Herriard Village Hub – Club Rules

Club Name & Objects

Name
The Club shall be named the Herriard Village Hub.

Objects
The objects of the Club shall be to carry out the business of a bona-fide Club providing the means of social activity, mutual helpfulness, mental and moral improvement, recreation, and other advantages of a Club for the members and for the residents of Herriard and surrounding villages.

Use of the Club's Name
The registered name of the Club shall be kept painted or affixed on the outside of the Club premises, in a conspicuous position in letters easily legible, and shall be mentioned in legible characters on all business letters, notices, advertisements and other official publications of the Club. Further, in all bills of exchange, promissory notes, endorsements, cheques, and orders for money or goods purporting to be signed by or on behalf of the Club, and on all bills, invoices, receipts and letters of credit of the Club.

Rules & Bye-Laws

Supply
The Secretary shall be supplied by the Committee with copies of the registered rules, and shall be bound to deliver a copy to all members on their election and to any other person, on demand, together with copies of registered partial amendments on such payment (not exceeding 10 pence), as the Committee may from time to time determine.

Amendment
No amendment of these rules is valid until voted upon by not less than two-thirds of the members present and voting at a general meeting. Any meeting so called must include notice of the resolution, setting out the terms of the alteration proposed.

Bye-Laws

The Committee shall have power to make such bye-laws as it may consider necessary for the good order and management of the Club, provided that no such bye-laws shall conflict with any of the rules. A copy of all such bye-laws shall be posted conspicuously on the Club notice-board.

Eligibility for Membership

All members of the Club must be at least 18 years of age.

Application for Membership

Applications for membership shall be made to the Club Secretary.

Applicants must sign an application form. The application form must contain present name, and address of each applicant. This form shall be posted in the Club for at least two clear days prior to the proposed member's name being considered by the Committee.

The Committee has the sole authority to admit applicants to membership or to reject them. The decision of the Committee shall be final.

The reasons for the decision shall not be conveyed to the applicant.

Immediately upon admission the new member shall: -

(a) Be provided with a copy of the Club's registered rules.
(b) Pay the current joining fee and subscription.
(c) Receive a Herriard Village Hub membership card.

Subscriptions and Joining Fees

Who pays
All members shall pay an initial joining fee together with a subscription as may from time to time be determined by the Committee, and ratified by the members at an Annual General Meeting. For the avoidance of doubt, this fee may be de minimus.

Payments Due
The subscription for the current financial year becomes due as soon as an applicant is admitted to membership and subsequently on the first day of January.

Arrears
Any member who has not paid his subscription within 31 days after it has become due shall be considered to be "in arrears"

Any member "in arrears" shall be liable to pay a fine as set by the committee along with the annual subscription. No member in arrears shall be permitted to use the club or take part in its affairs.

Lapsed Membership
Any member whose subscription is still not paid within four weeks of becoming in arrears shall cease to be a member

Register of Members

Register
The Club shall keep at its registered office a register in which the Secretary shall enter the following particulars: -
(a) the names and addresses of all the members;
(b) the names and addresses of the Officers and Committee with the offices held by them respectively and the dates on which they assumed office.

Address Change
Any member changing his address must notify the Secretary of such change within fourteen days thereafter.

Cessation of Membership

A member shall cease to be a member: -
(a) by non-payment of subscriptions, and shall not be considered for readmission to the club without full payment of any arrears.
(b) by expulsion.
(c) by resignation. Any member wishing to resign must send written notice to the Secretary and have his resignation formally accepted by the Committee.
(d) upon death.

Visitors

The Hub welcomes all residents of Herriard and the surrounding villages and towns, along with their friends and acquaintances.

All Visitors shall be subject to such regulations as may from time to time be made by the Committee and intoxicants and other excisable articles may be supplied and consumed by them whilst on the premises only in accordance with the provisions of the Licencing Act 2003. Visitors shall not be eligible to attend meetings of the club. Visitors are admitted to the club at the discretion of the Committee.

Hours of Opening and Closing Club Premises

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

Permitted Hours

The permitted hours for the supply of intoxicants shall be fixed by the Committee within and in accordance with the Licensing Act 2003 and any conditions attached to any licence held by or on behalf of the Club for the purposes of the supply of intoxicating liquor or to any registration certificate of the Club premises.

Insofar as these rules allow for the sale of intoxicants such sale shall also be limited to the permitted hours fixed by the Committee.

The permitted hours may be extended only by application to the relevant Council pursuant to the Licensing Act 2003.

Meetings

Ordinary General Meetings

Ordinary general meetings shall be held as directed by the Committee.

The agenda for the meeting must be posted prominently on the Club premises and/or website for at least seven days prior to the meeting.

Notice of a motion submitted in writing by any member at least seven days before the date of such meeting shall be added to the agenda by the Secretary. No matters other than those which appear on the agenda shall be discussed at an ordinary general meeting.

Annual General Meeting

The annual general meeting of the members shall be held at least once per year on a date and time to be fixed by the Committee. The Secretary shall post the date and time of the meeting together with an agenda of the business to be conducted prominently in the Club and /or the Club website for at least seven days prior to the date of the meeting.

The business of the meeting shall be to receive a report by the Committee for the previous financial year, to receive a statement of accounts and balance sheet and the report of the Auditor for the previous financial year, to appoint the Auditor and such other business as may be included in the agenda.

The Secretary shall add notice of a relevant motion in writing submitted by any member at least seven days before the date of such meeting to the agenda.

Special General Meetings

How to be called:
A special general meeting shall be called by the Secretary in the following circumstances:-
(a) upon the direction of the Committee, and in accordance with such direction;
(b) on a requisition, signed by one-fifth of the members or 20 such members, whichever is the less, stating the special object thereof. The requisition should include both the printed name and signature of the member. Such meeting shall be held within not less than 14 days and not more than 21 days from the date of the receipt by the Secretary of the requisition.

Notice to be given:
Notice of any special general meeting, and of the objects for which it is called, shall be posted prominently in the Club and/or the Club website by the Secretary for at least seven days prior to the date of the meeting.

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

Quorum
A general meeting may proceed to business if 8 qualified members are present within an hour after the time fixed for the meeting, otherwise the meeting, if a special general meeting convened on the requisition of the members, shall be dissolved: but if an ordinary annual or special general meeting convened by order of the Committee 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 from the want of a quorum arising after the chair has been taken.

Presiding Officer
The Chair, or the Vice-Chair, or in the absence of all these officers, a member elected by the meeting shall preside at all general meetings.

Voting
All members may attend and speak at any general meeting.

All members shall be entitled to vote on any resolution.

Voting shall be decided by simple majority of those present except as otherwise provided in these rules and in the event of a tied vote the motion shall be deemed to be lost.

Rescinding
No resolution passed by a general meeting shall be rescinded, except by another general meeting called in accordance with the rule on Ordinary, Special and Annual Meetings (as above).

Officers

Officers
Officers of the Club shall consist of a President, Chair, Vice-Chair, Treasurer and Secretary who shall be elected annually by and be members of the Committee.

Vacation of Office
Any elected Officer shall vacate their office: -
(a) upon removal from office;
(b) upon cessation of membership of the Club;
(c) upon suspension;
(d) upon resignation submitted to the Secretary in writing and accepted by the Committee;
(e) upon death.

Vacancies
In the event of a vacancy arising among the elected officers, the Committee shall have power to appoint an eligible member to fill the vacancy until the next ballot held. The period of appointment should not to exceed twelve months.

Honoraria
Officers other than the Secretary may receive such honorarium (if any) as the members in general meeting may from time to time decide.

Duties of Officers
The President
The role of President is an honorary position and a normal Club member, with no special executive or decision-making powers. The President shall report to the membership each year at the AGM.

The Chair
The Chair shall normally preside at all meetings of the Committee and shall have overall responsibility for the conduct of Club affairs.

The Vice-Chair
The Vice-Chair shall deputise for the Chair as necessary.

The Treasurer
The Treasurer shall be responsible for the paying into the bank of all monies received by the Club from all sources, without any deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct. Furthermore, the Treasurer shall keep such accounts and pay such debts of the Club as the Committee shall direct, and must render to the Committee or a general meeting an account of any monies received or expended. They will attend all general meetings and all Committee meetings as directed by the Committee.

The Secretary
The Secretary shall keep upon the Club premises a list of the names and addresses of the members of the Club, and a subscription book (or books) in which shall be recorded the payments of such members.

They shall carry out the directions of the Committee and subject to such directions, shall receive monies on account of the Club and pay the same to the Treasurer, and keep such accounts as the Committee may direct.

They shall attend all general meetings and all Committee meetings in a non-voting capacity as directed by the Committee, take minutes of the proceedings, ensure the preparation of accounts and balance sheets and annual returns, and submit the same to the auditor.

The Committee

Management of the Club
The Committee shall be elected annually and shall consist of the President, the Chair, the Vice-Chair, Secretary and Treasurer who shall be members and up to six other committee members all of who shall be members of the Club. The Committee shall be responsible for the management of the Club having regard to these rules and to any resolution of a general meeting called.

The Committee, or any officers authorised by them, shall have the power to give orders for goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club. However, nothing in this rule shall empower the Committee to declare any dividend or make any

monetary grant to a Club member or incur expenditure except such as is consistent with the purposes for which the Club is established.

The committee shall not enter into any bond or agreement binding the Club to purchase excisable articles from any person or persons, or in any way part with its absolute control and that of the Club members over the supply of excisable articles to the Club in accordance with the Licencing Act 2003.

No member shall by virtue of their appointment have power to order goods or dispose of the funds of the Club.

Payments to Members of the Committee

Unless specifically authorised by a general meeting, a member of the Committee may not: -

(a) supply goods to the Club for payment;
(b) enter into a contract for work to be done for the Club;
(c) hold any office of salary or profit paid by the Club.

Note. Honoraria may be paid to officers or other members of the Committee if specifically and individually authorised by the members at a general meeting.

Conduct of Meetings

Frequency

The Committee shall meet once per month for general business and the Chair or in their absence the Vice-Chair or in their absence an elected Chair, who shall be a member, shall preside and shall have a casting vote.

Voting

The quorum of the Committee shall consist of at least one-third of the total membership of the Committee.

Each member of the Committee shall have one vote only. Except where otherwise provided in these rules, motions shall be decided by a simple majority of those present and voting and in the event of a tie, the Chair shall have the casting vote.

Minutes

Minutes of all meetings of the Committee shall be taken by the Secretary (or in their absence a member appointed by the Committee). The Secretary shall cause the minutes of the meetings to be retained for at least ten years.

Vacation of Office

Committee members will vacate their office: -

(a) upon cessation of membership of the Club;
(b) upon suspension;
(c) upon resignation submitted to the Secretary in writing and accepted by the Committee;
(d) upon death:
(e) by the votes of two-thirds of the members present and voting at a Special General Meeting called for that purpose. In the event of the removal or resignation of the whole or the majority of the Committee, the Secretary shall call a Special General Meeting to elect a new Committee.

Vacancies

In the event of a vacancy arising amongst the members of the Committee, the Committee shall have power to appoint an eligible member to fill the vacancy until the next ballot, the period of appointment not to exceed twelve months.

Sub-Committees

The Committee may appoint sub-committees as occasion requires and such sub-committees shall be responsible to the Committee.

Finance Sub-Committee

If the Committee so decides, it shall, at the first meeting following each election, appoint a sub-committee, to be called the Finance Sub-Committee. It shall consist of 3 members of the Committee exclusive of the Officers and the Officers shall also be entitled to attend this Sub-Committee. The duty of this Committee will be:-

(a) to monitor the performance of the Club against budget projections;
(b) arrange for stocktaking on the last Sunday of each month or alternatively the first convenient day of each month either by themselves or by an agent duly appointed for that purpose;
(c) check all demands for payment with the order book of the Club, and with the delivery notes and invoices;
(d) to report to the whole Committee whether such stock records agree with the returns made to the Club by the Steward, and whether the demands are in order and correct;
(e) to check whether the Secretary's cash record has been duly made up each week and the amount shown is reconciled with the records and bank statements of the Club's accounts;
(f) present to the Committee at each monthly meeting the records duly made up to date.

The proceedings of the Finance Sub-Committee shall be recorded by a nominated member in a minute book kept for that purpose.

Receipts and Expenditure

The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club at such bank or building society as the Committee shall from time to time decide. The Club may operate more than one bank account.

All cheques or other withdrawals drawn on the Club's bank account(s) over £100 must be authorised by two members of the Committee. All cheques or other withdrawals drawn on the Club's bank account(s) under £100 may be authorised by one member of the Committee.

Orders

The Committee or any Officers or members authorised by them shall have the power to give orders for goods to be supplied and work to be done as may be necessary for the purpose of the Club but nothing in this rule shall empower the Committee to incur expenditure except as is consistent with the purpose for which the Club is established.

No member of the Committee shall by virtue of their appointment have power to order goods or dispose of the funds of the Club. No goods shall be supplied nor any contract for work to be done for the Club entered into nor any office of salary or profit be held by any member of the Committee unless authorised at a General Meeting. Nothing in this rule shall invalidate any payment made to the Secretary of the Club by way of honorarium for their services in the event of the Secretary being for any length of time (during which they perform the duties of Secretary) a member of the Committee.

Conduct of Elections

Procedure

The election of Committee members shall be by ballot. No person may hold more than one office. Each member of the Club shall have one vote for each vacancy.

Ballots

Ballots shall be held during the Annual General Meeting, or any Special General Meeting if called for that purpose. The ballot may be either by show of hands or by ballot paper as determined by a majority of the members present at the meeting.

Scrutineers
Ballots shall be carried out under the direction of the committee by a scrutineer appointed by the Committee and who shall not be a candidate, Committee member, or Officer.

The scrutineer shall, at the conclusion of the ballot, count the votes as cast either by hand or entered on the ballot papers as the case may be and display the results of any such election on the club notice board.

Eligibility
Any member shall be eligible for election only after he has been a member of the Club for at least six months and must be proposed and seconded by two members. All retiring Officers and Committee members shall be eligible for re-election.

Result of Ballots
The candidates receiving the highest number of votes for each office shall be elected to that office. In the event of a member being elected to more than one office they may choose the office they wish to hold, the other office shall be filled by the member receiving the next highest number of votes. Should the ballot results in two or more candidates receiving equal numbers of votes for the last or only vacancy or vacancies the names of each candidate shall be written on slips of paper which shall be placed so the names are concealed and the President or in their absence some person appointed by the scrutineer shall draw as many slips as there are vacancies to be filled and the members whose names are drawn shall be declared duly elected.

Misconduct of Members & Visitors

The Licensing Act 2003 sets out four fundamental objectives for the licensee, these are:

- the prevention of crime and disorder: for example drug-related problems, disorder, drunkenness and anti-social behaviour
- public safety: the physical safety of people using the venue
- the prevention of public nuisance: for example noise from music, litter and light pollution
- the protection of children from harm: including moral, psychological and physical harm.

Members and Visitors shall be expected to uphold these four principles at all times and failure to do so shall be considered misconduct. No gaming (other than that permitted by law), drunkenness, prohibited drugs, bad language or other misconduct shall be permitted on the Club's premises. Any officer or any member of the Committee shall have power to order the immediate withdrawal from the Club's premises of any Member or Visitor offending under the provisions of this rule.

In the case of a member, they shall be dealt with by the Committee under the disciplinary rule. Such a member shall have no right of re-entry to the Club premises or benefits of membership until requested and attending to meet the Committee. If the next ordinary meeting of the Committee is within less than three days the member may claim to appear before them at that meeting to have his case dealt with, waiving the length of notice required by the following rule.

Any Visitors' readmittance shall be at the sole discretion of the Committee.

Disciplinary Powers of the Committee

The Committee shall have power to reprimand, suspend (for not less than 3 months nor more than 12 months), or expel any member who shall infringe any rule, or whose conduct, whether within or without the Club premises, shall in their opinion, bring the name of the Herriard Village Hub into disrepute and render the member unfit for membership.

No member shall be suspended or expelled without being given an opportunity to be heard by the Committee and to advance a defence, nor unless a majority (of two-thirds of the Committee then present) shall vote for his suspension or expulsion.

Every member required to appear before the Committee under this rule shall receive at least seven clear days' notice in writing from the Secretary and the appearance shall normally be within 40 days of the alleged offence. Such notice shall contain a statement of the reasons for the action taken.

The Secretary shall notify the member of the Committee's decision in writing within seven days.

A member properly suspended or expelled shall have no right of appeal.

A suspended member shall remain liable to pay his subscription, but shall not be permitted to use any of the facilities of the Club or take any part in the affairs of the Club except as may be provided by the Act. The Secretary shall hold the Club membership card of suspended members.

Audit

There shall be appointed in each year of account a qualified Auditor to audit the Club's accounts and balance sheet for that year.

For this purpose none of the following shall be appointed as an Auditor of the Club,

(a) an Officer or member of the Club
(b) a person who is a partner or in the employment or who employs an Officer of the club.

The appointment of an Auditor shall be made by resolution at an Annual General Meeting or failing that at a Special General Meeting called for that purpose.

Inspection of records by Members

A member may, at the discretion of the Committee, on giving seven clear days prior notice of their reason in writing to the Secretary, inspect the minutes of any meeting of the Committee, the books of account and the books containing the names of the members of the club.

Investments & Borrowings

The Committee may invest the funds of the Club in or upon any security, being a security in which trustees are for the time being authorised by law to invest for which purposes sections 1 to 6 of the 'Trustee Investment Act 1961' or any Act or Acts amending or in substitution for the same and for the time being in force shall apply as if the Club were a trustee and its funds were trust property; but not otherwise.

The Committee shall have no rights or powers to borrow money or to charge the whole or any part of its property as security for the repayment of monies borrowed, or purchase goods on finance or credit, unless approved by more than 75% of the total membership at the AGM.

Trustees

The Committee may elect one or more Trustees to enter into agreements, leases or contracts on behalf of the Club.

Any such agreement, lease or contract shall only be entered into by the Trustee(s) following approval to do so from the Committee.

The Trustees shall be indemnified by the Club for any liabilities incurred by them under any agreement, lease or contract entered into when acting as Trustees up to the realised value of the assets of the Club.

Dissolution

The Club may at any time be dissolved by the consent of three-quarters of the members, testified by their signatures to an Instrument of Dissolution in the form provided by the Statutory Regulations in that behalf, or by winding up in a manner provided for by the Act.

No profits or funds of the Club shall be distributed amongst the members. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Club as the members of the Club may determine.

Interpretation

In these rules:-

(a) words importing the singular or plural shall include the plural and singular respectively;
(b) words importing the masculine gender shall include the feminine;
(c) “records” shall mean notes, books, or computer data;
(d) reference to statutes shall include subsequent legislation;
(e) “employee” shall mean any person who is required by statute to receive a written statement of employment particulars within two months of the start of employment.