**RULES OF THE ROLLESTON CLUB**

1. **Name Office and Objects of the Social Club**
   1. The social club is called the Rolleston Club, hereinafter referred to as “the club”. Its registered office shall be 15 Burnside, Rolleston-On-Dove, Burton upon Trent, Staffs., DE13 9DN or such other place as a special general meeting may determine. Notice of any change in the situation of the registered office shall be sent by the secretary to the Financial Conduct Authority or its statutory successor within fourteen days in the form provided by the Act.
   2. “The Act” hereinafter referred to, means the Friendly Societies Act 1974 (as amended by the Friendly Societies Act 1992) and any Acts or subordinate legislation (including the Deregulation (Industrial and Provident Societies) Order 1996) amending or substituted for it, and for the time being, in force, and unless the context otherwise requires, expressions used in these rules which are in the Act, shall have the same meaning as they have for the purposes of the Act.
   3. The objects of the club are to afford to its members the means of social interaction, mutual helpfulness, mental and moral improvement and rational recreation.
2. **Admission of Members**
   1. Any two members of not less than six months standing, may propose and second a candidate for membership, provided that they are able from personal knowledge to vouch for their respectability and fitness to be a member, and both shall sign a nomination form to this effect. The candidate shall sign such declaration of their concurrence with, and adherence to, the purposes of the club as shall be required by the managing committee. A subscription fee must be paid by the candidate on nomination, to be returned in the event of them not being elected. The election shall be by the managing committee and considered at their monthly meeting. No candidate shall be elected who is under eighteen years of age (unless specially approved by the management committee).
   2. Employees of the club automatically become members, but cannot hold a role on the management or finance committees. Upon leaving their employment a staff member would cease to have staff membership, and would be required to pay the membership fee.
   3. Every member on election shall be supplied with a copy of the rules, at such reasonable fee as the managing committee may determine from time to time.
3. **Subscriptions**
   1. Every member shall pay to the funds of the club a subscription, which shall become due as soon as they are elected to membership. The subscription must be paid before the member is entitled to any privileges of the club. The rate of subscription shall be such a sum as may from time to time be determined by the members in a general meeting, being not less than £1 and not exceeding £25 per year payable on the first day of January in each year.
   2. Any member who has not paid their subscription by 1st February shall be considered in arrears, and they shall cease to be a member. If the person wishes to pay their membership after 1st February, they will be permitted to do so at the Management Committee’s discretion. An administration fee not exceeding £5 will be payable together with the unpaid membership.
   3. No member in arrears shall be permitted to use the club, or be considered a member for the purposes of these rules.
4. **Notifying Change of Address**
   1. The managing committee shall keep upon the club premises a register of the names and addresses of the members. Every member shall, within fourteen days, give notice to the secretary of any change in their address.
   2. Correspondence sent to the member’s last known address as entered in the register of members, shall be deemed to have been received. The names of those who cease to be members shall be removed from the register.
5. **Cessation of Membership**
   1. Members shall cease to be members:
      * + 1. By non-payment of subscription. Any person whose membership has ceased from this cause shall not again be elected to membership unless they pay such a fee or fine as the managing committee may at its discretion determine.
          2. By expulsion.
          3. By resignation by notice of not less than three months given to the secretary in writing, unless the managing committee waives the requirement for the same.
          4. By death.
6. **Meetings**
   1. **General Meetings/Ordinary Meetings**
      * + 1. There will be one ordinary general meeting each year to be held not later than the 30th April.
          2. The meeting held by the 30th April shall be the annual general meeting. At least ten days’ notice of every ordinary general meeting with a copy of the agenda shall be posted in the club.
          3. The business of the annual general meeting shall be to receive the account, or accounts, and balance sheet as audited, if required, and the report of the auditor on the revenue account or accounts and balance sheet.
          4. At each ordinary general meeting, members should consider such other business as may be submitted by the managing committee or any motion to be proposed by a member, of which seven days’ notice has been given to the secretary, and add it to the agenda posted in the club.
          5. At the annual general meeting a report for the year shall be presented by the managing committee.
          6. The auditor shall be entitled to attend any general meeting of the club and to receive all notices of and other communications relating to any general meeting.
   2. **Special Meetings**

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

* + - * 1. Upon the direction of the managing committee and in accordance with such direction.
        2. On a requisition signed by one-quarter of the total number of members entitled to attend and vote at a general meeting, or fifty such members, whichever is the less, stating the special object thereof. Such meeting shall be held within not less than fourteen and not more than twenty-one days from the date of the receipt by the secretary of the requisition.
  1. **Notice to be Given**
     + - 1. Notice of any special meeting, and of the object for which it is to be called, shall be posted by the secretary in the club at least ten days prior to the date of the meeting. Should the secretary not convene a special meeting in the manner required hereby within ten clear days after a duly signed requisition has been delivered to them, any of the requisitioners may call such a meeting, giving such notice as is provided by this rule.
  2. **Business**
     + - 1. No business other than that named in the notice shall be brought before a special meeting.
  3. **Quorum**
     + - 1. A general meeting may proceed to business if the number of members present is at least one more than the total number of members of the managing committee as provided by Rule 8 within an hour after the time fixed for the meeting, otherwise the meeting, if convened on the requisition of the members, shall be dissolved, but if convened by order of the managing committee, it shall stand adjourned to the week following, at the same time, and the meeting so adjourned may proceed to business whatever be the number of members present.
         2. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.
  4. **Adjournment**
     + - 1. 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.
  5. **Voting**
     + - 1. Each member present shall be entitled to one vote on each motion.
  6. **Chairing of meetings**
     + - 1. The president, vice-president, the secretary, or in their absence, such officer as elected chairman, shall take the chair at all general and managing committee meetings of the club.

1. **Officers**
   1. The club shall have the following officers: Three trustees, a president, vice-president, secretary, assistant secretary and treasurer. There will be a minimum of six and up to twelve committee members.
   2. The trustees shall be appointed 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.
   3. The president, vice-president, treasurer, assistant secretary and committee members shall be elected every two years by ballot at the elections held following the annual general meeting and remain in office until their successors are appointed. Retiring members shall be eligible for re-election at the annual general meeting at which they retire.
   4. The secretary shall be elected by ballot and shall remain in office during the pleasure of the club. A trustee shall not be secretary, treasurer or assistant secretary of the club.
   5. Any officer 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.
   6. Any officer as included in rule 7.(1). (except a trustee) not attending for three consecutive managing committee meetings shall, unless they send an explanation which the managing committee considers satisfactory, cease to be a member of the managing committee and/or be removed from office.
   7. In the event of a vacancy arising amongst the officers (other than the trustees and secretary) by death, resignation or removal as provided above, the vacancy shall be filled; the managing committee having power to appoint a member to fill the vacancy. Any member so appointed shall hold office for the unexpired period for which their predecessor was elected.
   8. The office of secretary shall be filled by ballot. The scrutineers last appointed shall obtain nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the club. If the secretary is the holder of the Club Premises Certificate, then any change of office of secretary must be notified by the president or secretary within twenty-eight days to the Licensing Authority.
   9. In the event of the removal or resignation of the whole or majority of the managing committee, the secretary shall arrange for a ballot to be held as provided in Rule 7.(8). Any officer shall vacate their office if suspended or expelled from membership under Rule 22 or upon ceasing membership from any cause. A vacancy occurring on the suspension or expulsion of an officer (except trustees and secretary) shall be filled by the managing committee after the hearing of any arbitration appeal made in accordance with Rule 24.
   10. In case any trustee being removed shall refuse or neglect to assign or transfer any property of the club as the managing committee shall direct, they shall (if they 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 them, without prejudice to any liability to prosecution which he may have incurred.
   11. Notice of any resolution appointing a trustee shall be sent by the secretary to the Financial Conduct Authority within fourteen days, in the appropriate form.
   12. The trustees, president, vice-president, treasurer and assistant secretary of the club shall receive such honorarium, if any, or in the case of the secretary such salary, as the managing committee or a general meeting may from time to time determine. Every officer dealing with club moneys shall be insured with a recognised guarantee society for the performance of their duties in such sum as the managing committee or a general meeting may determine.
2. **Managing Committee**
   1. The managing committee shall consist of the president, vice-president, secretary, assistant secretary, treasurer, the three trustees and a minimum of six and up to twelve committee members, all of whom shall be above the age of eighteen.
   2. It shall have full powers of management to conduct the business of the club, and to exercise on behalf of the club all the powers of the club not specifically required by these rules or otherwise to be exercised at a general meeting.
   3. The managing committee shall control the management of the club, and shall have exclusive power to engage or dismiss staff. It shall have the 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 in respect of matters not specifically required by these rules, or otherwise to be decided at a general meeting, 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.
   4. Nothing in these rules shall enable the managing 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 17.
   5. The managing committee shall meet not less than once a month, or as may be agreed from time to time, by the managing committee and not less than one half of the total of the managing committee shall form a quorum. No resolution of the managing committee shall be rescinded unless notice to rescind has been given at the previous meeting of the managing committee.
3. **Finance Committee**
   1. The managing committee shall, at the first meeting following each election, select a sub-committee, to be called the finance committee, which shall meet every month. It shall consist of three of the committee members and any other officers who may be appointed by the managing committee. It shall see that the invoices are produced by the treasurer for all payments made by them or by order of the managing committee, and it shall report at each managing committee meeting whether the secretary’s cash book has been duly made up, and that the amount there shown as standing to the credit of the club, appears also in the treasurer’s book or books records and in the bank statement relating to the club’s current account. These records, duly made up to date, shall be laid upon the table at each managing committee meeting. The proceedings of the finance committee shall be recorded by the secretary as minutes, either in electronic form or in a minute book.
   2. All cheques drawn upon the club’s account shall be signed by at least one member of the finance committee and the secretary.
   3. The finance committee shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the objects of the club, but nothing in this rule shall empower the managing committee to incur expenditure, except such as is consistent with the objects for which the club is established.
4. **Orders**
   1. No individual officer of the club shall by virtue of their appointment have the power to order goods or dispose of funds of the club. This particular rule relates to the personal use of the officer’s position, but does allow the secretary to authorise the beer, wine and spirits ordering, and expenditure of the club up to a maximum of £250.
   2. No goods or labour shall be supplied, nor any contract entered into for work to be done for the club by a committee member, nor any salary, honoraria, profit or remuneration paid to any officer, unless part of a formal quotation process, or specifically authorised by these rules or a general meeting.
   3. Any goods or labour shall be supplied only after quotations have been received from at least two different suppliers
5. **Liability of trustees**
   1. 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 them. The trustees shall be the persons to sue, and be sued, on behalf of the club.
6. **Treasurer**
   1. The treasurer shall pay all monies received by the club from any source whatever, without any deduction for any purpose whatever, to the credit of a bank account opened in the name of the club. This should be carried out in such manner as the managing committee may direct, and further, shall keep such accounts and pay such debts of the club as the managing committee shall direct. When required to do so, the treasurer must explain to the managing committee, or a general meeting, an account of any monies received and expended by them on behalf of the club.
7. **Secretary**
   1. The secretary shall be the executive officer of the club. They shall keep upon the club premises a register of the names and addresses of the club members and a membership record, in which shall be recorded the payments of such members. They shall carry out the directions of the managing committee, and subject to such directions, shall receive monies on account of the club, and pay them to the treasurer, and keep such accounts as the managing committee direct. They shall attend general meetings, management and finance committee meetings or any other sub-committee meetings, and, if so directed, take minutes of the proceedings, prepare accounts and balance sheets in conjunction with the treasurer, and make them available to the auditor.
   2. The secretary shall ensure that the Club Premises Certificate, or a certified copy thereof, is kept at the club premises in the custody or under the control of the person nominated for the purpose of Section 94(2) of the Licensing Act 2003, who may be the secretary, or a club member, or a club employee nominated by the secretary in writing.
   3. The nominated person shall be identified in writing to the Licensing Authority by the secretary, and shall ensure that the summary of the certificate issued by the Licensing Authority, or a certified copy thereof, and a notice specifying the position they hold at the premises are prominently displayed at the club premises.
8. **Assistant Secretary**
   1. The assistant secretary shall assist the secretary in their duties, and act for them in their absence.
9. **Annual Return to Financial Conduct Authority**
   1. The treasurer shall send to the Financial Conduct Authority once in every year, within the time allowed by legislation, an annual return relating to the club’s affairs for the period required to be included in the return. The annual return must be made up for the period beginning with the first day of January of the year preceding the year in which the return is required to be sent, and ending with the 31st December inclusive. The return must be made in the form prescribed by the Financial Conduct Authority and contain such particulars as may from time to time be required by the return. A copy of the report of the auditor on the accounts and balance sheet contained in the return, if required by statute, must accompany the annual return.
   2. A copy of the last annual return or balance sheet, containing the same particulars relating to the affairs of the club as are contained in the annual return, together with a copy of the report of the auditor on the accounts and balance sheet contained in the return or on that balance sheet so supplied as the case may be. If required by statute, it shall also supply gratuitously on demand to any member or person interested in the funds of the club who has a legitimate reason to see the information.
   3. A copy of the accounts and balance sheets covering the year ending on the previous 31st December and the report of the auditor on the balance sheet and accounts, if required by statute, shall be posted in the registered office and shall be displayed always in a conspicuous place of the said office.
10. **Audit**
    1. An audit, where necessary in law or where the membership requires, will be carried out by a registered auditor, or two or more lay auditors where the conditions for appointing auditors apply. Where there is no requirement to carry out an audit, a registered auditor will be appointed to act as the reporting accountant.
    2. Save as provided in paragraph 16.(3). of this rule, every appointment of an auditor shall be made by resolution of a general meeting of the club.
    3. The managing committee may appoint a registered auditor to fill any casual vacancy occurring between general meetings of the club.
    4. A registered 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 managing committee) shall be re-appointed as the registered auditor of the club for the current year of account (whether or not any resolution expressly re-appointing them has been passed) unless:-
       1. A resolution has been passed at a general meeting of the club appointing somebody instead of them or providing expressly that they shall not be re-appointed or
       2. They have given to the club notice in writing of their unwillingness to be re-appointed or
       3. They are ineligible for appointment as registered auditor of the club for the current year of account or
       4. They have ceased to act as registered auditor of the club by reason of incapacity.
       5. Provided that a retiring registered 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 16.(5). of this rule, and the resolution cannot be proceeded with because of the death, incapacity, or ineligibility of that other person.
    5. A resolution at a general meeting of the club appointing another person as registered auditor in place of a retiring registered auditor or, 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 twenty-eight days before the meeting at which it is moved. On receipt by the club of notice of the intention to move any such resolution the club shall give notice of the resolution to the members and to the retiring registered auditor in accordance with Section 34 of the Act. The club shall also give such notice to the retiring registered auditor in accordance with Section 35 of the 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 registered auditor.
    6. None of the following persons shall be appointed as registered auditor of the club:
       1. An officer or employee of the club, a person who is a partner of, or in the employment of, or who employs an officer or employee, of the club.
    7. The registered auditor shall in accordance with the Act make a report to the club on the accounts examined by them and on the revenue account or accounts and the balance sheet of the club for the year of account in respect of which they are appointed.
    8. The registered 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 explanations as they think necessary for the performance of the duties of the auditors.
11. **Application and Investment of Funds** 
    1. All monies received on account of the club, from any source shall not, except as provided under

Rule 30, be distributed amongst members, but shall be applied towards carrying out the objects of the club, or shall be invested by the trustees in such ways, and upon such of the following investments as the managing committee or a general meeting may decide.

* + - * 1. In the purchase of land or buildings as after-mentioned (Rule 18) or in the erection or alteration of a clubhouse or other buildings.
        2. On the securities of any society registered under the Industrial and Provident Societies Act, or under the Building Societies Act, or any company incorporated by Royal Charter or Act of Parliament, provided that such society or company has its liability limited.
        3. In any investment in which trustees are, for the time being, by law authorised to invest trust funds.
  1. Provided always that nothing shall authorise any investment of the funds in any manner contrary to the law, i.e. the advancing of any money to members or others on notes of hand, or deposited with any member at interest.

1. **Acquisition of Land and Borrowing Powers**
   1. The trustees may, when authorised thereto by a general meeting or by the managing committee, hold, purchase or take on lease any land, or may sell, exchange, mortgage, lease or build upon the land, with power to alter and pull-down buildings and again rebuild.
   2. The trustees may, when authorised thereto by the managing 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 or real property of the club or bills of sale on all or any of the goods and chattels of the club upon such terms as to interest and as to the time and manner of repayment of principal as the managing committee may determine.
2. **Conduct of Elections** 
   1. The election of officers (except trustees) shall be by ballot. At least three weeks before the day fixed for any ballot a nomination sheet shall be posted in the club by the secretary, on which the names of all candidates for any office must be entered and such sheet shall remain open until at least 10pm on the day following the closing of the general meeting. No member shall be eligible for nomination unless they have 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, but if so nominated, shall be deemed to have resigned from their present position.
   2. **Scrutineers**
      1. The arrangements for ballot shall be carried out under the direction of the secretary by three scrutineers appointed by the general meeting who shall not be candidates or officers. The scrutineers so appointed shall remain as scrutineers until their successors are appointed.
   3. **Ballot, When Held**
      1. 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 two hours on the evenings of not less than three consecutive days to be fixed by the managing committee, and the result shall be made known by the posting of a notice in the club signed by the scrutineers, recording the number of votes polled by each candidate, and indicating which of the candidates are elected.
   4. **Who May Vote?**
      1. Each member shall have one vote for each vacancy but no member may give more than one vote to any one candidate.
   5. **Tie**
      1. 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 president, 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.
   6. **Scrutiny**
      1. 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 the seven days from the close of the ballot, signed by not less than one-fifth or fifty members, whichever is the least and the scrutiny shall be carried out by three fresh scrutineers.
3. **Inspection of Books**
   1. Any member or person having a legitimate interest in the club funds may, at all reasonable times, inspect the books and accounts, at the registered office or at any place where they are kept. It shall be the duty of the secretary to produce them for inspection once the Management Committee have given their approval.
4. **Disputes Between a Member and an Officer of the Club**
   1. All disputes between a member and an officer of the club shall, unless the managing committee elect to refer the matter directly to a special meeting, be settled by the managing committee. An officer who is on the managing committee should not vote or act as a managing committee member in any dispute concerning them personally. The decision of the managing 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 6.(2).(b) whereupon the decision shall be reviewed by a special meeting, and its decision shall be binding.
   2. All disputes between a member or person aggrieved who has ceased to be a member, or any person claiming through such member or person aggrieved or under the rules and the club or the managing committee shall be referred to the trustees or the persons appointed by them, who shall be the arbitrator or arbitrators for the club and whose decision shall be final.
   3. In this rule the expression “dispute” includes any dispute arising on the question of whether a member or person aggrieved is entitled to be, or to continue to be, a member or to be reinstated as a member but, save as aforesaid, in the case of a person who has ceased to be a member, does not include any dispute other than a dispute on a question between them and the club or an officer thereof, which arose whilst they were a member, or arises out of their previous relation as a member to the club.
5. **Conduct of Members**
   1. It is expected that members are courteous at all times to other members, their guests, staff and officers of the club. Any aggression or swearing will be dealt with under this section of the rules.
   2. The secretary or president, or in the absence of both such officers, any officer present upon the club premises shall have power to order the withdrawal from the club premises of any member who shall infringe any rule or by-law, or whose conduct, whether within the club or elsewhere, shall in their opinion render a member unfit for further entry to the club.
   3. A member whose withdrawal has been ordered as provided above and who is to be the subject of proceedings in a court of law may not be allowed to use the club premises until in the opinion of the managing committee their case is satisfactorily disposed of through the courts.
   4. The secretary or president, or officer who orders the withdrawal of a member for misconduct as per Rule 22.(2)., that member not being the subject of proceedings in any court of law, shall, at the next meeting of the managing committee, or as soon as practicable thereafter, lay a complaint upon which the managing committee must decide whether or not to formally charge the member. If the managing committee by a majority of members present at the meeting and entitled to vote decide that on the face of the complaint there is a case to answer, the secretary will write to the member setting out the charge, or charges, and summon them to appear before the managing committee giving not less than three clear days’ notice to afford the member an opportunity to advance a defence.
   5. The managing committee having found the charge of misconduct proven against the member by a simple majority of their number present and entitled to vote, must by at least two thirds of the said managing committee, vote for the member to be reprimanded, suspended (for a period not exceeding twelve months) or expelled to render it effective. If a vote of at least two thirds is not obtained the member shall be advised that although the charge is proved no sentence will be imposed.
   6. A member convicted of any offence by any court of law may be suspended or expelled in their absence. A suspended member shall not be entitled to any of the rights and privileges of club membership but shall remain liable to pay their subscription. The decision of the managing committee shall be sent to the member in writing within three days of the managing committee meeting at which the decision was reached and the member’s right of appeal procedure explained in the letter.
6. **Conduct of Officers and Management Committee**
   1. As officers and management committee are representatives of the club, it is expected that high standards are adhered to at all times. If a disagreement arises, then this should be taken up with the secretary in the first instance, who may deem it necessary to take to the monthly management committee meeting.
   2. At no time should any officer or member of the management committee bring the club into disrepute.
7. **Right of Appeal** 
   1. A member suspended or expelled shall have the right to appeal to the club president who shall arrange through the club secretary for the appointment of an independent panel. Such appeal must be lodged within thirty days of the managing committee’s meeting at which the member was so suspended or expelled and be in writing, addressed to the club secretary. The panel, or the 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.

1. **Introduction of Guests**
   1. A member may personally introduce friends as their guests, but no member may introduce more than three guests at any one time. The member introducing the guest(s) shall sign their name(s) in a book kept for that purpose together with the name of the guest(s). The following shall not be admitted as guests: -
      1. Former members who have been expelled
      2. Former members who have ceased to be members through non-payment of subscriptions
      3. Persons who, having been nominated for membership, have not been accepted
      4. Members who are under suspension
      5. Guests already signed in on more than two occasions
   2. Members must accompany guests introduced by them during the period of their stay in the club. Guests shall be permitted to make any payments for alcohol directly, but this will be at a higher rate than members.
   3. The managing committee may debar a member introducing any particular person as a guest if they so think fit and may prohibit a member introducing guests during the hours when licensed premises in the locality are not open for the sale of alcohol to the public.
2. **Dual Pricing**
   1. Members may use their personal membership card to purchase products at the reduced rate, and this card should not be passed on to any other member/person for the purchase of club products. A guest/visitor can purchase alcohol at enhanced rates as long as they are attending a special organised event, authorised by the committee.
3. **Guests and Excisable Articles**
   1. Members booking the premises for any special occasion, function or fund-raising promotion must pay the room hire fee. Anyone booking the room must be a member and their guests will automatically be signed in for that day only. The member booking the room and their guests will have sole use of the facilities. No other member will be permitted to use the room during the duration of the booking unless specifically invited.
4. **Rules**
   1. The secretary shall supply the managing committee with copies of the rules and shall be bound to deliver a copy to any person, on demand, at such reasonable fee as the managing committee may from time to time determine.
   2. 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 for at least ten days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least two thirds of the members present at such meeting. No amendment of rules is valid until registered in accordance with the Act.
   3. Notification of any change in the name or in the rules of the club must be given to the relevant Licensing Authority within twenty-eight days after the change is made and registered.
5. **By-Laws**
   1. The managing committee shall have the power to make such by-laws as it may consider necessary for the good government and order of the club, provided that no such by-laws shall conflict with any of its rules. A copy of all such by-laws shall be posted in a conspicuous place within the club.
6. **Dissolution**
   1. The club may at any time be dissolved by an instrument of dissolution approved by a Special Resolution of the club. Upon dissolution of the club by consent, any surplus remaining after payment in full of the club’s creditors shall be divided in equal shares among those members who were members at the date that the special provision was approved.
7. **Hours of Opening and Closing of the Club Premises**
   1. The club shall open and close, and qualifying club activities may take place, at such times as the managing committee may from time to time determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the club under the provisions of the Licensing Act 2003.
8. **Value Added Tax**
   1. Where under any of the provisions of these rules or any amendment thereto for the time being in force any sum of money is payable to the club by a member, whether by way of subscription or otherwise, and such payment attracts Value Added Tax then, unless any rule specifically provides to the contrary, a member shall in addition pay to the club such further sum as shall be equal to the amount of Value Added Tax at the rate for the time being in force attributable to such sum.
9. **Life Members**
   1. The managing committee may, at their discretion, grant life membership to any member who has rendered special service to the club, or who in their opinion is deserving of the distinction. Life members shall not be liable to pay subscriptions under Rule 3, but shall be entitled to all the rights and privileges of club membership, including the right to attend meetings, vote at elections, subject to paying a nominal amount of 10p, and be nominated for committee or other office.
   2. Every life member shall be under a continuing duty to notify the secretary of their up-to-date address.
   3. A life member must personally attend the club annually, or contact the club by letter, from 1st January to 31st March to obtain a renewal of their life membership duly signed by the secretary. If a life member fails to renew his life membership as indicated above, the secretary will notify them that they have ceased to be a member of the club.
   4. The life member may within the three month period mentioned in 33.(3). above, or within twenty-eight days of ceasing to be a member, write to the managing committee with a request that their life membership should continue and it will be for the managing committee in their absolute discretion to decide whether or not they should remain a life member.
10. **Under 18 Years of Age**
    1. No one under the age of eighteen is allowed to drink alcohol on the premises. Alcohol shall not be supplied directly or indirectly to persons under the age of eighteen whilst on the club premises.
11. **Bicycles**
    1. No bicycle(s) can be brought into, or stored in the club at any time.
12. **Pets**
    1. No pets of any kind shall be brought onto the premises, unless they are a registered assistance animal, or registered animal in training.
13. **Health and Safety**
    1. All members or guests must strictly observe all health and safety requirements and abide with regulations contained in the documentation displayed on the notice boards.
14. **Security**
    1. The club is closely monitored by security cameras and notices are displayed to that effect. Any person reported for misconduct will be referred to the Management Committee who have the right to refer to the police if they feel the situation is necessary.
15. **Interpretation**
    1. Any reference to the Chief Registrar, Registrar, Central Office, Assistant Registrar (for Scotland) or the Registry of Friendly Societies, includes reference to the Financial Conduct Authority (also known as the FCA) which is the statutory successor carrying on the relevant functions by any of them.