



**RULES OF THE
STANBOROUGHS CONSERVATIVE CLUB**

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NAME AND OBJECTS OF THE CLUB

1. Stanboroughs Conservative Club, hereinafter referred to as "the Club", shall be situated at Stanboroughs Court, Conduit Lane, Hoddesdon, Herts EN11 8EP or such other place as the majority of members shall determine.
- 1.2 Its objects shall be to carry on the business of a Club and, in so doing, to promote by all proper means the principles of Conservatism, and the implementation of the Conservative Party's policies.
- 1.3 The Club shall be affiliated to and inter-affiliated with, the Association of Conservative Clubs Limited, subject to the rules and regulations thereof.

MEMBERSHIP

Election

- 2.1 Only Conservatives, being subscribing members of The Conservative Party, being 18 years of age, shall be entitled to be eligible for membership.
- 2.2 Any 2 members of not less than 12 months standing may propose and second a candidate for membership and shall be able from personal knowledge to vouch for his respectability and fitness to be a member and both of them shall sign the nomination form, as shall the candidate, who, by so doing, shall pledge himself to support The Conservative Party and to abide by the Rules of the Club now, or hereafter, in force, in the event of his being elected a member.
- 2.3 The name, address and occupation of each candidate and the names of his proposer and seconder shall be posted on the Club notice board at least 14 days before the day on which the candidate's name is submitted for election.
- 2.4 Every member shall produce evidence of his identity, whenever called upon to do so by any person authorised by the Committee to make such demand on the Club premises (e.g. Age).
- 2.5 Candidates for membership shall be interviewed by the membership sub-committee who will make appropriate recommendations to the General Committee. The Committee shall confirm their recommendations unless rejected by 2 or more votes.
- 2.6 No paid employee of the Club shall be a member of the Club.
- 2.7 Any member, who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary or the Administrator who shall communicate the objection to the Committee.
- 2.8 The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if summoned to do so at the first time of asking a maximum of 3 invites will be sent or send an explanation which the Committee shall deem satisfactory for not doing so within 28 days that application for election shall not be proceeded with.
- 2.9 No candidate shall be admitted to the privileges of membership until he has been:-
 - .1 formally elected a member by the Committee, and
 - .2 paid his first subscription, together with any joining fee which may be determined by the Committee, and if requested a returnable deposit for their key entry fob/membership card.
 - .3 Members entry/charge cards are usually provided free, however, replacement cards will be subject to a fee.
- 2.10 Membership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.
- 2.11 Notwithstanding the above clauses, the Committee may, if circumstances arise, temporarily vary the membership election procedure to enable a practical method to operate in the short term. (e.g. closed premises)

CLASSES OF MEMBERSHIP

- 3.1 Full members may be either single or joint (any 2 members of the same family).

- 3.2 Corporate membership is available as laid down by the Committee from time to time.
- 3.3 Any other class of membership introduced by the Committee from time to time.
- 3.4 Levels of subscription shall be set by the Committee.(see clause 5.1)

DISQUALIFICATION OF CANDIDATES

- 4.1 No rejected candidate shall again be proposed as a member until the expiration of 12 months from the date of such rejection.
- 4.2 No person who shall have been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, shall ever again be proposed as a candidate, or make use of the Club premises, except by consent of the Committee.

SUBSCRIPTIONS

- 5.1 The subscription shall be of such sum as shall from time to time be determined by the Committee. Subscriptions shall be paid in advance on admission and subsequently on the 1st July each year or by monthly standing order.
- 5.2 Upon joining, an agreed amount shall be paid for onward transmission to the Broxbourne Parliamentary Conservative Association (the "Association") and each year thereafter (unless already a member of the Association. A new member shall permit his name and address being given to the Association.
- 5.3 Should a member require an inter-affiliation card these are available upon request for a small charge, as is a Club directory of all the Associated Conservative Clubs.

Non-payment of Subscription

- 5.5 Any member failing to pay any subscription within one calendar month of the same has become due, he shall be considered in arrears, a notice of the default shall be sent to the member by the Administrator; if the sum due be not paid within another 14 days after such notice has been sent this person shall cease to be a member. If however, the delay in payment can be accounted for to the satisfaction of the Committee, the Committee may at its discretion, direct that any member shall be exempt from the above.
- 5.6 If any member does not pay any subscriptions that are due within the specified time and they wish to retain their membership they may be asked to pay a re-joining fee which will be determined by the Committee.
- 5.7 No member in arrears shall be permitted to make use of the Club or take part in its affairs.

CHANGE OF ADDRESS

- 6 Any member changing his address shall, within 14 days, give notice to the Administrator in writing of such address, and until such notice is given, and all communications and notices posted to their last address shall be deemed to have been served upon such member.

INTER-AFFILIATION TICKET HOLDERS

- 7 Members of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations of that Association, may on presentation of their inter-affiliation ticket 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. They shall sign the inter-affiliation book.

TERMINATION OF MEMBERSHIP

- 8.1 Membership shall terminate:
- .1 On resignation (clause 9),
 - .2 On non-payment of subscription (clause 5.5),
 - .3 On expulsion (clause 19),

.4 On ceasing to be a Conservative supporter as defined in clause 2.1.,

.5 On notice of death.

8.2 There will be no refunds of paid subscriptions on termination of membership except at the discretion of the Committee.

RESIGNATION OF MEMBERSHIP

9. Any member wishing to resign should send a written notice to the Administrator or Secretary shall thereupon cease to be a member. The Committee may accept the verbal resignation of a member provided it is reported at a subsequent Committee meeting.

OFFICERS

10. The Officers of the club shall consist of a President, Chairman, Treasurer and Secretary. The President shall be elected by ballot at the Annual General Meeting. The Chairman and the Treasurer shall be elected by the Committee at its first meeting after the Annual General Meeting. The Secretary may be elected by the Committee from its number, or be appointed by the Committee from outside its number.

COMMITTEE MEMBERS

11.1 The Committee shall consist of a President and 12 elected members from whom the Chairman, Treasurer and if appropriate the Secretary are selected.

11.2 The senior 4 Committee members in length of service from the date of last election shall retire at each Annual General Meeting and shall be eligible for re-election.

11.3 If 2 or more Committee members have served for the same period those to retire shall be selected by the Chairman by lot.

THE COMMITTEE

12.1 The Committee shall consist of the Officers and Committee members referred to in clauses 10 and 11.

12.2 The Chairman, or in this person's absence, a Chairman elected by the meeting shall preside.

12.3 The Committee shall meet at least 10 times in a year. A minimum of 50% of Committee members shall form a quorum.

12.4 Each member shall have one vote and in the event of equality of votes the Chairman of the meeting shall have in addition to one vote as a member of the Committee a second or casting vote. All references to the 'Committee' shall include the Officers and Committee members.

12.5 Any member of the Committee being absent from 3 consecutive meetings of the Committee shall, unless he sends a written explanation which the Committee shall deem satisfactory, cease to be a member of the Committee.

12.6 Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and such resignation shall be deemed to be effective upon receipt by the Administrator of written notification. The Committee may accept the verbal resignation of a member provided it is reported at a subsequent Committee meeting.

12.7 Any member of the Committee ceasing to be a member of the Club, or who is suspended from the privileges of membership, shall cease to be a member of the Committee.

12.8 Any vacancy so caused shall be filled as provided in clause 23.

12.9 Any Officer or Committee member and the Steward/and or Manager or any other employee dealing with the moneys of the Club shall give such security as the Committee may from time to time determine, and shall discharge their duties under the direction of the Committee.

DUTIES OF OFFICERS

PRESIDENT AND CHAIRMAN

13. The President, or in his absence his nominee, shall preside at all meetings (other than Committee meetings) of the Club.

TRUSTEES

14.1 All the property whether real or personal shall be vested in up to 4 Trustees upon trust for the members for the time being and shall be applied and dealt with by the Trustees in accordance with the directions and wishes of the members as expressed in the Rules, in accordance with such resolutions and directions as may from time to time be passed or given under the authority of the Committee.

14.2 The Trustees shall have power, subject to authorisation by the Committee, to mortgage or charge the premises and other property of the Club for the purposes of raising such moneys as may be required to carry on the Club's business for the benefit and convenience of its members.

14.3 If the assets of the Club shall be insufficient for the purpose aforesaid then a special subscription shall be raised from and become payable by those persons who shall at the time such indemnity is invoked be members of the Club who shall contribute thereto such amounts as shall be determined by resolution of the Committee.

14.4 Every Trustee shall be entitled to be indemnified by the Club from and against all liability costs damages claims and demands incurred or suffered by him arising out of and in connection with anything done by him bona fide as such Trustee of the Club or at the request of and in accordance with a resolution of the Committee. The Trustees shall be elected at a General or Special General Meeting by a majority of the members present and entitled to vote and shall remain in office during the pleasure of the Club.

14.5 For the purpose of giving effect to such election the Committee is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustees Act 1925 and they shall by Deed duly appoint the person or persons so nominated at the General or Special General Meeting as the new Trustee or Trustees of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment.

14.6 Any or all of the Trustees may be removed by a majority of 75% of the members present at a Special General Meeting called for that purpose in the following manner:

14.7 The Secretary shall summon the meeting:

- .1 At the direction of the Committee, or
- .2 Upon receiving a request signed by 20% of the members or 20 members whichever is the less and the Secretary shall thereupon give 14 days' notice by a notice posted in the Club premises.

14.8 In case of a vacancy caused by removal, resignation or death, another Trustee shall be elected at a Special General Meeting called for that purpose in the manner as provided in clause 21.

TREASURER

15.1 The Treasurer shall be responsible for directing that all monies, whether received by the Administrator, or any other official, the Steward and/or the Manager, or any other employee of the Club, are duly paid into the Club's Bank account daily. The Treasurer shall also see that all debts of the Club are paid as directed by the Committee (except for petty cash payments and normal trading) by cheques signed by any 2 of the authorised signatories.

15.2 Electronic payments may be made by the Administrator on the authorisation of the Treasurer. At every regular meeting of the Committee (or more often if required) the Treasurer shall produce a management report of the finances of the Club for inspection showing that the foregoing duties have been carried out.

15.3 The Treasurer shall keep such accounts, documents and other papers of the Club, not otherwise kept by Administrator, in such manner and for such purposes as the Committee may direct.

15.4 The Committee, or any Officer authorised by them in writing, shall have power to give orders for goods and services and other things necessary for carrying out the objects of the Club; but nothing in this rule shall empower the Committee, or any Officer authorised by them to incur expenditure except such as is consistent with the purposes for which the Club is established.

SECRETARY

16.1 A Secretary shall/may be appointed by the Committee to assist in the day to day operation of the Club, its members and its premises. This position may be with or without salary or honorarium as agreed by the candidate and the Committee.

16.2 The Secretary shall be an Officer of the Club and will be under the direction of the Committee and carry out such duties as required by it, including attendance and minute taking at Committee Meetings.

16.3 The Secretary shall supervise and instruct the Administrator in the daily operation of the Club's business and provide the role of line manager between the Committee and the staff.

16.4 The Secretary shall ensure that the Club is registered in accordance with the current licensing laws. To 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 purposes of Section 94(2) of the Licensing Act 2003. The nominated person shall be the Secretary unless otherwise decided by the Club Committee and shall be identified in writing to the Licensing Authority. The Secretary shall ensure that the summary of the Certificate issued by the Licensing Authority is prominently displayed on the Club premises.

16.5 The Secretary will be responsible for the insurance of the Club premises against fire and burglary and liability for accidents occurring to the Club employees and for any other purposes directed by the Committee.

16.6 The Secretary shall be responsible for all Licenses and Certificates as may be required for the safe and proper operation including insurance, of the Club and its premises.

16.7 The Secretary shall ensure that all proper procedures are adhered to in relation to the calling and conduct of all meetings as may be called from time to time.

16.8 The Secretary with the assistance of the Administrator shall ensure that all members are aware of and adhere to the Bye Laws of the Club. The Committee shall have power to direct that the Secretary may be admitted to the Club premises and that intoxicating liquor may be supplied for consumption on the premises.

ADMINISTRATOR

17.1 A written contract of service shall be sufficient evidence of their appointment under this section and the terms thereof shall be substituted for all provisions in these Rules relating to the appointment, term of office, retirement and dismissal from office and similar matters relating to the Administrator.

17.2 In the event of a person being appointed Administrator and receiving a fixed salary such a person shall not be an ordinary member of the Club, but the Committee shall have power to direct that such an employee may be admitted to the Club premises and that intoxicating liquor may be supplied for consumption on the premises.

General Duties:

17.3 The Administrator shall carry out the duties of this office under the superintendence, control and direction of the Secretary or such other officer as may be agreed.

17.4 The duties of the Administrator shall be:

.1 To receive monies on account of the Club and pay the same to the Treasurer or direct to the Club's bank account. The Administrator shall keep such accounts, documents and papers of the Club in such manner and for such purposes as the Committee may direct.

.2 In the absence of the Secretary, to summon and attend all Annual General Meetings, Special General Meetings and meetings of the Committee, and take minutes of the proceedings. If required, to summon all meetings of the sub-committees. To send copies of the various minutes to all members of the General Committee and the Trustees.

.3 In every year prepares or causes to be prepared the balance sheet and income and expenditure account and submit the same to the Treasurer of the Club.

.4 To keep upon the Club premises a register of the names and addresses of the Club members and a record of the latest payment of their subscription.

- .5 To comply with the requirements of HM Revenue & Customs with regard to the deduction of income tax from the wages or salaries of employees and with the requirements of the National Insurance Acts in respect to such employees, under the direction of the Treasurer.
- .6 To keep such records as necessary for the purpose of V.A.T. under the direction of the Treasurer.
- .7 To ensure that the Club holds records of all relevant licenses, such as Performing Rights and Music as well as any contracts for maintenance of alarm systems, removal of waste and any other equipment requiring on-going maintenance.
- .8 To be supplied by the Committee with copies of the Rules and shall be bound to deliver a copy thereof to any member on such payment as the Committee may from time determine.
- .9 To carry out such other duties as is reasonably incidental to this office.

AUTHORITY OF THE COMMITTEE

- 18.1 The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules, and make such byelaws as may be necessary for the conduct of the Club in conformity with these Rules.
- 18.2 At the first meeting after the Annual General Meeting the Committee shall appoint a Chairman and Treasurer as well as a Political Liaison Officer, who shall also be the representative to the Executive Committee of the local Constituency Conservative Association.
- 18.3 It will also appoint sub-committees from time to time which shall manage the several departments of the Club under the supervision of the Committee.
- 18.4 The appointment and dismissal of the Secretary and Administrator, if appointed in accordance with clauses 16 & 17; the Steward and/or Manager and all other Club employees, shall be vested solely in the Committee as a whole.
- 18.5 No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of intention to propose such rescission.

DISCIPLINE

- 19.1 The Committee shall have power to reprimand, suspend for a period not exceeding one year, or expel from membership of the Club any member who is adjudged guilty by the Committee of any infringement of the Rules or Bye-laws or whose conduct in or out of the Club is in the opinion of the Committee prejudicial to the Conservative cause or to the interests of the Club.
- 19.2 The Chairman or Secretary, or in their absence any member of the Committee, shall be empowered to order the immediate withdrawal of any member whose conduct on the Club premises is in conflict with the Rules of the Club. The matter must be reported to the Committee at their next regular meeting. Such a member shall have no right of re-entry to the Club premises until a decision has been made by the Committee in respect whether there is a complaint to warrant them summoning the member to appear before them.
- 19.3 Any complaint or complaints against a member shall be considered by the Committee at their next regular meeting, and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership until the date of the meeting to which the member shall be summoned under the terms of clause 19.4.
- 19.4 If the Committee are of the opinion that the complaint or complaints do not warrant them summoning him to appear before them, the member in question must be immediately notified to this effect and in the case of clause 19.2 be free to resume all membership rights.
- 19.5 If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning them to appear before them, at least seven clear days' notice in writing shall be given by the Administrator to the member being so summoned, and the notice shall contain a written statement specifying the complaint or complaints brought against the member.

19.6 No member shall be reprimanded, suspended from the facilities of membership or expelled from membership of the Club without being first summoned before the Committee, and full opportunity afforded to the member to make a defence against the allegations, nor unless a majority of at least 66% of the Committee then present vote for the member being reprimanded, suspended or expelled.

19.7 Should the member fail to appear before the Committee has given no prior reasonable explanation for failing to do so, the case can proceed and be dealt with by the Committee in the absence of the member.

19.8 A suspended member shall remain liable to pay his subscription.

19.9 The Committee's decision shall be final.

Right of Appeal

19.10 Member who shall have been suspended or expelled by the Committee from membership shall in either case have the right of appeal against such decision provided such appeal is made by the member within 21 days of such suspension or expulsion in writing addressed to the Secretary.

19.11 Any such appeal shall be decided by 3 independent arbitrators to be chosen for this purpose, who shall be appointed from the membership of the Club as and when necessary and any decision made by such arbitrators shall be binding and conclusive on all parties without appeal. Application for the enforcement of such decision made is made to the High Court or County Court.

ELECTION OF OFFICERS AND COMMITTEE MEMBERS

20.1 Every candidate for office shall be proposed and seconded by 2 members entitled to vote. The candidate must have paid the current subscription and must have been a member for the previous 12 months, and be not less than 21 years of age.

20.2 Each member of the Club shall have one vote for each vacancy, and no member shall give more than one vote to any candidate.

20.3 At least 21 days prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club notice board by the Administrator, inviting the nomination of candidates for the office of Committee member or Officer of the Club. The notice shall remain so posted for 21 days. The Administrator will also inform any members by post that does not have e-mail of this election.

20.4 The names of all candidates for office in the Club, together with the names of their proposers and seconders, shall be entered on a nomination sheet which shall be posted on the Club notice board 21 days before the day appointed for the commencement of the ballot and shall remain so posted until the result of the ballot has been declared.

CONDUCT OF BALLOTS AND VOTING

21.1 At all Meetings every member present shall have one vote on each resolution.

21.2 Ballots shall be conducted by attendance at any meeting properly called, or by post. Postal ballots will be available from the Administrator at any time up to 14 days prior to such meeting. Ballot papers in sealed envelopes may be handed in to the office, put in an appropriate ballot box or posted to arrive at least 2 days prior to the meeting.

21.3 The Committee shall appoint 2 or more scrutineers to carry out the ballot under their direction, and the result of the ballot shall be declared at the Annual General Meeting or Special General Meeting. No Officer or Committee member of the Club or candidate may be appointed a scrutineer.

21.4 In the case of a tie between 2 or more candidates, the names of such candidates shall be written on ballot papers, which shall be placed in a receptacle, from which the Chairman of the meeting shall draw as many names as there are vacancies to be filled. The names thus drawn shall be declared duly elected.

21.5 In the event of being elected for 2 offices, the member shall choose which office to fill. The vacancy thus arising shall be filled by the unsuccessful candidate with the highest number of votes, but if there shall be no such candidate, the office shall be filled by the method prescribed in clause 22.

Casual Vacancies

22. In the event of there being fewer candidates than there are vacancies to fill, the Committee may at any of its meetings after the Annual General Meeting appoint members to fill some or all of those vacancies. The number of such vacancies so filled shall not exceed 2 and any such appointment shall be for the period up to the next Annual General Meeting.

Resignation of the Committee

23. In the event of the whole Committee resigning at any time, the Trustees together with the Secretary shall obtain nominations during the following 21 days, and a ballot shall take place and shall be declared at a Special General Meeting held within 14 days of such resignation for the election of a new Committee. The time and notice required for nominations under clause 20.4 and for Special General Meetings under clause 27.4, shall not apply in this case.

Removal of Committee and Election of new Committee

24. The Committee, or any member or members thereof, may be removed by a majority of 75% of the members of the Club present, being a minimum of 30% of the membership; voting at a Special General Meeting called for that purpose. The election of a new Committee or any member or members thereof shall take place in the manner prescribed in clause 21 upon resignation of the Committee.

APPOINTMENT AND DUTIES OF AN INDEPENDENT EXAMINER

25.1 The members, at the Annual General Meeting, shall elect an Independent Examiner who publicly carries on the business of an accountant to examine the accounts for the ensuing year.

25.2 The Independent Examiner shall examine the accounts and for that purpose shall have access to all books of the Club.

25.3 The Independent Examiner shall examine the accounts and the receipts and expenditure, funds and effects of the Club, and shall confirm the same, and shall either sign the accounts to be correct, or shall report in what respects the accounts are incorrect.

25.4. None of the following persons shall be appointed as Independent Examiner;

.1 An Officer or employee of the Club,

.2 A person who is a partner or in the employment of or who employs an officer or employee of the Club,

.3 A member of the Club.

GENERAL MEETINGS

Annual General Meeting

26.1 An Annual General Meeting shall be held not later than 3 months after the end of the financial year on a day to be fixed by the Committee.

26.2 Notice of such Annual General Meeting shall be posted on the Club notice board for at least 42 clear days before the date appointed for the meeting. Notice of Annual General Meetings must be sent to all members by post as must any notice of motion received; and copies of the Agenda.

26.3 Notice of any motion for inclusion in the agenda of the Annual General Meeting must be submitted in writing to the Administrator within 14 days of the posting of the notice summoning the meeting.

26.4 The agenda for the Annual General Meeting shall be posted on the Club notice board for at least 14 clear days before the date appointed for the meeting. No business other than that specified in the Agenda shall be transacted at the meeting.

26.5 A copy of the balance sheet and income and expenditure account for the year, with the report of the Independent Examiner, shall be posted on the Club notice board at least seven 28 days before the Annual General Meeting.

26.6 At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the Independent Examiner shall be presented, together with a report of the ballot for the position of President and Committee members.

26.7 At the Annual General Meeting 20% of the membership or 20 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to such day and at such time as the members present may determine and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall be a quorum.

Special General Meetings

27.1. The Secretary shall summon Special General Meetings as follows:

.1 In accordance with clause 23,

.2 At the direction of the Committee,

.3 upon a request forwarded to the Secretary signed by 20% of the membership or 20 members whichever is the less, stating the objects of such meeting, in accordance with clause 27.4.

27.2 Meetings summoned under the provisions (.2) and (.3) above shall be held within a period of not less than 14 days and not more than 28 days from the date of the receipt of the request by the Secretary.

27.3 Notice of any Special General Meetings must be sent to all members by post with details of matters for discussion/decision.

27.4 Notice of any Special General Meeting, and of the object for which it is called, shall be sent to all members and shall be posted on the Club notice board a clear 14 days before the date appointed for such meeting (except in the case of a Special General Meeting called under clauses 23 & 24) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

27.5 At a Special General Meeting 20% of the members, or 20 members whichever is the less, shall form a quorum.

27.6 If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to such day and at such time as the members present may determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall be a quorum.

Adjournment of Meeting

28. Any Annual General Meeting or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting.

Rescission of Resolutions

29. No resolution passed at an Annual General Meeting or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary or the Administrator at least 21 days before the date appointed for the subsequent Annual General or Special General Meeting.

VISITORS

30.1 Every member shall be permitted to introduce guests to the Club premises, but the same guest shall not be admitted to the Club premises more than twice within a period of one calendar month, unless special consent is obtained from the Committee. Intoxicating liquor may be sold to the guests of Members for consumption on the premises only. The Committee reserves the right to refuse the admission of any guest if in their opinion it is desirable in the interests of the Club.

30.2 The Committee may suspend this Rule at any time and for such period as they may think fit.

30.3 Members of other Clubs or other organisations who have been invited to take part in organized games, tournaments or other recreational activities held on the Club premises and Members, Officials and supporters of visiting teams invited to participate in the same, and persons attending at the Club premises to attend a meeting or function held in the name of the Conservative Party may, at the discretion of the Committee, be admitted to the Club Premises as guests of Members and intoxicating liquor may be sold to such persons for consumption on the Club premises only.

30.4 Intoxicating liquor may be supplied for consumption on the Club premises to guests attending any function on the Club premises which has been authorised by the Committee, provided that any such function shall be organised and supervised by at least one member who is present throughout the duration of such function, and the same shall apply to such other functions which may from time-to-time be held on Club premises within the scope permitted by the provisions of the Licensing Act 2003 in respect of Temporary Event Notices.

30.5 The Committee may suspend or vary this Rule at any time and for such period as they may think fit.

30.6 The name of any person admitted to Club premises, and where appropriate, the member who introduced that person, shall be written in the A.C.C. Members' Guest Book which shall be kept for that purpose on the Club Premises.

30.7 No person who has been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, or who at the request of the Committee, has resigned from membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (see clause 5.5) shall be admitted as a guest.

MISCONDUCT OF MEMBERS

31.1 No betting, drunkenness, bad language or disorderly conduct shall be permitted on the Club premises. Any infringement of this Rule will render the member offending liable to be dealt with by the Committee under clause 19.

31.2 It shall be the duty of any member of the Committee or member of the Club to take every available means for putting a stop to the offences in question, and to report them forthwith to the Committee through the Secretary.

31.3 No person who has been expelled, from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, or who, at the request of the Committee, has resigned his membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (clause 5.5) shall be admitted as a visitor.

HOURS OF OPENING AND CLOSING PREMISES

32.1 The Club premises shall be open to the members during such hours as may be determined from time to time by the Committee.

Hours of Supply

32.2 The permitted hours for the supply of intoxicating liquor and for qualifying activities to take place shall be at such times as the Committee may 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.

Excisable Articles

32.3 Payment shall only be received from a member of the Club, an inter-affiliated member or a person admitted under clause 30. Any other person making such payment shall be expelled from the Club premises.

32.4 No person under 18 years of age shall be supplied with intoxicating liquor for consumption on or off the premises, and no person less than 18 years of age shall be entitled to play the Club's gaming machines. Any Member of the Committee shall make an immediate report to the Administrator or Secretary of any breach or attempted breach of this clause.

32.5 Intoxicating liquor required for consumption off the premises shall be supplied to members only whilst on the Club premises, and taken away by them from the premises during the registered hours of supply. Any member who contravenes or attempts to contravene this Rule shall be dealt with under clause 19.

32.6 The purchase and supply of intoxicating liquor shall be controlled by the Committee.

32.7 The proceeds of the supply of excisable refreshments shall be carried to the credit of the Club funds and no individual employee or other person shall derive any advantage from the supply thereof.

APPLICATION OF SURPLUS

33. Any annual surplus of the Club shall be applied in such manner as the Committee consider best in the interests of the Club, and in furtherance of the objects for which the Club is formed, provided that no surplus shall be distributed among the members. Any surplus on dissolution of the Club shall be dealt with as provided in clause 35.

AMENDMENT OF RULES

34.1 Any Rule of the Club not hereinafter declared to be fundamental may be rescinded or amended or any new Rule made by a resolution carried by 75% of the votes given thereon at any Special General Meeting of which notice has been given specifying the intention to propose such a rescission, amendment or new Rule.

34.2 Clauses 1, 2.1, 14, 33 & 35 and this clause, are hereby declared to be fundamental and shall not be rescinded or amended, except with the prior consent in writing of the Association of Conservative Clubs Limited and by a resolution carried by 75% of the votes given at a Special General Meeting as provided in this Rule.

34.3 Propositions for amendments of Rules must be submitted in writing to the Committee 21 days prior to the date of such Meeting. No proposition shall be taken into consideration unless supported by 20 members who shall attach their signatures to such notice.

34.4 The Committee may propose Rule amendments at any time in accordance with the terms of this clause.

34.5 These Rules have been drawn up on the basis of up to 500 members. The Committee will review these Rules should the number of members exceed 500.

34.6 Written notice of any new Rule or amendment of Rules must be given by the Administrator to the Licensing Authority within 28 days of the adoption thereof.

DISSOLUTION

35.1 The Club may be dissolved by the consent of 75% of the members present and voting at a Special General Meeting called for that purpose.

35.2 Upon dissolution of the Club all its assets, after the discharge of its debts and liabilities, shall be transferred to the Association of Conservative Clubs Limited for furthering the objects as specified in clause 1.2 of these Rules.

DEFINITIONS

36.1. In these Rules, including this clause, unless the subject matter or context is inconsistent therewith:

- .1 Words importing the singular or plural shall include the singular or plural respectively,
- .2 Unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine,
- .3 "Officers" for the purpose of these Rules shall include every member of the Committee,
- .4 "Intoxicating liquor" for the purpose of these rules shall mean "alcohol" within the meaning of section 191 of the Licensing Act 2003,
- .5 "Inter-Affiliation Ticket Holders" for the purpose of these Rules shall mean "Associates" within the meaning of Section 67 of the Licensing Act 2003,
- .6 Any written communication or correspondence received or sent can be by email as well as posted letter,
- .7 These Rules will be governed by the Laws of England.

BYELAWS

REFRESHMENTS

37.1. Refreshments at a tariff approved by the Committee shall be supplied to the members by an employee, sub-contractor or franchise holder, duly authorised by the Committee. Only food supplied by the Club's authorised supplier may be consumed on the premises, unless approved by the Committee.

Members' Payment

37.2. All members must pay every expense they incur in the Club before they leave the premises. In particular, all food ordered must be paid for, whether consumed or not.

Complaints

37.3. All complaints or suggestions shall be made in writing to the Secretary and/or the Club Chairman.

Conduct of Employees

37.4. The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the Secretary of the Club. All complaints against employees or in regard to domestic arrangements of the Club shall, by anyone other than the Secretary, be addressed to them in writing and they shall submit the same for determination by the Committee.

37.5. No member shall give any money or gratuity to the employees of the Club, upon any pretext whatever.

Bills & Notices

37.6. No bill, notice, placard, or newspaper, shall be posted or distributed on or about the Club premises without the permission of the Committee or some person authorised by them.

Books & Papers

37.7. No books, papers, or pamphlets written or printed shall be removed from the Club and no books, papers, or pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary.

Petitions

37.8. No Committee members or Officer of the Club shall sign any petition or document on behalf of the Club, relating to matters not immediately connected with the management of the Club, without the express sanction of the Committee.

Damage to Property

37.9. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.

37.10. No member shall on any pretext take away, injure or destroy any newspaper, pamphlet, book or article being the property of the Club.

37.11. The consumption of food in any form in the Snooker Room is forbidden.

Meetings

37.12. Individual members may meet the Committee by prior arrangement, at any of their regular meetings to discuss with them any particular matters concerning the Club. It is necessary for the member to give the Secretary or Administrator notice of their intended visit stating the subject matter to be discussed.

Dress

37.13. Members and visitors attending the Club should at all times be respectably dressed. The accepted form of dress is "smart casual", unless otherwise stated.

37.14. No animals shall be allowed on the Club premises except at the discretion of the Committee; the only exception being Guide Dogs for the blind, partially sighted or partially hearing.

Children

37.15. Children, that is anyone under the age of 18 years, shall be allowed to visit the Club premises up until 7.30 p.m. or later at the discretion of the Committee, but must at all times be under the control of their parents (or guardians) or the organizers of specific events approved by the Committee.

Alteration of ByeLaws

37.16. These Bye-Laws may be altered or rescinded at the discretion of the Committee at any time, the publishing of an announcement of the Committee's decision on the Club notice board being deemed sufficient notice to members.

Exhibition of Rules and ByeLaws

37.17. A copy of these Rules and Bye Laws shall be exhibited in a prominent position on the Club premises at all times.

AGREED AT SGM 17th May 2013