

AVEBURY SPORTS AND SOCIAL CLUB Reg.No: 1516W
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1. Interpretation & Scope

- a) These rules supersede all previously issued rules and therefore and thereafter are to be known as ~~the Rules~~
- b) In these Rules, unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine.
- c) These Rules can be supplemented but not contradicted by appropriate Bye-Laws see Rule 13.2
- d) The Rules are to be adhered to by all Members and where relevant all Guests Employees and Visitors to the Club's premises.
- e) Any reference to the Chief Registrar, Registrar, Central Office, Assistant Registrar (for Scotland) or the Registry of Friendly Societies includes reference to the statutory successor carrying out the function of any of them.

2. Names and Objects

The society (hereinafter called ~~the Club~~) shall be called the Avebury Sports and Social Club. Its objects (hereinafter called ~~the Objects~~) are to provide for the use of its members the means of social intercourse, mutual helpfulness, mental and moral improvement; to afford to its members a focal point for social and cultural events and activities; to provide a focal point for members wishing to arrange charitable or cultural activities; to support and provide appropriate facilities for local sporting organisations based in the Parish of Avebury; and, to sustain its own future and enjoy the other advantages of a club.

No income of the Club shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever to the members of the Club or Affiliated Members.

3. Registered Office.

The registered office shall be at Beckhampton Road, Avebury, Marlborough, Wiltshire SN8 1RD. Notice of any change in the situation of the registered office shall be sent by the Secretary within 14 days thereafter to the Financial Conduct Authority or its successors in manner and form provided by any relevant Statute.

4. Use of Name.

The name of the Club shall be displayed on the outside of any premises owned or habitually used by the Club in a conspicuous position, in letters easily legible, and shall be printed in legible characters in all business letters, notices and 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, 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 the Objects specified in the Rules, including the power to borrow, 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. Admission of Members

- a) Any two members of not less than six months standing may propose and second a candidate for membership provided they are able from personal knowledge to vouch for his respectability and fitness to be a member and both shall sign a nomination form to this effect. The candidate shall pay an entrance fee as determined by the members at the Annual General Meeting. Any sum deposited shall be returned in the event of non-acceptance as a member. The candidate shall sign such declaration (if any) of his concurrence with, and adherence to, the Rules as shall be required by the committee. The election shall be by the committee, and the candidate and his proposer and / or seconder shall appear, if required, in person before the committee. No candidate shall be elected who is less than 18 years of age. The name and address of the candidate, with the names of his proposer and seconder, shall be prominently displayed in the Club premises in a part frequented by the members, for at least seven days before the day on which his name is submitted for election.
- b) Every member on election shall be supplied with a copy of the Rules, at such cost deemed appropriate as the committee may determine from time to time.

7. Subscriptions.

- a) Every member shall pay to the funds of the Club a subscription, which shall become due on the first of January each year. The subscription must be paid before the member is entitled to any of the privileges of the Club. The rate of subscription shall be such sum as determined by the members at the Annual General Meeting. The subscription is payable during January of each year. Any member who has not paid his subscription by 1st February shall be considered in arrears, and if not paid by 1st March he shall cease to be a member.
- b) No member in arrears shall be permitted to use the Club, or be considered a member for the purposes of the Rules, except in the following circumstances.
- c) 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, in writing, excuse payment of such member's subscription for such period as it thinks fit and in such circumstances the member shall not forfeit the privileges of membership.

8. 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 name and address of every member of the Club.
- b) The date on which each person was elected as a member of the Club, and the date at which any person ceased to be a member.
- c) The names and addresses of the Officers of the Club, together with details of each office held by them and the dates on which they were elected to such office.

8.1 Inspection of Register

The Secretary shall maintain the register of members in such a way that any member who wishes to see his own particulars - entered therein as mentioned in paragraphs (a) and (c) either by, hard copy or electronic copy may do so.

8.2 Members Change of Address

Each member shall, within 14 days, give notice to the Secretary of any change in his address. Correspondence sent to a member's last known address as entered in the register of members shall be deemed to have been received.

9 Cessation of Membership

Members shall cease to be members:

- a) By reason of non-payment of subscription. Any person whose membership has ceased from this cause shall not again be elected to membership unless he is proposed, seconded and re-elected as in Rule 6.
- b) By expulsion.
- c) By resignation by notice of not less than three months given to the Secretary in writing unless the committee waives the requirements for the same.
- d) By death.

10 Affiliated Clubs.

The following organisations shall (subject to their members continued agreement) be affiliated to the Club: Avebury Cricket Club, Avebury Youth Football Club. Other sporting organisations may also be affiliated to the Club if authorised at an AGM or Special Meeting / EGM called for that purpose. This shall require the votes of at least two-thirds of the members present at such meeting. Such organisations shall be referred to in the Rules as Affiliated Clubs.

Any member of an Affiliated Club shall upon payment the Affiliated Members subscription of £1, or such sum as determined by the Club members at the Annual General Meeting, be deemed an Affiliated Member, and be issued with an Affiliated Member's card.

11 Admission of Affiliated Members.

So long as they shall hold an Affiliated Members card, all Affiliated Members shall subject to the following provisions of this rule be admitted to the Club premises and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises. An Affiliated Member before being admitted to the Club must produce his membership card of the affiliated organisation and his Affiliated Members card.

Affiliated Members shall have the same rights and privileges and be subject to the Rules and bye-laws as ordinary members except that they shall not be entitled to vote at any meeting of the Club. The committee may refuse admission to Affiliated Members or limit their admission to such times and such parts of the Club premises as they think fit in the interests of the Club. Notice of such limitations shall be sent to the Secretary of the Affiliated Clubs.

No Affiliated Member shall be admitted to the Club unless his subscription shall have been paid for the current year in which he seeks admission to the Club.

12 Meetings

12.1 Ordinary Meetings.

- a) There shall be one Annual General Meeting (AGM) held each year, to be held no later than 31st June. At least 1 month's notice of the AGM, with a copy of the agenda shall be posted in the Club. A copy of the Accounts is to be displayed at least 7 clear days before the AGM. A personal copy of the balance sheet will be provided to any member upon written request to the Secretary and sufficient copies shall be made available at the AGM, based on the previous year's attendance numbers.
- b) The business of the AGM shall be to:
 - i) Receive the account or accounts and balance sheet or balance sheets as audited if required.
 - ii) Receive any report of the Accountants on the revenue account or accounts and balance sheet.
 - iii) Receive a report for the year as presented by the Chairman of the Club Committee.
 - iv) Receive the Treasurers report.
 - v) To deal with the election of Officers of the Club and Club Committee and to initiate any Voting arrangements if necessary such as confirmation of Scrutineers, voting days/times etc.
 - vi) Consider such other business as may be submitted by the Club Committee or any motion to be proposed by a member of which at least 5 clear days notice has been given to the Secretary in writing.
 - vii) Review the following years Membership Subscription rate.

12.2 Special Meetings / Extraordinary General Meetings

- a) A special meeting / EGM shall be called by the Secretary in the following cases:
 - i) Upon the direction of the Club Committee, and in accordance with such direction.
 - ii) On a requisition signed by one fifth of the total number of members entitled to attend and vote at a General Meeting or 100 such members if the total number of members is not less than 1,000 and not more than 10,000, stating the special object thereof. Such meeting shall be held not less than 7 days and not more than 30 days from the date of receipt by the Secretary of the requisition.
- b) An application to the Financial Conduct Authority to carry out an investigation into the affairs of the Club may be made in the following case:
 - i) On a requisition signed by one fifth of the total number of members entitled to attend and vote at a General Meeting or 100 such members if the total number of members is not less than 1,000 and not more than 10,000, stating the special object thereof. Such meeting shall be held not less than 7 days and not more than 30 days from the date of receipt by the Secretary of the requisition.
- c) An application under this section shall be supported by such evidence for the purpose of showing that the applicants have good reason for requiring the meeting or investigation and are not actuated by malicious motives.

12.3 Notice to be given

Notice of any special meeting / EGM / investigation, and the object for which it is called, shall be posted by the Secretary in the Club at least 10 days prior to the date of the meeting. Should the Secretary not convene a special meeting / EGM / investigation in the manner required hereby within 30 clear days after a duly signed requisition has been delivered to him, any member who shall have signed such requisition shall call such a meeting, giving such notice as is provided by this rule.

12.4 Business

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

12.5 Quorum

A general meeting may proceed to business if there are in total at least 10 voting members present including voting members of the Club Committee as provided by Rule 14.1 within an hour after the time fixed for the meeting, otherwise the meeting, if convened on the requisition of the members, shall be dissolved. If a meeting convened by order of the committee shall not be quorate, it shall stand adjourned to the week following, at the same time, and the meeting so adjourned may proceed to business whatever the number of members present. No meeting shall become incompetent to transact business for the want of a quorum arising after the chair has been taken.

12.6 Adjournment

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.

12.7 Voting.

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

13. Rules

The Secretary shall maintain a master updated copy of the Rules and the Rules shall be made available on demand for any member to view with any changes/amendments from the latest printed version to be clearly marked. A copy of the latest printed version shall be available to any person, on demand, on such payment as the Club Committee may from time to time determine.

13.1 Amendment

- a) The Rules may be amended only at an AGM or Special Meeting / EGM called for that purpose. Notice of any proposed amendment shall be posted in the Club for at least 14 clear days prior 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. No amendment of the Rules shall be valid until registered in accordance with relevant legislation.

- b) Written notice of any amendment of the Rules must also be given by the Secretary to the requisite Local Authority, Police and/or any other relevant body that requires notification within 28 days of the registration of the amendment in accordance with the said acts.

13.2 Bye-Laws.

The Club Committee shall have the power to make such bye-laws as it may consider necessary for the good governance and order of the Club, provided that no such bye-laws shall directly conflict with any of the Rules. A copy of all such bye-laws shall be maintained / updated as appropriate by the Secretary and posted in a conspicuous place within the Club's premises.

14. Committees

14.1 Powers of the Club Committee

- a) The Club shall be managed by the Club Committee which shall consist of the following (all of whom shall be above the age of 18).
 - i) Secretary
 - ii) Chairman
 - iii) Treasurer
 - iv) Not more 8 Committee Members
 - v) One representative of each/any of the Affiliated Clubs.
- b) The Club Committee shall control the management of the Club and shall have exclusive power to engage or dismiss a Bar Manager and other servants. It shall have the power to purchase such articles and do all such things practically and financially as it may deem necessary for the survival of the Club and 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 judgement such action would be injurious to the best interests of the Club. Nothing in the Rules shall enable the Club 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 purposes specified in Rule 23. The Club Committee shall meet not less than once a month or as may be agreed from time to time by the Club Committee and not less than one half of the total of the Club Committee shall form a quorum. No resolution of the Club Committee shall be rescinded unless notice to rescind has been given at the previous meeting of the Club Committee.
- c) The Club Committee shall delegate certain of its responsibilities to a maximum of three Sub-Committees in accordance with Rule 14.2

A qualifying criteria for eligibility to become a member of the Club Committee is that the person applying (or being co-opted in the event of filling a casual vacancy), must be a current member and must have been a member of the Club for a minimum of 1 year immediately prior to any application / co-option.

14.2 Composition of Powers of Sub-Committees.

The Club Committee shall at its first meeting following the AGM elect a maximum of 3 sub-committees subject to availability of willing and able Club Committee Members, members and Officers. Each Sub-Committee shall consist of no fewer than two other Club Committee members.

a) Finance Sub-Committee

This committee is to be chaired by the Treasurer, Secretary or other Officer of the Club. It shall have the power to purchase such articles and do all such things of a financial nature as it may deem necessary for the carrying out of the Objects of the Club. The Finance Committee reports back in to the main Club Committee on any significant matters.

b) Entertainments Sub-Committee

This committee is to be chaired by the Secretary or other Officer of the Club and shall have the power to book entertainment, make bookings for and generally determine the entertainment and sports aspects of the Club. The Entertainments Sub-Committee reports back in to the main Committee on any significant matters and to the Main and/or Finance Committee on any matters where there is a requirement to commit to spend.

c) Buildings Sub-Committee

This committee can be chaired by any Officer or Committee member and shall have the power to review any works requirements for the Club with a particular responsibility to maintain and improve the Club Premises for the mutual benefit of the Club and its members. On any matters where there is a requirement to commit expenditure the Buildings Sub-Committee shall report back in to the Club Committee for approval.

14.3 Retirement, Vacation or Cessation of Membership

Any Officer or Club Committee member not attending for three consecutive meetings shall, unless he sends a letter of explanation which the committee considers satisfactory, he shall cease to be a member of the committee and in the case of an Officer shall also be removed from office. Any committee member or Officer who shall cease to be a member of the Club, or who is suspended under Rule 11, or who tenders his resignation in writing or who shall cease membership of the Club for any reason shall vacate his seat. Any vacancy so occurring, or by any other cause, shall be filled by the Club Committee, or in such other manner as the Club Committee shall decide. All Club Committee members shall retire at the AGM but shall be eligible for re-election. Any Club Committee members selected to fill a casual vacancy shall hold office until the next AGM and subsequent elections.

14.4 Removal or Resignation

The Club Committee or any member or members thereof, may be removed by the votes of two thirds of the members present 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 Club 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 a date not less than seven clear days nor more than fourteen clear days after the closing date for nominations. The result shall be declared by the scrutineers by notice posted in the Club.

15. Purchasing

No officer or committee member of the Club shall by virtue of his appointment, have power to order goods or dispose of the funds of the Club unless authorised by the Club Committee. No goods or labour shall be supplied, nor any contract entered into for work to be done for the Club, nor any office or salary, profit or remuneration, be held by any member of the Club Committee, nor shall any honoraria be paid to Club Committee members, unless authorised by a General Meeting or on the authority of two officers in an emergency for the benefit of the Club.

16. Officers

- a) The Club shall have the following officers:
 - i) Secretary
 - ii) Chairman
 - iii) Treasurer
 - iv) Three Trustees

- b) The Chairman shall be elected by ballot at the elections held at the AGM and shall remain in office until re-elected or his successors are appointed. The Secretary and Treasurer shall be appointed by the Club Committee and shall remain in office during the pleasure of the Club. The Trustees shall be appointed only at a general meeting by a resolution of a majority of the members present and entitled to vote thereat and shall remain in office during the pleasure of the Club.

- c) 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.

- d) In the event of a vacancy arising amongst the Officers (other than the trustees) by death, resignation, or other causes, apart from suspension or expulsion, the vacancy shall be filled, the Club Committee having power to appoint a member to fill the vacancy. Any member so appointed shall hold office for the unexpired period for which his predecessor was elected. This provision shall not apply to the office of Secretary or Treasurer. In the event of a vacancy arising in the office of Secretary or Treasurer, the same shall be filled by ballot. Scrutineers are to be appointed by the Chairman and they shall obtain nominations and arrange for holding a ballot under the supervision of the Chairman. Three clear days shall be allowed for nominations and the ballot shall be held on a date not less than seven clear days nor more than fourteen clear days after the closing date for nominations. The result shall be declared by the scrutineers by notice posted in the Club.

- e) Any Officer shall vacate his office if suspended from membership under Rule 27 or upon ceasing membership from any cause. A vacancy occurring on the suspension or expulsion of an Officer shall not be filled until the hearing of any arbitration appeal made in accordance with the Rules.
- f) In case any Trustee being removed shall refuse or neglect to resign or transfer any property of the Club as the Club Committee shall direct, he shall (if he be a member) be expelled from the Club, and shall cease to have any claim on the Club on account of any contributions paid by him, without any prejudice to any liability to prosecution which he may have incurred.
- g) Any change in the office of Secretary or Trustee must be notified by the Chairman or incoming Secretary to the appropriate authorities.
- h) The Officers of the Club can receive such honorarium, if any, or in the case of the Secretary such salary or remuneration, as the Club Committee or a general meeting may from time to time determine. Every Officer dealing with Club monies shall be insured with a recognised guarantee society for the due performance of his duties in such sum as the Club Committee or a general meeting may determine.
- i) A qualifying criteria for eligibility to become an Officer of the Club is that the person applying must be a current member and must have been a member of the Club for a minimum of 2 consecutive years immediately prior to any application for an Officer position.

16.1 The Chairman.

The Chairman, or in his absence, an elected chairman shall take the chair at all general meetings and Club Committee meetings. The Chairman can nominate the Secretary or other Officer to Chair. The Chairman has a vote and holds the casting vote in any voting matter in any forum where the vote is tied.

16.2 The Treasurer.

The Treasurer shall pay all moneys received by the Club from any source whatever, without 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 Club Committee may direct, and further, shall prepare such accounts and balance sheets detailing all transactions, assets and liabilities and submit them to the Accountants or Auditor of the Club. The Treasurer shall also pay such debts of the Club as the Club Committee shall direct, and shall, when required to do so, render to the Club Committee, or a general meeting, an account of any moneys.

None of the following shall be appointed as Treasurer:

- a) Any person who is a relation to another Officer of the Club.
- b) Any person who has been declared bankrupt.
- c) Any person who has not held membership for a minimum of 2 years.
- d) Any person who is not deemed suitable as a result of a DBS check (to be undertaken before appointment is confirmed).

Dispensation can be granted to a) above if the Club Committee agrees that it is in the best interests of the Club and such appointment it is voted for and passed at a Club Committee meeting provided that the subject candidate shall not be eligible to vote if such candidate be a current Club Committee member.

16.3 The Secretary.

The Secretary shall be the executive officer of the Club. He shall keep upon the Club premises a register of the names and addresses of the Club members as per Rule 8 in which shall be recorded the payments of such members. He shall carry out the directions of the Club 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 Club Committee may direct. He shall attend all meetings of the Club Committee, or any sub committee if so directed, take minutes of the proceedings,

None of the following shall be appointed as Secretary: -

- a) Any person who is a relation to another officer of the Club.
- b) Any person who has been declared bankrupt.
- c) Any person who has not held membership for a minimum of 2 years

Dispensation can be granted to a) above if the Club Committee agrees that it is in the best interests of the Club and such appointment it is voted for and passed at a Club Committee meeting provided that the subject candidate shall not be eligible to vote if such candidate be a current Club Committee member.

17. Trustees.

All the property of the Club shall be vested in the trustees representing and acting for the whole of the members of the Club. No personal liability shall attach to any trustee, except to the extent of such funds of the Club as may be actually received by him.

18. Annual Return to Registrar.

The Secretary shall send to the registrar once in every year, within the time allowed by legislation, an annual return relating to the Club's affairs for the period required by the Financial Conduct Authority (FCA), together with a copy of the Club's accounts for the period included in the return and together also with a copy of each balance sheet made during that period and of any report of the Accountants or auditors on that balance sheet. The annual return shall be made in the form prescribed by the chief registrar, and contain such particulars as may from time to time be required to be in the return.

19. Inspection of Books.

Any member having an interest in the Club funds may at all reasonable times inspect all books and accounts, 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 and/or arrange for viewing of such where electronic media is utilised for Accounting purposes.

20. Audits and Stock Checks

20.1 Audits

- a) An audit, where necessary in law or where the membership requires, will be carried out by a registered auditor or two lay auditors where the conditions for appointing lay auditors prevail.
- b) Save as provided in paragraph (c) of this rule every appointment of an auditor shall be made by resolution of the general meeting of the Club.
- c) The Club 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) shall be re-appointed as auditor of the club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:
 - i) A resolution has been passed at a general meeting of the Club appointing somebody instead of him or expressly that he shall not be re-appointed or
 - ii) He has given to the Club notice in writing of his unwillingness to be re-appointed or
 - iii) He is ineligible for appointment as auditor of the Club for the current year of account or
 - iv) He has ceased to act as auditor of the Club by reason 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 (e) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that 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 such resolution has been given to the club not less than 28 clear days before the meeting at which it has been moved. On receipt by the club of the intention to move any such resolution the Club shall give notice of the resolution to the members in accordance with section 34 of the Friendly Societies Act 1974. The club shall also give such notice to the retiring auditor in accordance with section 35 of the Friendly Societies Act, 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.
- f) None of the following persons shall be appointed as an auditor of the Club:
 - i) An officer 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
- g) The auditor shall in accordance with section 38 of the Friendly Societies Act 1974, 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.

- h) 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 require from the officers of the Club such information and explanation as he thinks necessary for the performance of the duties of the auditors.

20.2 Stock Checks

- a) The Club Committee shall ensure that a Stock Check is conducted across the full range of stock annually to be undertaken on between 1st and 8th January.
- b) The Club Committee shall ensure that a Stock Check is conducted across the range of significant products sold, monthly, bimonthly or at such other time period as the Club Committee shall deem appropriate, to include at minimum, all drink products. Furthermore, the results of such audits are to be checked against previous Stock Check holdings and the results shall be analysed and discussed at the Finance Committee or any other appropriate forum with action to be taken as deemed appropriate depending on the outcome.

21. Application of Funds

No profits or funds of the Club shall be distributed amongst the members, but instead any such shall be applied towards carrying out the Objects of the Club.

22. Acquisition of Land and Borrowing Powers.

- a) The trustees may, when authorised thereto by a general meeting, or by the Club Committee, hold, purchase, or take on lease any land or buildings and may sell, exchange, mortgage, lease or build upon the land, with power to alter and pull down buildings and again rebuild.
- b) The trustees may, when authorised thereto by the Club Committee, obtain advances of money for the purposes of the Club upon the security of bonds or agreements or promissory notes or certificates of indebtedness or mortgages of real property of the Club or bills of sale on all or any of the goods or chattels of the Club upon such terms as to interest and as to the time and manner of repayment of principal as the Club Committee may determine.

23 Dissolution

The Club may at any time be dissolved by an instrument of dissolution approved by a special resolution of the society, or by winding up in a manner provided by relevant legislation. The remaining assets after the payment of all liabilities shall not be distributed amongst the members but shall be disposed of in accordance with the spirit of the Objects above.

24 Conduct of Elections

24.1 Nominations

The election of Officers (except trustees) and Club Committee members shall be by ballot where there are more candidates than available positions. At least 21 clear days before the day fixed for any ballot a nomination sheet shall be posted in the Club premises by the Secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until at least 10pm on the day following the closing of the Annual General Meeting. No member shall be eligible for nomination unless he has been a member for at least six calendar months prior to nominations closing, and has been proposed and seconded by two 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, and if nominated shall be deemed to have resigned from his present position.

24.2 Scrutineers

The arrangements for ballot shall be carried out under the direction of the Secretary by three scrutineers appointed at the general meeting, who shall not be candidates or officers unless sufficient appointees cannot be found, if so, the Club Committee members can fill any appointment. The scrutineers so appointed shall remain as scrutineers until their successors are appointed.

24.3 Ballot. When Held

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 three consecutive days to be fixed by the Club Committee, and the results 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.

24.4 Who May Vote

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

24.5 Tie

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 last vacancy or vacancies, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the Chairman or in his absence, some person appointed by the scrutineers, 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.

24.6 Scrutiny

The scrutineers shall, at the conclusion of the ballot, seal 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 clear days from the close of the ballot, signed by not less than one-tenth of the members, and the scrutiny shall be carried out by three fresh scrutineers, to be named by the Chairman. The scrutineers' decision shall be final.

25 Settlement of Disputes.

All disputes either between a member and an officer of the Club, or between a member and the Club shall, unless the Club Committee elect to refer the matter directly to a special meeting, be determined by the Club Committee. An officer who is on the Club Committee must not vote or act as a Club Committee member in any dispute concerning him personally. The decision of the Club Committee shall be final, unless any party aggrieved exercises their right to appeal and complies with the notification required in Rule 12 whereupon the provisions of Rule 28 shall apply.

26 Misconduct of Members

The Secretary or Chairman 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 Club Committee, as provided by Rule 27. If the next ordinary meeting of the Club Committee is within less than three days, such member may claim to appear before them, and have his case dealt with waiving the length of notice required by the said Rule 27.

27 Suspension and Expulsion of Members

The Club Committee shall have the power to reprimand, suspend (for a period not exceeding 12 months), or expel any member who shall infringe any rule or bye-law, or whose conduct, whether on the Club premises, 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 reprimanded, suspended or expelled without being first summoned before the Club Committee and full opportunity afforded him to advance a defence nor unless two-thirds at least of the members of the Club Committee then present and entitled to vote 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 not be entitled to use the Club premises not to attend any general meeting nor vote at any election nor hold any office during suspension, but shall be liable to pay his subscription.

28 Right of Appeal

- a) A member suspended, expelled or punished with financial penalties shall have the right of appeal. The appeal panel shall consist of the following people.
 - i) The Secretary (whose function is to take minutes only) who shall neither contribute to the meeting nor have the power to vote.
 - ii) 5 randomly selected members. These members will be selected from the members register by the use of a random number generator. The suspended or expelled member will be invited to witness the selection process.
- b) The appeal panel will hear defence from the suspended / expelled / punished member and may call witnesses as required. A decision will then be rendered based on the facts presented to them. The decision of the panel must be reached by a simple majority.

- c) No appeal shall be heard unless made within 30 clear days of the date of the Disciplinary Hearing meeting at which the member was so suspended or expelled. The appeal must be made in writing, addressed to the Chairman at the registered office of the Club.
- d) The appeal panel shall have full power to alter or rescind such suspension or expulsion or other punishment, as they may think fit.
- e) There will be no appeal from the decision of the appeal panel.

29 Introduction of guests.

A member or Affiliated Member may personally introduce friends as his guest, but no member may introduce more than three guests at any one time. The member introducing the guest shall sign his name in a book kept for the purpose together with the name of the guest. A fee, to be determined by the Club Committee shall be payable for each guest so introduced. The fee can be varied according to event / occasion at time of introduction.

The following shall not be admitted as guests.

- a) Former members who have ceased to be members through non-payment of subscriptions.
- b) Persons who, having been nominated for membership and were not accepted.
- c) Members who are under suspension.
- d) Persons who have been expelled from any other licensed establishment by the Pubwatch organisation.

The Club Committee may forbid a member or Affiliated Member from introducing any particular person as a guest if they so think fit.

30 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 Club Committee.

31 Permitted Hours for Supply of Intoxicants

The permitted hours are such as may from time to time be determined by the Club Committee in accordance with the provisions of relevant legislation.

32 Value Added Tax

Where under any of the provisions of these Rules or any amendments thereto for the time being in force any sum of money is payable to the Club by a member or guest 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/guest shall in addition to the making of such payment pay to the Club 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 the sum.

33 Life Members

The Club Committee may, at its discretion, and/or upon considering written application, grant life membership to any member who has rendered special service to the Club, or who in their opinion is deserving of that distinction. Unless under very special circumstances as agreed by

the Club Committee, no consideration shall be given to Life Membership unless or until the qualifying age of 65 years has been reached and at least 10 years continuous membership has been completed. Life members shall not be required to pay a subscription, and 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 Junior Members and Children

34.1 A young person between 14 and 18 years of age may upon nomination in accordance with the provisions of Rule 6 be elected by the committee as a Junior Member of the Club. Junior Members shall pay a subscription, which shall become due on the first of January each year. The subscription must be paid before the member is entitled to any of the privileges of the Club. The rate of subscription shall be such sum as determined by the members at the Annual General Meeting. The subscription is payable during January of each year. Any Junior Member who has not paid his subscription by 1st February shall be considered in arrears, and if not paid by 1st March he shall cease to be a member.

Junior Members shall have the same rights and privileges and be subject to the same rules and bye-laws as members except that they may not:

- a) Enter the premises unless accompanied by a responsible adult who will take responsibility for their behaviour whilst on the Clubs premises.
- b) Purchase or consume intoxicants.
- c) Purchase tobacco products.
- d) Attend general meetings, become candidates for committee or other office, or propose or second candidates for office, vote at elections, or introduce visitors.

Junior Members shall be subject to such special regulations as the Club Committee shall from time to time determine. Further Junior Members shall comply with any legislation passed by Government or by any other relevant Acts or Statutes.

34.2 Children under the age of 14 years shall not be permitted to:

- a) Use the dartboards, snooker or pool tables unless closely supervised by an adult or
- b) Approach any of the bar areas.

34.3 No member or guest is to buy for, encourage and / or knowingly allow any under-age person to consume intoxicants.

Any breach of this rule shall be considered a serious offence against the Club. Such breach will therefore carry with it an automatic ban for any person found guilty, the length of the ban to be determined by the Club Committee.

35 Temporary Members

Members of another club's games team and their supporters visiting the Club premises for a games contest, shall be temporary members of the Club for the day of their visit, providing a nomination form containing the names of such persons, signed by the secretary of their club, is received at least two clear days previous to their admission to the Club as temporary members. Temporary members shall not attend general meetings, vote at elections, be nominated as candidates for committee or other office, or introduce visitors and shall be subject to such

regulations as the Club Committee may from time to time make regarding temporary members. The names and addresses of all temporary members shall be entered in a special register to be kept by the Secretary.

36 Club Committee & Bar Staff Rights.

36.1 The Club Committee and/or any member of the Club Committee shall have the right to:

- a) Refuse entry onto the Club premises, any person and/or member whom they believe to be underage or who appears to be under the influence of alcohol or other substances.
- b) Eject any person and/or member whom they believe to be underage or who appears to be under the influence of alcohol or other substances.
- c) Eject any member whose behaviour is disruptive and/or is deemed to detrimental to the best interest of the majority of the remaining members.

36.2 Bar staff or members who shall be temporarily fulfilling the function of a bar person shall have the right to refuse to serve any person and/or member whom they believe to be underage and/or who cannot provide suitable and acceptable evidence of their age. In addition a member who appears to be under the influence of alcohol or other substances may be refused service. They shall also have the right to refuse any person and/or member if they have just cause.

37 Health & Safety

- a) The Club shall undertake all its activities and Objects with due regard to Health & Safety for all its Employees, members and guests and will ensure that a regularly reviewed Health & Safety Policy is available and on display in a suitable prominent location.
- b) Health & Safety is to be an Agenda item for the monthly meeting held by the Club Committee.

38 Member Representation

- a) Any four or more members who shall wish to make representation to the Club Committee and/or the Officers of the Club at any time shall detail their representation and the confidentiality or otherwise of the issue and/or the response required in writing to the Secretary.
- b) Any individual member shall have the right to make a personal representation at a Committee Meeting provided he shall have first requested so to do in writing to the Secretary. The Secretary shall agree a suitable time-slot to make such representation. No other business other than that being represented is to be discussed at any such time-slot whilst the member is present.

39 CCTV & Security

If the Club shall install a CCTV System with 24/7 recording for the purposes of Security and Safety of the Club and its members, guests and visitors, all necessary data protection precautions will be adhered to. In the event of an incident the Club reserves the right to enable any such relevant recordings to be passed to the appropriate authorities.

Signatures of Application for Amendment

L Stevens _____

M Nobbs _____

R Wilson _____

Alan Blake (Secretary) _____

FRIENDLY SOCIETIES ACT 1974

Register No: 1516W

The amendment of the rules of the **Avebury Sports and Social Club** to which this acknowledgement is attached, is this day registered under the Friendly Societies Act 1974.

Date: 09 March 2015

FCA
23 The North Colonnade
Canary Wharf
London
E14 5HS
