

# BENEDICTINE S C

## Club Rules March 2024

(All previous Rules rescinded)

### Rule 1 (Name and Objectives)

The Society (hereinafter called "the Club") shall be called the Benedictine Social Centre Limited, and its objects are to carry on the business of a club by providing for the use of its members the means of rational recreation including the sale of alcohol.

### Rule 2 (Office)

Its registered office is - Glenluce Drive  
Cramlington  
Northumberland  
NE23 6YA

### Rule 3 (Powers)

The Club shall have full power to do all things necessary or expedient for the accomplishment of all objectives specified in its rules.

### Rule 4 (Shares)

Shares shall not be withdrawable or transferable and shall be of the value of such figure for each member as may be determined by the Committee from time to time – current value £2.

No member shall hold more than one share and no interest or dividend shall be paid upon it. A member shall forfeit their share on ceasing, for what ever reason to be a member.

### Rule 5 (Admission of Members)

We acknowledge only one category of member, all of whom have voting rights and are able to hold office.

Applicants may apply for Membership by completing the respective form in which they agree to abide by, and support the RULES OF THE CLUB. However, the Club reserves the right to refuse Membership, without reason.

### Rule 6 (Subscriptions)

Members shall pay an annual subscription, the amount being determined by the Committee and published in December each year. Subscription renewals will be taken between the 1<sup>st</sup> December and the 31<sup>st</sup> January of each respective year.

Any Member who has not paid their annual subscriptions by the 31<sup>st</sup> January of each year, or in the case of a Life Member not renewed their membership will be deemed to be in arrears and membership lapsed. Rejoins, keeping an existing membership number will be accepted up until the end of February after which current details will be deleted and new membership applications will be needed.

### Rule 7 (Register of Members)

It is the responsibility of the Secretary to maintain a record of Officers and Members. It is the responsibility of Members to advise the Secretary of changes to their personal details held by the Club.

### Rule 8 (Cessation of Membership)

Members shall cease to be Members by

- a) Nonpayment of subscriptions
- b) By expulsion
- c) By death

**Rule 9 (Misconduct of Patrons)**

The Club Steward, or Officials shall have the power to order the withdrawal from the club premises a patron on the grounds of conduct or behavior. Any patron who has been asked to withdraw from the Club will not be allowed back into the Club until they appear at a Committee Meeting where a concluding decision will be made. At least 7 days' notice will be given, in writing of a meeting date.

Members may appeal through the Special Meetings process.

**Rule 10 (Expulsion of Members)**

The Committee shall have the power to reprimand, suspend or expel any Member who infringes club rules, local guidance notices or displays behavior or conduct deemed to be unfit of a Club Member. Any such situation will be discussed with the member at a special meeting of the Committee. The Secretary will confirm the details, in writing to the respective member.

Members may appeal through the Special Meetings process.

**Rule 11 (Meetings)****General Meetings**

Meetings will take place in February and August of each year on a date fixed by the Committee which will be published at least 3 weeks prior to the meeting. A draft agenda will be published at least 7 days prior to the meeting.

Documents referenced on the Agenda, including the Statement of Accounts for the Annual General Meeting will be made available at least 5 days prior to the meeting.

Members may raise items under AOB by giving details, in writing to the Secretary at least 5 days prior to the meeting after which a final agenda will be published.

**Special Meetings**

A special meeting will be called by the Secretary in the following cases –

- a) Upon direction of the Chair.
- b) On requisition of one fifth of the membership. Such meetings will be published in the Club at least 10 days prior to such meeting and must be held not more than 21 days from the secretary receiving the requisition. No business, other than that shown in the notice will be conducted at the Special Meeting.

Two thirds of the attending members will be required to carry a motion vote.

**Quorum**

Meetings may proceed to business regardless of the number of members attending.

**Voting**

Each member will have one vote

**Rules**

A copy of the rules will be issued to each new member. A copy of the rules will also be available to other members, on request from the Secretary.

**Amendments**

Rules may be amended at a General Meeting. Two thirds of the attending members will be required to carry a motion vote to amend club rules. The Secretary will advise the FCA of any changes in the Club Rules.

**Local Guidance Notices**

The Committee shall have the power to issue local guidance for the good governance and order of the club providing it does not conflict with the Club Rules.

**Committee Meetings**

A minimum of 12 meetings will take place on an annual basis.

**Rule 12 (Committee)**

The responsibility of the Committee is to ensure legal compliance of the Clubs buildings and activities whilst always acting in the best interests of the Club.

The Managing Committee shall consist of no more than ten Members including the Offices of the Chair, Secretary and Treasurer. Two Offices can be combined - if two roles are combined the maximum number of members will be limited to nine.

Each Member will be re-elected on an annual rolling basis unless a Club Member applies to join the Committee at an Annual General Meeting, under AOB after which, providing the Chairman accepts the application a ballot will take place. If a Committee Member leaves mid-year the Committee will, at its discretion choose whether or not to recruit a member replacement.

If a committee application is declined this can be appealed through the Special Meeting process.

A Committee Member may be suspended by the majority vote of the other Committee Members. This can be appealed through the Special Meeting process.

### **Rule 13 (Officers)**

The club shall have the following Officers - Chair, Secretary and Treasurer.

Each Officer will be re-elected on an annual rolling basis unless a Committee Member applies for office at an Annual General Meeting, under AOB after which a ballot will take place. To qualify for Office a club member must have the appropriate experience, have at least twelve months membership and have been an active committee member for at least six months. If an Officer leaves mid-year the Committee will appoint a successor, to be confirmed at the next Annual General Meeting.

The Officers shall control the management of the club and together with the Steward they have the power to purchase such articles and do such things as is necessary to carry out the objectives of the Club.

They should have due regard to any resolution or recommendation of a General Meeting but they are not bound by it.

The Officers of the Club shall receive such honorarium, if any or in the case of the Secretary such salary that the Committee may determine from time to time.

#### **Chair**

The Chair, or a nominated deputy will lead the Committee and will chair General Meetings, Special Meetings and Committee Meetings. If appropriate the Chair will call a motion vote and having a casting vote if a motion vote is tied.

#### **Treasurer**

The Treasurer will oversee the financial administration of the Clubs activities.

#### **Secretary**

The Secretary is the Clubs principle officer in regard to all business affairs and activities relating to the Club, and its employees working in coordination with the Chair, Treasurer and Committee where appropriate. The Secretary will support the Committee in regard to legal compliance and the necessary processes and procedures.

The Secretary, or a nominated deputy will be responsible for the completion of Committee Meeting Minutes which, once approved will be held in the Committee Room. Access to Committee Minutes and copies are available, given appropriate notice to all members.

A Club Officer may be suspended by the majority vote of the other Committee Members. This can be appealed through the Special Meeting process.

#### **Annual Returns**

The Secretary will submit the Club Annual Accounts to the FCA each year, no later than the 31<sup>st</sup> March.

Copies of the Annual Return will be made available to each member at the AGM. Members may also request, from the Secretary copies of the Annual Statement of Accounts. The Secretary will also, on request and given appropriate notice supply members with details of the clubs financial transactions.

### **14 Borrowing Powers**

The Club shall have the power to borrow funds using club assets as security. Any borrowing must be supported by justification an affordability test.

### **15 Audit**

The Club, in each year will appoint an independent qualified Auditor. The re-election of an existing Auditor or the appointment of a new Auditor will be proposed at the ½ Year General Meeting and reconfirmed at the AGM.

If necessary the Secretary may appoint an Auditor between General Meetings.

## **16 Application of Surplus**

Club Surpluses should be applied to the benefit of the club building, activities and its members.

## **17 Application of Funds**

Except by dissolution of the Club, no surplus or funds shall be distributed amongst the members.

## **18 Investments**

The Officers may invest the Club funds in order to optimise returns, providing the capital is not at risk and the investment is secure.

## **19 Dissolution**

The Club may, at anytime be dissolved by the consent of three-fourths of the voting members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations, or by winding up in a manner provided by the FCA.

## **20 Conduct of Ballots**

A nomination sheet will be posted in the Club at least 3 weeks before a ballot is due to take place.

The ballot shall be carried out under the direction of the Committee by the Scrutineers and a Returning Officer appointed by the General Meeting.

Ballots will be held no later than 4 weeks following an Annual General Meeting. Ballots will remain open for two hours on three consecutive evenings – dates to be confirmed by the Secretary and published in the Club at least 3 weeks before the ballot.

All members are eligible to vote and votes made will be into a locked box – key to be held by the Returning Officer.

Votes will be verified and counted following the final voting session. In the case of a tie the names of the tied members will be written down but concealed from the Chairman, or his nominated deputy who will draw the number of members needed to fill the remaining vacancies. Names so drawn will be duly elected.

Following the ballot the nomination sheets will be sealed in the secure box by the scrutineers under the direction of the Returning Officer and passed to the Secretary who will hold the box for seven days. If a written demand is received by the Secretary within seven days the ballot papers will be rechecked by three fresh scrutineers, nominated by the Committee and their decision shall be final.

## **21 Settlement of Disputes**

All disputes between a member and an officer of the club or an issue relating to the club will be referred to, and settled by the Committee who's decision will be final.

An appeal can be made through the Special Meeting process.

## **22 Hours of Club opening and closing Hours**

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

## **23 Permitted hours for the supply of Alcohol**

The permitted hours shall as may from time to time be determined by the Secretary in accordance with the Clubs Licensing Agreement. Normal hours will be published in the Club.

## **24 Life Members**

Members who have reached the age of 65, in the preceding year before subscription renewals and have at least 10 years continuous membership of the Club are eligible for Life Membership. This is not an automatic process and Members must make the request to the Secretary – this is necessary to maintain our records up to-date.

Life Members shall continue to have the rights and privileges of Club Membership subject to Rule 10.

## **25 Special Functions and Non Members**

Persons, other than Members will be allowed access to the Club in accordance with Local Guidance Notices.