

SPENCER SPORTS AND SOCIAL CLUB
Beanacre Road Melksham Wiltshire SN12 8AG
Telephone 01225 702216

RULES

RULE 1 – NAME

The Club shall be known as the Spencer Sports and Social Club.

RULE 2 – OBJECTIVES

The Objectives of the Club are:

1. The provision of sporting and recreational facilities for its members.
2. The provision and maintenance of Club premises at Beanacre Road Melksham, or at such other place as the members shall approve, and the supply of refreshments at any such premises to members and their guests.

RULE 3 – MEMBERSHIP

1. The following persons shall be eligible for membership of the Club:
 - a) Persons over the age of 18 years,
 - b) Persons between the age of 16 years and 18 years (see Rule 12b),
 - c) Honorary Life members.
2. Members: Every candidate for membership shall be proposed and seconded by existing full members of the Club. The proposed new member's full name, address and occupation will be exhibited on the Club's notice board for at least seven days before their election to membership. Candidates for membership shall be elected by the General Committee's at their sole discretion. New members, at the Committees' discretion, pay a proportionate part of the full membership fee for a period from the date of their being admitted to the Club to the 31st December of the same year on being admitted.

RULE 4 – CLUB OFFICIALS

The following officials will be appointed:

- a) President
- b) Chairman
- c) Honorary Secretary
- d) Honorary Treasurer

The President, Chairman, Honorary Secretary and Honorary Treasurer will hold office for one year from one Annual General Meeting to the next unless deposed by the members at an Extraordinary meeting.

Any Club official appointed by the General Committee shall hold office until the next Annual General Meeting but shall then be eligible for re-election.

RULE 5 – GENERAL MEETINGS

- 1) **Annual General:** An Annual General Meeting will be held in April or May of each and every Calendar Year.
- 2) **Extraordinary General Meeting:** An Extraordinary General Meeting of the Club may be called by the General Committee or as a result of a requisition made to the Honorary Secretary by at least 20 members, or not less than one fifth of the total members, whichever is the least, such members stating in writing the Motion it is proposed to place before such meeting. At least two thirds of such 20 members are to be present.
- 3) **Rules of conducting Meetings:** The conduct of such meetings shall be subject to the following rules:
 - a) The Chairman shall be the Club Chairman holding such office except, in his absence, Members in General Meetings shall appoint a substitute for that one meeting.
 - b) A quorum shall consist of at least 20 full members, present in person – including at least two Officers of the Club.
 - c) All full members are entitled to vote. For this purpose all those set out in paragraph a), c) and d) of RULE 12 shall be regarded as full members and no other members.
 - d) For all ordinary business a simple majority on a show of hands will be sufficient to show assent.

Business at AGM: At the AGM the following business shall be conducted:

- e) The presentation and approval of the accounts for the preceding year,
- f) The appointment of the Club's auditors for the following year,
- g) The assignment of the Club's officials and ordinary members of the General Committee,
- h) Such other business as has been communicated by the members to the Honorary Secretary at least 21 days before the meeting and included in the notice of business sent by them to the members or exhibited on the Club notice board or a notice in the local press at least 14 days prior to the meeting to be considered sufficient notice to all members.

RULE 6 – ALTERATION TO CLUB RULES

Alterations to rules may only be passed at a General Meeting of which a clear 14 day's notice has been given specifying the intention to propose such alterations. The quorum shall be 20 full members present in person and any alterations may only be authorised by a majority of at least two thirds of such members present. A notice displayed on the Club notice board, and a notice in the local press, is considered sufficient notification to the members of the proposed meeting.

RULE 7 – MANAGEMENT IN HANDS OF GENERAL COMMITTEE

The Management of the Club shall be vested in a committee to be known as the General Committee consisting of:

- a) Chairman of the Club
- b) Honorary Secretary of the Club
- c) Honorary Treasurer of the Club
- d) 12 other full members

They will hold office for one year from one Annual General Meeting to the next unless deposed by the members at an Extraordinary General Meeting.

In the event of any person ceasing to be a member of the Club, for whatever reason, they shall automatically cease to be a member of the General Committee.

RULE 8 – FUNCTIONS OF GENERAL COMMITTEE

The General Committee shall meet monthly as convenient (more often if necessary) with all resolutions (except Rules and Revocations) being passed by a simple majority of the members present in person (a quorum shall consist of at least 7 members). The duties of the Committee will, inter alia, consist of general management of the Club with special reference to the following:

- a) Deciding days and times the Club's premises shall be open,
- b) Accepting or rejecting any prospective members,
- c) Deciding upon the hire of Club facilities by members and their guests and any extension to permitted hours required,
- d) Deciding upon any new venture which it is considered may be to the Club's advantage including the commencement of any new activity,
- e) The financial control of the Club,
- f) Expulsion of any objectionable member,
- g) The making, varying or revocation of all Bye Laws,
- h) The General Committee may fill any casual vacancy among the Club Officials or Committee which may occur. They may also delegate certain of their responsibilities to the Honorary Secretary or Honorary Treasurer or other Committee members if they consider it to be in the best interest of the Club,
- i) Club subscriptions (as per RULE 12),
- j) Honorary Life Membership will be awarded at the discretion of the General Committee. The General Committee will also revoke a Life Membership if they consider it to be in the best interests of the Club,
- k) At all meetings of the General Committee the Committee members will have one vote each, the Chairman having the casting vote in the event of a tie,

- l) Entrance Fee: The Club may charge members an entrance fee for any special events held at the Club Premises and restrict entrance to those premises for any such event in any way that the General Committee thinks appropriate,
- m)
 - 1. The general Committee shall have the power to give directions to the Club's Trustees to purchase, sell, pledge, lease, mortgage or otherwise any property for the Club and to authorise any borrowing on behalf of the Club and such terms as it considers necessary.
 - 2. The General Committee may resolve to put any decision regarding matters referred to in paragraph 1 of this rule to the Club in General Meetings called in accordance with RULE 5.
 - 3. In the event of a resolution of the Club in General Meetings on any matter in accordance with paragraph 2. Of this Rule, every member of the Club, whether they voted on the resolution or not and everyone becoming a member after the resolution, is deemed to have assented to the resolution as if he had voted in favour of it.

RULE 9 – HONORARY SECRETARY AND HONORARY TREASURER

The Executive Officers of the Club will be the Honorary Secretary and the Honorary Treasurer who will be responsible for the day to day administration of the Club. All financial matters will be dealt with by them, their responsibilities being to the General Committee. The Treasurer will keep adequate books of account to record all financial transactions and will present to the Club in General Meetings at least once in every year income and expenditure accounts showing the results of the Club's activities for each year ended 31st December, together with a balance sheet at that date audited as per Rule 5 f).

- a) The Club Treasurer has the authority to request an audited balance sheet from each and every section and/or team as requested.
- b) The Honorary Secretary and Treasurer have the authority to call an emergency meeting of the General Committee at 72 hours notice to deal with matters of an emergency nature.

RULE 10 – CLUB STEWARD

The Club Steward will be responsible for the general management of the Club premises, including the bar. In the matters of day to day club management he may refer to the Chairman, Secretary or Treasurer as necessary and, in any case, will be ultimately responsible so far as the Club's affairs are concerned to the General Committee.

RULE 11 – TRUSTEES

- a) Not less than two and not more than four Trustees shall be appointed from time to time as necessary by members of the Club at a General Meeting. A Trustee shall hold office during his life or until his resignation in writing to the Honorary Secretary or a resolution removing him from office shall have been passed by a two thirds majority of those present and voting at a General Meeting.
- b) All the property of the Club of whatever nature shall be vested in the Trustees for the time being to be held in trust in their names for the use and the benefit of the Club as a whole. On the death, resignation or removal from office of a Trustee, the Committee shall take steps to secure the appointment by the Club of a new Trustee in his place so that there is a minimum of two Trustees. The Committee shall take all lawful and practicable steps to ensure that all Club property is vested in the names of the Trustees for the time being.

- c) The Trustees shall at all times and in all respects act in regard to the property of the Club held by them in accordance with the directions of the General Committee and shall have the power to sell, pledge, lease, mortgage or otherwise alienate any Club property in compliance with the directions of the General Committee or by resolution of the Club in General Meeting but no purchaser, lessee or mortgager, or other successor in title, shall be concerned to enquire whether any such direction has been given.
- d) The Trustees shall on the direction of the General Committee represent the Club in any litigation.
- e) The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the General Committee.

RULE 12 – SUBSCRIPTIONS

Due 1st January in each year.

- a) Full membership (social) single
Husband and Wife
Family (children up to 16 years)
Single parent (family) (children up to 16)
- b) Junior 16 to 18 years
Parent or guardian should be a member of the Club
- c) Full membership (social) OAP
and spouse
- d) Honorary Life Member (see Rule 8)
- e) Temporary membership (see Bye-Laws)
- f) These subscriptions are payable in advance on 1st January. Payment must be made by 1st February otherwise the defaulting member is liable to re-application. Annual subscriptions cover the period 1st January to 31st December in each year.
- g) Membership cards will be carried by all members using the Club and must be produced on demand by any Committee member, the Club Steward or staff.

RULE 13 – PROVISIONS RELATING TO THE SALE AND/OR CONSUMPTION OF INTOXICATING LIQUOR

The bar shall be open at times to be decided by the General Committee for the sale of alcohol to members. These drinks must be consumed on the premises and paid for at the time of purchase. No intoxicants will be served to persons under 18 years of age in accordance with the provisions of the licensing laws.

Members who have hired the function hall, visiting clubs and their supporters and guests who are attending the Club for the purpose of participating in bona fide matches or competitions in the sports activities and social events permitted under the Club rules with members of this or other clubs are permitted to make purchases at the bar subject as always to the compliance with the foregoing rules and provisions of the licensing laws and the Club's registration certificate.

The Club Steward and any committee member present at the time shall have absolute authority to refuse to serve any member or visitor who shows signs of intoxication or whose conduct is considered to be prejudicial to good order and discipline.

The Club's Honorary Secretary to be the licence holder.

Guest: All guests are to be signed into the Club premises by a full member. A full member can sign in two guests at any one time and is responsible for those guests while they are on the Club premises.

RULE 14 – SECTIONAL ACTIVITIES

The Club shall be divided into sections each covering a portion of the Club's activities, e.g. tennis, bowls, skittles and any similar sports or social activities which are of interest to a sufficient number of the Club's membership and which are responsibly run as a properly constituted section in accordance with the rules of the Club. Each section will be responsible for its matches, rules, administration, maintenance, finance etc., provided no rules or regulations are made such as contravenes any instructions by the General Committee, members in general meeting or the Club rules.

RULE 15 FINANCE

No person shall at any time be entitled to receive at the expense of the Club any commission, percentage or payment in respect of purchases of intoxicating liquor by the Club, nor shall any person derive any pecuniary gain from the carrying on of the Club and any such gain shall be applied for the benefit of the Club as a whole PROVIDED THAT this will not prohibit the Club from paying to any employee a salary or to any Club official all expenses reasonably incurred in connection with the Club's business where such payments are approved by the General Committee.