitions and permitted games of chance for the benefit of club funds.

ii) To be responsible to present monetary accounts to Committee of expenditure of the above.

9. (f) NON-COMMITTEE SUB-COMMITTEE. The Committee may appoint Sub-Committee of Non-Committee members as occasion requires. Such Sub-Committees shall be responsible to the Committee.

MISBEHAVIOUR

The Committee shall have the power to reprimand, suspend (for not more than six months) or expel any member who shall infringe any rule, or whose conduct, whether within or without the club house, shall in their opinion, render that member unfit for membership.

It shall be the right of a member to be accorded the opportunity to appeal. The above rule

to also apply to Life Members. A member so expelled shall have the right of appeal to the Club Committee either by letter or in person.

In the absence of the Secretary from the club, the Steward has full authority to order or evict the offending member(s) from the club premises. A report of the incident, together with the names of witnesses, will be rendered in writing to the Secretary by the Steward/Stewardess within 24 hours of the occurrence.

11. RETIREMENT, VACATION OR CESSATION OF MEMBERSHIP. Any member of the Committee not attending for three consecutive meetings shall, unless he sends an explanation which the Committee considers satisfactory, cease to be a member of the Committee.

Any member of the Committee who shall cease to be an ordinary member, or who is suspended or expelled under Rule 10 or who shall cease membership of the club for any reason, shall vacate his seat.

Any vacancy so occurring, or by any other cease, shall be filled by the Committee and the next in order of voting from the previous year's voting list be selected to fill the vacancy and remain in office for the unexpired period until the next Annual General Meeting.

ELECTION OF MEMBERS

12. Every person desiring to become a member must be proposed by one member and seconded by another member, both of whom shall have been themselves members for not less than one year.

The name, address and occupation of each candidate who must be at least sixteen years of age shall be posted on the Notice Board for the space of three days previous to the application being passed by the Secretary to a Sub-Interviewing Committee of at least three Committee members.

Any club member who shall be of the opinion that any candidate so proposed would not be a desirable member shall report the same to the Secretary who shall lay it before the Committee.

The election shall be by ballot and shall be vested solely in the Interviewing Sub-Committee or if necessary by Full Committee whose decision shall be final. It shall also be a condition that the proposing and seconding members for a new member shall be responsible for that persons conduct during the first year's membership, and if by knowingly introducing into the club an undesirable person, shall be liable to forfeit their own membership.

The club Secretary shall operate when necessary a waiting list for persons wishing to become members of the Club and shall inform the Committee when a vacancy occurs.

It shall be a condition of membership subject to Rule 12 to:-

- (a) Members children becoming of age.
- (b) Single persons partner on marriage.

SUBSCRIPTION AND ENTRANCE FEE

13. An entrance fee shall be payable on acceptance of membership at a rate to be fixed by the Committee.

The annual subscription shall be determined by the Committee and shall be paid in advance on the first day of April of each year.

Every new member shall pay an entrance fee and subscription on receiving the official notification of his election and if the same be not paid within one month of election shall be void unless the member can justify the delay to the satisfaction of the Committee.

No newly elected member shall use the club or participate in any of the advantages, activities or privileges of the club until his subscription has been paid.

MEMBERSHIP TICKET

14. Every member shall receive a membership ticket which must be produced when required by the steward or any Officer of the club. Any member who shall refuse to produce such ticket when requested shall forfeit his right to remain on the club premises.

Also any member transferring membership ticket to another person for gaining entrance to the club premises shall be deemed to have violated his trust and shall forfeit his membership by expulsion.

SUBSCRIPTION IN ARREAR

15. If any member shall fail to pay his or her subscription by the 30th April of each year it must be considered in arrear.

Members who are in default as above described, or who have not paid their dues by the 30th April shall be Non-Members as from that date.

ANNUAL GENERAL MEETING

16. An Annual General Meeting of the members shall be held in October of every year for the purpose of receiving the report of the Committee and an abstract of the accounts and general concerns of the club for the past year, and declare the result of the ballot for Officers and Committee.

A Special General Meeting shall be called when requested by the Committee or upon receipt by the Committee of a request in writing giving reasons from at least twenty-five members of the club desiring such meeting. Failure by the Committee to convene a requested meeting within fourteen days of the meeting of the Committee shall give the callers of the meeting the right to convene such meeting after posing the notice of intention for fourteen clear days. Any business transacted at the meeting shall be deemed as having been transacted at an official meeting, except that the rules of the club shall not be transgressed.

This rule may only be removed with the approval of a two thirds majority of the total paid up membership.

NOTICE OF MEETING

17. Notice of all General Meetings shall be posted on the Notice Board in the club for at least fourteen clear days before the date appointed for such meetings and must distinctly state the object of such meetings.

HOURS

18. The club shall be open for the use of members at such times as the law demands.

The times of sale of intoxicating liquors will be as laid down in the licensing acts. The Committee shall have power to close the club or after the hours of its being open at any time which in their opinion they think desirable.

TEMPORARY MEMBERS

19. A person visiting the neighbourhood may become a temporary member for a period not exceeding two months on being nominated by a permanent member and approved by the Secretary and two members of the Committee. Any member of a recognised Sports and Social Club invited by the Club to an officially approved match or competition may be admitted as a Temporary Member to all the privileges of the Club House. The subscription for temporary members shall be fixed by the Committee, payable in advance. In the case of visiting teams, a list of names must be sent to the Secretary at least 72 hours before the match. Temporary members shall not be entitled to take part in the general business of the club.

VISITORS

20. A permanent member may introduce a visitor as a guest, the Secretary and Committee shall have the right to deny the admittance of any such visitor should the necessity arise.

The Officers of the Club may invite groups of members from other Clubs to visit the Club for Social or Sporting purposes and lists of names of such visitors must be sent to the Secretary at least 72 hours in advance of the visit.

VISITORS' BOOK

21. The name and address of each visitor and the member by whom he/she has been introduced shall be written into the Visitors' Book kept for that purpose.

The Officers of the Club shall be employed to sign in groups of visitors "en bloc" for special events such as Presentation Nights.

REFRESHMENTS

22. Visitors shall not be allowed to purchase any refreshments or tobacco or pay for any games in the club.

COMPLAINTS, ETC.

23. Any complaints for consideration by the Committee shall be made by letter to the Secretary. Suggestions to be entered in the Suggestion Book.

REMOVAL OF BOOKS, ETC.

24. No member shall take or permit to be taken away from the club or shall injure or destroy any newspaper, book or other article the property of the club.

ADVERTISEMENTS

25. No paper, pamphlet, advertisement or notice of any kind shall be permitted in the club without the sanction of the Committee and no private trading will be permitted on the club premises.

INTOXICATED PERSONS

26. No intoxicated person shall be allowed in the club

DOGS

27. No dogs shall be allowed on the club premises unless on a lead.

SUSPENSION

28. No suspended or expelled member (during the time of his suspension or after his expulsion) shall be allowed in the club without the permission of the Committee.

STEWARD

29. The Steward shall keep the rooms and the furniture clean and in order and attend to the opening and closing of the club and generally act in accordance with the instructions of the Committee or the Secretary.

He shall report to the Secretary any infringement of the rules or by-laws of the club.

ALTERING RULES

30. (a) No alteration or addition shall be made to these rules except at an Annual General Meeting and then only after due notice of any proposed alteration or addition has been given by being posted on the Notice Board fourteen days previous to the meeting.

Changes to the Rules 1.(a); 4.(b); 4.(h) and 16. must receive the approval of a two thirds majority of the total membership by a postal ballot.

30. (b) That all recommendations from the Committee to Annual or Special General Meetings

shall be deemed to be proposed and seconded.

30. (c) No member of the club or group of members shall benefit in any way financially from the profits of the club, except that Honorariums may be granted at the discretion of the Committee.

VOTES

31. Every fully paid up member shall be entitled to one vote. Members unable to attend meetings shall be allowed to vote either by Proxy or by Power or Attorney, if they so wish, on any resolution put forward at any General Meeting (i.e. Special or Annual General Meeting). Members must inform the Secretary in writing of their intention before each meeting.

CHILDREN

32. All members children or guests of members and their children shall be under the control of that member at all times.

Children shall not be permitted to:-

1. Any bar area
2. Snooker room
3. General use of the club rooms without strict supervision from their parents at all times.

Members, or members guests not complying with this rule can be asked to leave the club.

The Committee shall when necessary bar all children using the club under the age of 16 years.

FOOD AND DRINK

33. No member or guest may bring their own food or drink to consume on the club premises.

Please, always remember...

Do report change of address to the Club Secretary in writing.

Don't ring through to the Club when the Club is busy.

Do inform the Club Secretary when you have lost or damaged your membership card.

Don't try to order from the bar any goods whatsoever, including change for the machines, when the bar is closed.

Do sign your visitors name clearly in the visitors book at all times.

Don't forget to inform the Club Secretary when you know of a club member who is ill, or in hospital or who has passed away.

Do contact any Committee member if you wish for help or guidance with any club matter.

Don't forget that if you have a friend waiting to become a member to collect a membership application form from the Secretary or any member of the Committee, and that you will be responsible for them during their first year's membership.

Do park your car correctly in the car park.

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