

## 1. NAME, LOCATION & OBJECTIVES

The Club shall be known as Rowley Hill Club and is based at 9 Rowley Hill, Fenay Bridge, Huddersfield HD8 0JF. Or such other address as the club shall determine in a general meeting.

The objectives of the Club are to provide social and leisure activities.

## 2. MEMBERSHIP

There are five types of membership available:

- Full
- Temporary
- Guest
- Honorary Life
- Financial Life

### 2.1 Full Membership

- Open to all over 18 years of age
- By completing a nomination form and paying an annual fee.
- Form to be countersigned by two current full members.
- Form to be displayed for a minimum of three days in the Club.
- Membership to be approved by the Committee.
- Membership fee to be paid annually.
- Serving Members of the Armed Forces are entitled to free Full Membership, provided they have followed the membership application process.

### 2.2 Temporary Membership

Available to the following:

- Members of other clubs, pubs and sports clubs visiting the Club to participate in organised competition

- Anyone attending a private function at the Club. Membership lasts for 12 hours.

Temporary Members shall have the same privileges as other Club members, whilst at the club.

However, they are not entitled to attend General Meetings, do not have a vote, cannot stand for any position within the Club and cannot sign in Guest members.

All temporary members shall be over the age of 18.

### 2.3 Guest Membership

- Full Members may sign in no more than two Guests at any one time.
- Record of all Guests to be kept.
- Guests are only allowed to be signed in on three occasions per annum.
- The Committee may disbar any member from introducing a Guest as they see fit.
- All temporary Members shall be over the age of 18.
- The following are not allowed to be admitted as Guests
  - Former Members who have been expelled
  - Former Members who have ceased to be Members through non-payment of their subscription
  - Persons who have previously been unsuccessful in application for membership
  - Members under suspension

## **2.4 Honorary Life Membership**

- To be awarded for exceptional service to the Club
- Can only be awarded by the Committee
- Has all the rights of Full Membership. And the term ' Full Member' in these rules shall be deemed to include those in this category.

## **2.5 Financial Life Membership**

- Those Members who have historically paid a once-off fee for Financial Life Membership have full Membership rights for all times, and the term ' Full Member' in these rules shall be deemed to include those in this category.
- This scheme is no longer open for any new members.

## **2.6 Annual Subscription**

- To be set annually by the Committee.
- Club year is 1 January to 31 December.
- Subscriptions are due on or before the 1 January each year.
- If not paid within 28 days of the due date all privileges of membership are withdrawn.
- If not paid within a further 28 days then a new application must be made.

## **2.7 Disciplinary Matters**

2.7.1 All disputes between a Member and an officer of the club or member of staff shall, unless the Committee elects to refer the matter directly to an EGM, be settled by the Committee. The decision of the Committee shall be final, unless any party aggrieved thereby shall, within 7 days of the decision being made, produce to the secretary a requisition satisfying the conditions mentioned in Rule 5.2, whereupon the decision shall be reviewed by an Extraordinary General meeting. The decision of the committee shall remain effective until the review has taken place.

2.7.2 The Secretary, President or any member of the Management Committee or bar staff shall have power to order the withdrawal from the club premises of any Member who misconducts themselves, and such Member shall have no right of re-entry to the club premises until summoned to meet the Committee as provided in Rule 2.7.3. If the next meeting of the committee be within less than 3 days, such Member may claim to appear before them, and to have their case dealt with, waiving the length of notice required by the said Rule 2.7.4.

2.7.3 The Committee shall have power to reprimand, suspend (for a period not exceeding 12 months) or expel any Member who shall infringe any rule or bye-law, or whose conduct, whether within the club or elsewhere, shall in their opinion, render them unfit for membership; but no Member, unless convicted of an offence by a court of summary jurisdiction or other court, shall be reprimanded, suspended or expelled without first being summoned before the Committee and full opportunity afforded them to advance a defence, nor unless two-thirds at least of the Committee present and entitled to vote for suspension or expulsion.

2.7.4 Every Member so summoned shall (unless they elect to waive the right to receive notice) receive at least three clear days notice in writing from the Secretary. Such notice shall contain a statement of the charge brought against them. Should the Member fail to attend at the agreed time and place to make their defence he/she shall be deemed to have no defence and the Committee's decision shall be final. Should a Member not attend at the meeting, the secretary shall notify the decision to the Member as soon as is practicable after the decision is made and the period of 7 days in 2.7.1 shall run from the date of notification.

2.7.5 A suspended Member shall not be entitled to use the club premises nor to attend any General Meeting, nor vote at any election, nor hold any office during suspension, but shall remain liable to pay their subscription.

2.7.6 A Member may be refused service at the bar if, in the opinion of the bar staff, they are contravening any of the Club Rules, are acting disruptively to anyone in the Club, are rude or offensive to bar staff, are swearing or have had too much to drink.

2.8 It shall be the sole responsibility of each Member to ensure that the club Secretary has the Member's current full name and contact details. Members should ensure that their contact details are updated as necessary should they change. Such contact details should include:

- Full Name
- Full Postal Address
- Telephone Number
- Email Address (where available)

### **3 THE COMMITTEE**

The Committee shall:

- Consist of:

The Club Officers being-

- President
- Vice-President
- Secretary
- Treasurer

and

- Up to a further 12 Committee Members, elected from the Full Members of the club.

- Be responsible for management of the Club
- Have exclusive power to appoint a Steward or equivalent. The Committee will approve all paid employment vacancies before appointment
- Control all expenditure
- Carry out the Objectives of the Club
- Meet at least every month
- Quorum to be at least one-third of the Committee in addition to the President
- Keep a written record of all meetings
- Form sub-committees as they see fit
- Have due regard to resolution of General Meetings but are not bound by them

The Committee will act under the following guidelines:

- The Club Officers and all other members of the Committee are to be elected at the Annual General Meeting.
- Nominations for position on Committee or Officers to be made in writing to the Secretary at least 7 days prior to the AGM or EGM. Such nominations need to be supported by the names and signatures, of at least two Members. Current post holders do not have to be formally nominated for election and may be re-elected.
- Committee has right to co-opt Members as required
- Committee has right to co-opt Officers as required
- Each Member present is entitled to one vote
- All motions to be determined by majority vote. In the event of a tied vote the president shall have the casting vote (or) in the event of a tied vote the motion shall be deemed lost.

- Club Officers and Committee positions, cannot be assumed by paid employees of the Club
- Any Committee Member or Officer shall cease to act in their role if their membership of the Club ends for any reason
- Every Officer dealing with Club monies shall be insured with a recognised company for the performance of their duties
- Officers may be paid an honorarium as the Committee or General Meeting may from time to time determine
- Any Member not attending for three consecutive meetings shall cease to be a Member of the Committee unless Committee receives what they consider to be a satisfactory explanation.
- The committee shall have power to make such by-laws as it may consider necessary for the good government and order of the club, provided that no such by-laws shall conflict with any of the Rules. A copy of all such by-laws shall be posted in a conspicuous place within the club.

#### **Welfare Fund**

- The Committee shall form a sub-committee of not less than three persons to administer the Welfare Fund of which at least one must be a Club Trustee
- Funds to be kept in a separate bank account
- Funds not to be used for normal day-to-day expenditure of the Club
- Fund to be used exclusively for the benefit of Members as decided by majority of the subcommittee and approved by majority of the full Committee

## **4 OFFICERS**

Any Officer position within the Club is only available to current Full, Honorary Life or Financial Life Members.

### **4.1 President**

- Shall Chair all General Meetings and Committee meetings
- Has casting vote when count is equal

### **4.2 Vice-President**

- Deputises for the President as required

### **4.3 Secretary**

- Shall keep a register of all Club Members
- Shall keep a record of all Club meetings
- Shall submit Annual Return to Registrar
- Responsible for collection of membership subscriptions
- Shall convene all meetings
- Shall conduct all Club correspondence
- Shall arrange Club insurance cover
- Shall provide all management for contracts entered into by the Club

### **4.4 Treasurer**

- Shall keep a record of stock, monies owed and money owing by the Club and agree to third-party documentation
- Complete all management accounts for submission to Auditor
- Agree annual accounts with the Auditor and arrange submissions to Companies House and HMRC.
- Raise cheques as required for approval and signature of two account signatories
- Will record all earnings, deductions and payments to all staff.
- Deal with all matters relating to HMRC including correspondence.
- Count and record all monies received and spent

- Is authorised to pay all Club dues by electronic means
- Responsible for banking and safe keeping of all monies received

#### **4.5 Trustees**

- Shall be appointed at a General Meeting by resolution of the majority of Members attending
- All property of the club shall be vested in the trustees representing and acting for the whole of the Members of the club. No personal liability shall attach to any trustee, except to the extent of such funds of the club as may actually be received by them
- The trustees may, when authorised thereto by a General Meeting, hold, purchase, or take on lease any land or buildings and may sell, exchange, mortgage, lease or build upon the land, with power to alter and pull down buildings and again rebuild.
- The trustees may, when authorised thereto by a General Meeting, obtain advances of money for the purposes of the club upon brewery loans, the security of bonds or agreements or promissory notes or certificates of indebtedness or mortgages of real property of the club or bills of sale on all or any of the goods and chattels of the club upon such terms as to interest and as to the time and manner of repayment of principal as the committee may determine.
- Trustees are voted into office for a period of five years or until removed by resolution and majority vote at a General Meeting or by resignation by notice in writing to the committee. They may offer themselves for re-election after serving a five-year term.
- The Committee may appoint an interim Trustee at any time to ensure that the minimum of three trustees is maintained at all times. There shall be a maximum of four Trustees at any one time. Such interim appointments shall be subject to election at the next General Meeting
- Trustees can attend any Committee or Sub-Group meeting as they see fit.

## **5 GENERAL MEETINGS**

### **5.1 Annual General Meeting (AGM)**

- To be held in March each year
- 7 clear days notice and agenda to be displayed prominently in the Club. Clear days are not to include the date of the meeting and the date of the erection of the notice.
- To include audited set of Accounts and Balance Sheet
- Auditors Report
- Only to cover items on published agenda
- Quorum shall constitute a minimum of 15 Full Members
- If non-quorate then meeting will be reconvened exactly 7 days later
- One vote per Full Member
- Simple majority of vote required to move any motion
- Will appoint Club Auditor

### **5.2 Extra-ordinary General Meeting (EGM)**

- Can be called at the direction of the Committee
- Can be called as requested by written notice by any Full Member supported by 15 Full Members  
Notice to be delivered to the Secretary or the President.
- To be held within 21 days and not earlier than 14 days of notice being received
- Notice to be prominently displayed in the Club by the Secretary giving 7 clear days notice and  
With a copy of the agenda.
- Failure to comply with these rules then requesters may call such a meeting adhering to the arrangements contained within these rules
- Only business included within the published agenda to be discussed
- Quorum shall constitute a minimum of 15 Full Members
- One vote per Full Member

- Simple Majority of vote required determine any motion

### **5.3 Decisions Binding**

Members entitled to vote but not attending any general meeting shall be bound by the decisions of that meeting.

## **6. GENERAL MATTERS**

- A motion for the winding up of the club may be put to an Extraordinary General Meeting called for this express purpose. Notice to be given by the means set out in 5.2 above and in writing to all Full Members on the club register giving a minimum of 14 clear days notice. Notice in writing to Full Members may be made by hand delivery, or by first class post or by e.mail address of the member as kept on the Club records in accordance with Rule 2.8. It is the responsibility of the Member to ensure the record kept by the club is correct. If sent by first class post Notice shall be deemed to have been delivered on the first working day after posting. If by email on the date of sending and if by hand delivery on the day of the hand delivery. At such a meeting a majority of 75% of the Members present and entitled to vote shall be required to pass a resolution for winding up. Full Members entitled to vote shall also be entitled to cast votes in writing or by the use of a suitable proxy at the meeting (who themselves should be a Full Member) and such votes shall be included as if the absent Member were present at the Extraordinary General Meeting. The committee shall determine the process for the casting of votes by Members who cannot be present.
- On a winding up of the club the assets of the club, after all debts and liabilities shall be distributed equally between those who have been full Members for a minimum period of the 2 years immediately before the relevant vote to wind up at a General Meeting , or shall be used for the purposes and in the manner designated at a duly held General Meeting.
- A copy of these Rules shall be displayed in the Club and available to Members upon request
- Children (Under-14s) are only allowed in the Club until 9:30pm every evening of the week. Children of all ages must be supervised at all times by an adult who will be held responsible for the behaviour of children in their care. This responsibility extends to all areas of the Club including the car park and to public areas immediately adjacent to the Club premises. Failure to comply with this rule may result in the responsible adult's membership being withdrawn. This rule may be suspended for special events at the discretion of the committee.

## **7. ALTERATION OF THE RULES**

The rules of the club may at anytime be amended, repealed or replaced by resolution at a General Meeting of the club provided that any resolution concerning these Rules must receive a majority of at least two thirds of the Full Members present and entitled to vote.

# CLUB BYE-LAWS

March 2015

## Bye-Law 1

### Abuse of Staff

This Club does not tolerate abuse of staff.  
Anyone who abuses staff will be refused service and will be reported to the management committee for further action.

*Management Committee 2005*

## Bye-Law 2

### Food in the Club

Only food purchased in the club may be consumed in the Club.

*Management Committee 8 June 2011*

## Bye-Law 3

### Work Clothes

Members wearing work clothes will not be served after 8.00pm on Saturday & Sunday evenings.

*Management Committee 8 September 2011*

## Bye-Law 4

Overtuned

## Bye-Law 5

Members or their guests are not permitted to connect their electrical/electronic devices/mobiles/tablets/chargers to electrical sockets situated inside the Club.

*AGM 23 March 2015*