

# Rules of the Ivybridge Constitutional Club

## **1. Name and objects of the Club**

The Ivybridge Constitutional Club, here in after referred to as “the Club” shall be situated at ‘Erme House’ Blachford Road, Ivybridge Devon PL21 0AD or such other place as the majority of members shall determine

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.

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. The election of members shall be vested solely in the Committee and shall be by ballot. Two votes against admission shall exclude a candidate

3. Only Conservatives who agree to become subscribing members of a Conservative Association affiliated to the National Union of Conservative and Unionist Associations, not being under 18 years of age, shall be entitled to be eligible for membership. Subscriptions for membership of the Conservative Association will be collected with the normal joining fee and thereafter collected annually as part of the normal Club subscription.

4. Any two members of not less than six 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 a nomination form, as shall the candidate, who, by so doing, shall pledge himself to support the leaders of 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.

No employee of the Club shall be eligible for membership.

An employee of the Club being defined as anyone contracted to work 18 hours or more per week.

5. The name, address and occupation of each candidate, and the names of his proposer and seconder, shall be posted on the Club Notice Board as least seven days before the day on which his name is to be submitted for election.

6. Any member who is of the opinion that any candidate so proposed would not be a desirable member shall inform the Secretary, in writing, who shall communicate the objection to the Committee. The confidentiality of the complaining Member will not be communicated to any person other than the Secretary, President and Chairperson.

7. The Committee may require the attendance of any proposer; seconder and their candidate to answer such questions as may be put to them. If they do not appear before the Committee when required to do so, or send a satisfactory excuse for not doing so within four weeks, the candidate’s election shall not be proceeded with. The committee may at their discretion elect a candidate to membership without a formal interview if the case is deemed straight forward.

8. (i) No candidate shall be admitted to the privileges of membership, until he shall have been formally elected a member by the Committee, notified in writing of such acceptance and paid his first subscription, and in any circumstances no candidate for membership shall be admitted to the privileges of membership until two days shall have elapsed between nomination and election to membership.

8. (ii) Personal data relating to membership records held on computer may be disclosed to members of the Club committee, to employees and staff on the premises for purposed relating to compliance with Club rules and to the Association of Conservative Clubs Limited.

## **Special Classes of Membership**

### **Honorary Members**

9. (a) The Committee shall have power to elect from time to time as honorary members without entrance fee or subscription, persons of distinction or those who have rendered valuable services to the Conservative Cause or the Club, including the Conservative Agent for this constituency. An interval of at least two days shall elapse between their election and admission as members.

### **Life Members**

9. (b) The Committee shall have the power to elect as Life Members those who have rendered valuable services to the Club and/or have completed 40 years successive subscribing membership of the Club. The Club reserves the right to terminate at any time the Life Membership of any member so elected if, in their opinion it is desirable in the interests of the Club.

Life Members shall be entitled to the full rights and privileges of membership without payment of any annual Club subscriptions except the annual fee for remaining a member of the Conservative Association.

### **Temporary Members**

9. (c) The Committee shall have power to elect as Temporary Members any person who has previously been proposed and seconded by 2 full Members without prior nomination and without reference to the membership but otherwise in accordance with the rules relating to the election of members for a period not exceeding 28 days.

A candidate for temporary membership shall not be elected if such election would result in the number of temporary Members exceeding a proportion no greater than 15% of the number of full Members with full rights of membership, and an interval of at least 1 day shall elapse between nomination and admission as a member.

Temporary Members shall on election pay a subscription of up to £5 as may from time to time be determined by the Committee. The rate of subscription may otherwise only be altered in accordance with Rule 62.

Temporary Members shall not be entitled to hold office, attend or vote at General Meetings or ballots for the election of the Committee, nominate any person for election under this or any other rule or hold Inter-Affiliation Tickets and shall be subject to such further regulations as the Committee may from time to time prescribe.

Temporary Membership may only be obtained by any one person once per calendar year if they live within 30 miles of Ivybridge. Spouses of full Members may not join as Temporary Members. Eligible persons outside of the 30 miles radius may apply for Temporary membership on more than one occasion.

#### **Disqualification of Candidates**

10. No rejected candidate shall again be proposed as a member until the expiration of twelve months from the date of such rejection.

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

No person who has at any previous time been a member of the Club, shall be eligible for re-election before the period of one year therefrom has elapsed, unless he pays all subscriptions, otherwise due from him had he not ceased to be a member.

#### **Resignation of Membership**

11. Any Member wishing to resign must send a written notice to the Secretary, and shall there upon cease to be a member. The Committee may accept a verbal resignation of a member provided it is reported and approved at a subsequent Committee meeting.

#### **Subscriptions**

12. The Committee, including the Trustees and the President, shall have power to determine the amount of subscription up to a maximum of not more than £30 per annum. Subscriptions shall be paid in advance on admission and subsequently on the first day of January each year, and may only be altered in accordance with rule 62.

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

14. Every member shall produce the receipt for this subscription or card of membership, whenever called upon to do so by any person authorised by the Committee to make such demand on the Club premises.

#### **Non- Payment of Subscription**

15. If any member fails to pay his subscription within fourteen days after the same has become due, he shall be considered in arrears, and notice of the default shall be sent to him by the Secretary and if the sum due be not paid within another fourteen days after such notice has been sent he shall cease to be a member and his name shall be removed from the register of members.

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 foregoing provisions.

16. No member in arrears shall be permitted to make use of the Club or take part in its affairs.

#### **Change of Address**

17. Any member changing his address shall, within fourteen days give notice to the Secretary in writing of such address, and until such notice is given, all communications and notices sent to his last address shall be deemed to have been served upon such member.

#### **Inter-Affiliation Ticket Holders**

18. Members of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the rules and Regulations of the Association, may on presentation of their Inter-Affiliation Ticket be admitted to the Club premises and intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises.

#### **Cessation of Membership**

19. Membership shall terminate:

(a) On resignation (Rule 11)

- (b) On non-payment of subscription (Rule 15)
- (c) On expulsion (Rule 31)
- (d) On death.
- (e) On cessation of membership of a Conservative Association as defined in Rule 3.

### **Officers**

20. The Officers of the Club shall consist of four Trustees who shall be elected according to Rule 26. A President, a Chairman (who shall be Chairman of the Committee, in which capacity he shall have a second or casting vote), A Treasurer and a Secretary, who shall remain in office until their successors are elected and shall be elected annually by ballot in the week preceding the Annual General Meeting and at the end of their term shall be eligible for re-election.

### **Committee Men**

21. There shall be eight Committee members who shall be elected by closed ballot to be held in the week preceding the Annual General Meeting.

The senior four 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

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

### **The Committee**

22. The Committee shall consist of the Officers and Committee members referred to in Rules 20 & 21.

The Committee concerned with the purchase for and supply of intoxicating liquor on behalf of the members shall be as above with the exception of the Trustees who shall be excluded therefrom solely for this purpose.

The Committee shall meet at least once a month. Five members shall form a quorum.

23. Any member of the committee being absent from three consecutive meetings of the Committee shall at the discretion of the Committee cease to be a member of the Committee unless he sends a written explanation, which the committee shall deem satisfactory. 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 Secretary of written notification.

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 member of the committee.

Provided that if any or all of the Trustees are required by the Committee to attend a meeting they shall be required to attend in accordance with Rule 23 as if the exclusion of the Trustees from having to attend three consecutive meetings in Rule 23 did not exist.

Any vacancy so caused shall be filled as provided in Rule 39.

24.

(1) The officers and committeemen shall receive such honorarium as the Committee or a General Meeting shall from time to time determine.

(2) Any officer dealing with the moneys of the Club and the Manager shall give such security as the Committee may from time to time determine, and shall discharge their duties under the direction of the committee.

(3) **Appointment of Secretary.** In the event of a person being appointed Secretary and receiving a fixed salary such person shall not be an ordinary member of the Club, but the committee shall have power to direct that he may be admitted to the Club premises and that intoxicating liquor may be supplied to him by or on behalf of the club for consumption on the premises. A written Contract of Service shall be sufficient evidence of his appointment under the section and terms thereof shall be substituted for all provisions in these Rules relating to the election, term of office, retirement and dismissal from office and similar matters relating to the Secretary.

On vacating the position of Secretary the Committee may at their discretion permit him to pay forthwith a subscription under rule 12 whereupon he shall become an ordinary member without compliance with the usual formalities of election but he shall not be admitted to the privileges of membership until two days have elapsed from his so becoming a member.

As a duty of care all candidates volunteering for election to Secretary will be obliged to satisfy minimum skillset criteria set by the Trustees. Such criteria will be promulgated when the Secretary position is advertised. If Members still wish to appoint a candidate by majority vote that has not fulfilled the skillset criteria then the Trustees may be obliged to afford basic training to the candidate at a cost to the Club.

### **Duties of Officers**

#### **President, Chairman**

25. The President, or in his absence the Chairman, shall preside at all meetings (other than committee meeting) of the Club. The President may Chair committee meetings if the Chairman is absent.

## **Trustees**

26. (a) all the property whether real or personal shall be vested in the Trustees and shall be held by them upon trust for the Club and for furthering the objects of the club as provided by Rule 1 of these rules. In the event of the club being dissolved all such property after payment of the outstanding obligations of the club (if any) shall be held by the Trustees for furthering conservative principles in such manner, as the Trustees shall in their absolute discretion determine.

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 for the benefit and convenience of its members.

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 and the trustees shall be authorised to charge the assets of the club in their hands to satisfy any such liability. If the assets of the club shall be insufficient for the purpose aforesaid then a special subscription shall be raised from 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.

(b) The Trustees shall be elected at a General or Special General Meeting by a majority of the members present and entitled to vote thereat, and shall remain in office during the pleasure of the club for the purpose of giving effect to such election the Chairman is hereby nominated as the person to appoint new Trustees of the Club within the meaning of Section 36 of the Trustee Act 1925 and he shall by Deed duly appoint the person or persons to be nominated at the General or Special Meeting as the new Trustee or Trustees of the club and the provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such Deed of appointment shall in favour of a person dealing bona fide and for value with the club or committee be conclusive evidence of the fact so stated.

Any or all of the trustees may be removed by a majority of three-fourths of the members present at a special General Meeting called for that purpose in the following manner. The Secretary shall summon the meeting

(a) at the direction of the Committee or

(b) upon a request forwarded to him signed by one-fifth of the members or 30 members whichever is the less stating the object of such meeting and he shall thereupon give fourteen days notice thereof by circular sent by him to all members who have paid their current year's subscription and to the trustees, and by a notice posted in the Club premises.

In case of a vacancy caused by removal, resignation or death an other trustee shall be elected at a special General meeting called for that purpose in the manner as provided in rule 40.

## **Treasurer**

27. As a duty of care all candidates volunteering for election to Treasurer will be obliged to satisfy minimum skillset criteria set by the Trustees. Such criteria will be promulgated when the position is advertised. If Members still wish to appoint a candidate by majority vote that has not fulfilled the skillset criteria then the Trustees may be obliged to afford basic training to the candidate at a cost to the Club.

The Treasurer shall comply with the requirements of the Commissioners of Inland Revenue 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 of such employees.

He shall be responsible for V.A.T.

The Treasurer shall be responsible for seeing that all moneys. Whether received by himself, the Secretary, any other official Steward or any other servant of the Club, are duly paid into the Club's Bank at least once a week. He shall also see that all debts of the Club are paid as directed by the Committee (except petty cash payments) by cheques signed by any two of the authorised signatories and countersigned by the Treasurer. He shall, at every regular meeting of the committee (or more often if required) produce the Paying-in book and bank statements for inspection showing that the foregoing duties have been carried out.

He shall keep such accounts, documents and other papers of the club, not otherwise kept by the Secretary, in such manner and for such purposes as the Committee may direct.

The Treasurer will be authorised to purchase sundry type goods for the sole use of the Club but may not exceed a maximum single purchase transaction value of £100 without the formal approval of the Secretary or Chairperson. The Treasurer will provide at each and every monthly Committee Meeting an up to date report detailing a list of items and costs incurred using the Club Expense Card. This report book will be included in the normal accounts files for auditing purposes.

## **Secretary**

28. The Secretary shall on all occasions in the execution of his office act under the superintendence, control and direction of the Committee. He shall receive moneys on account of the club and pay the same to the Treasurer or direct to the club's bank. He shall keep such accounts, documents and papers of the club in such manner and for such purposes as the committee may direct

He shall summon and attend all meetings and take minutes of the proceedings. He shall in every year prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the Auditor of the club. He shall 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. He shall ensure that the club is registered with the Magistrates Court under the provisions of the Licensing Acts. He shall be responsible for the insurance of the club against fire and burglary and in respect to liability for accident occurring to the club servant and for any other purposes directed by the committee. He shall be supplied by the committee with copies of the Rules and shall be bound to deliver a copy thereof to any member on demand on such payment as the committee may from time to time determine. He shall carry out such other duties as are reasonably incidental to his office.

### **Authority of the Committee**

29. The committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules, and make such bye-laws as may be necessary for the conduct of the Club in conformity with these Rules.

If any case shall arise not provided for by these rules or if the committee shall deem it advisable at any time in the interests of the club to alter any existing rule they shall have power to deal with such case as they think fit or make a provisional order or regulation which shall be posted on the club notice board and which shall thereupon be and have the force of a rule of the club until the next general meeting when such alteration order or regulation shall be brought forward to be either confirmed, modified or annulled, provided only that the authority to enforce provisional Rules and Regulations shall not apply to the fundamental Rules as set out in Rule 62.

At the first meeting after the Annual General Meeting the committee shall appoint a Political sub-committee, of which not more than one-half of the members shall also be members of the Committee. It may appoint other sub-committees, which shall manage the several departments of the club under the supervision of the committee. The appointment and dismissal of the Secretary if appointed in accordance with Rule 24, the Steward and all other club servants shall be vested solely in the committee.

30. 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.

31. (a) The Committee shall have power to reprimand, suspend for a period not exceeding one year, or expel any member who shall infringe any rule or whose conduct in or out of the Club premises, shall in their opinion, be prejudicial to the Conservative cause, or to the character of interests of the club; and any member guilty of conduct likely to endanger the welfare, unanimity or good order of the Club, or whose political opinions or actions are found to be inconsistent with rules shall be expelled by the committee.

(b) The President, Chairman, Secretary or single Committee Member present 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 in writing by the Empowered Officer to the committee at a meeting, which must be held within seven days of the committal of the alleged offence. Such member shall have no right of re-entry to the club premises until summoned to appear before the Committee or otherwise advised by the Chairperson or Secretary.

(c) In all cases other than as provided for in paragraph (b) of this rule, any complaint or complaints against a member shall be considered by the committee at their next regular meeting held in accordance with Rule 22, and the committee shall be empowered to require the member concerned to withdraw from the facilities of membership upon receipt of the notice summoning him to appear before them until the date of the meeting to which he shall be summoned.

(d) 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 he shall be free to resume his rights as a member.

(e) If the committee are of the opinion that the complaint or complaints against a member does warrant them summoning him to appear before them, at least seven clear days notice in writing shall be given by the Secretary to the member of his being so summoned, and the notice shall contain a statement detailing the complaint or complaints brought against him.

(f) No member shall be reprimanded, suspended or expelled without being first summoned before the Committee, and full opportunity afforded him to defend himself, nor unless a majority of at least two-thirds of the committee then present vote for his being reprimanded suspended or expelled. The committee's decision shall be final. Should the member fail to appear before the Committee having given no prior reasonable explanation for his failure his case can proceed and be dealt with by the committee in his absence.

(g) Notwithstanding the foregoing provisions of the rule the committee shall not be obliged to summon a member to appear before them in respect of an offence of which he has already been convicted and sentenced by any court of law.

(h) Any member who is suspended for a period of more than 12 months or expelled shall have the right to re-apply for membership of the club 12 months following such suspension or expulsion. Such election to be in accordance with Rules 2-8 of these rules.

(i) Right of Appeal: A member who shall have been suspended or expelled by the Committee from the membership shall in either case have the right of appeal against such decision provided such an appeal is made by the member within 28 days

of such suspension or expulsion in writing addressed to the Secretary. Any such appeal shall be decided by three arbitrators to be chosen for this purpose as in hereinafter mentioned and any decision made by such arbitrators shall be binding and conclusive on all parties without appeal, and application for the enforcement of such decision may be made to the High Court or County Court. The Club shall appoint the panel of 3 arbitrators, they not being persons directly interested in the management of the Club, from a group of 5 named volunteers who shall be elected at a General Meeting of the Club. In the event of any dispute arising regarding the selection of the 3 arbitrators then the arbitrators to be chosen to decide the dispute shall be those persons whose names are drawn by lot from amongst the names of the five arbitrators aforesaid by the complaining party to the dispute or, if there is more than one such party, by that party whose names comes first in alphabetical order.

32. The Committee, or any officer authorised by them in writing, shall have power to give orders to tradesmen and others for goods and other things necessary for carrying out the purpose of the club; but nothing in this rule shall empower the Committee, or any officer authorised by them to incur expenditure unless specifically authorised to do so by the Committee.

No claim will be recognised or paid for any work done or for any goods supplied to the Club, without an order from the Committee, or from any officer authorised by them.

Members of the club shall be entitled to contract with the club for supply by them of goods and services, other than the audit of the Club's accounts, but shall not participate in any discussion or vote upon any motion relative thereto, either at a Committee meeting or a General Meeting. Members who are serving as Committee Members in any role may not be entitled to tender or contract with the club for supply by them of goods and services. The Committee may however be permitted to allow basic labour tasks to cover bar work and small maintenance works at hourly rates commensurate with rates already being paid to normal Club employees

#### **Election of Officers and Committeemen**

33. Every candidate for office shall be proposed and seconded by two members entitled to vote. His current subscription must have been paid and he must have been a member for the previous twelve months, and be not less than 18 years of age.
34. Each member of the Club shall have one vote for each vacancy, and no member shall give more than one vote to any candidate.
35. At least three weeks prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club notice board by the Secretary, inviting the nomination of candidates for the office of Committeeman or officer of the club. The notice shall remain so posted for ten days.
36. 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 seven clear 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.
37. (1) The Committee shall appoint three scrutineers to carry out the ballot under their direction, and the result of the ballot shall be declared at the ensuing annual General or Special General Meeting.  
No officer or committeeman of the club or candidate may be appointed a scrutineer  
(2) In the case of a tie between two or more candidates, the names of such candidates shall be written on pieces of paper 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.  
(3) If a member is elected for two offices, he shall choose which office he wishes to fill  
The unsuccessful candidate with the highest number of votes shall fill the vacancy thus arising. But if there shall be no such candidate, the office shall be filled by the method prescribed in Rule 39.
38. The number of hours and dates during which the ballots shall remain open shall be determined by the committee and a notice put up on the club notice board to that effect

#### **Casual Vacancies**

39. Any casual vacancies, except vacancies occasioned by removal under Rule 41, occurring amongst the officers (other than Trustees), and committeemen shall be filled up by the committee, who shall appoint a person to fill the office. Any person so appointed shall retain his office so long as the vacating officer or committeeman would have retained the same if no vacancy had occurred.

#### **Resignation of the Committee**

40. In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following three days, and a ballot shall be held within seven days of such resignation for the election of a new Committee. The result of the ballot shall be declared at a Special General Meeting called by the Secretary within ten days of such resignation. The time and notice required for nominations under Rule 36 and for special General Meetings under rule 47, shall not apply in this case.

#### **41. Removal of Committee and Election of new committee**

The Committee, or any member or members thereof, may be removed by a majority of three-fourths of the members of the Club present and 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 the previous rule upon resignation of the committee.

#### **42. Appointment and duties of the Accountant**

The members at the Annual General Meeting shall elect an Accountant who publicly carries on the business of an Accountant, to review the accounts of the Club for the ensuing year, but any General Meeting may recommend that for any period and in place of the review referred to above, the accounts of the Club shall be subject to a full audit. The Accountant shall prepare the accounts and balance sheet and for these purposes shall have full access to all books and accounts of the club. The Accountant shall review the accounts and form an opinion as to whether or not these are in accordance with the books and records of the Club and the information and explanations that have been obtained from the officers. A report of the Accountant's opinion shall be given to the members of the Club in the annual accounts. A copy of the accounts and balance sheet for the year, with the report of the Accountant, shall be posted on the Club Notice Board at least seven days before the annual General Meeting. No member of the Club shall be the Club's Accountant.

#### **43. Annual General Meeting**

Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee.

Notice of such Annual General Meeting shall be posted on the Club notice board for at least twenty-one clear days before the date appointed for the Meeting.

44. Notice of any motion for inclusion in the Agenda of the Annual General Meeting must be submitted in writing to the Secretary within ten days of the posting of the notice summoning the Meeting.

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

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

45. At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the auditor shall be presented, together with a report of the ballot for the Officers and committee members.

At the Annual General Meeting ten members excluding the Officers and Committee Members 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 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 form a quorum. No want of a quorum occurring after the presiding Officer has opened the meeting shall make a meeting incompetent to transact business.

#### **46. Special General Meetings**

The Secretary shall summon Special General Meetings as follows

1. in accordance with rule 40
2. at the direction of the Committee
3. upon a request with a proposer and seconder forwarded to the Secretary signed by one-fifth of the members or 30 members whichever is the less, stating the specific objects of such meeting, in accordance with rule 47

Meetings summoned under the provisions (2) and (3) above shall be held within not less than fourteen days and not more than twenty-one days from the date of the receipt of the request by the Secretary.

47. Notice of any Special General Meeting, and of the specific object for which it is called, shall be posted on the club notice board a clear fourteen days before the date appointed for such meeting (except in the case of a Special General Meeting called under Rules 40 & 41) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

48. At a Special General Meeting one-fifth of the members, or 30 members whichever is the less, shall form a quorum. If within half an hour from the time appointed for a meeting a quorum is not present the meeting if convened upon the request of members, shall be dissolved; in any other case it shall stand adjourned to such a 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 form a quorum. No want of quorum occurring after the Presiding Officer has opened the meeting shall make a meeting incompetent to transact business

#### **49. Adjournment of Meetings**

Any Annual General 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.

#### **50. Rescission of Resolutions**

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

#### **51. Voting**

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

**52a)** Every member shall be permitted to introduce friends as visitors, but the same guest shall not be admitted more than once within a period of one calendar month unless special consent be obtained from the Committee. Intoxicating liquor may be sold to guests of Members or Temporary Members for consumption on the premises only. The Committee reserves the right to refuse the admission of any visitor if in their opinion it is desirable in the interests of the club. The Committee reserves the right to occasionally charge an admission fee to all non members on evenings when entertainment or specially advertised functions are being held. Such admission fees will be promulgated at least one week prior to the event and may be altered from time to time at the discretion of the committee. The committee also reserves the right to charge a reasonable 'Hire Fee' for approved private functions that may be approved and varied by the Club from time to time.

b) Members of other clubs or other organisations who have been invited to take part in organised games, tournaments and 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 the Club premises to attend a meeting or function 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 Club premises only.

c) Intoxicating liquor may be sold for consumption on the Club premises to guest 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 be held from time to time on Club premises within the scope permitted by the provisions of the Licensing Act 2003 in respect of Temporary Events Notices.

53. Members of other clubs invited to take part in organised games, tournaments and other recreational activities, members, officials and supporters of visiting teams invited to participate in organised games and tournaments, Members of Conservative and Unionist Associations or Branches thereof affiliated to the National Union of Conservative and Unionist Associations meeting for political or social purposes and members of the committee of the Ivybridge branch of the Royal British Legion may, at the absolute discretion of the Committee be admitted to the premises and notwithstanding Rule 59 intoxicating liquor may be sold to them by or on behalf of the club for consumption on the premises. The names of all visitors and of the members by whom introduced shall be written in the Visitors book kept for that purpose.

54. 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 ( see rule 15) shall be admitted as a guest. The committee may suspend Rule 52 at any time and for such period as they may think fit.

#### **55. Misconduct of members**

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 rule 31.

56. 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.

**57. Hours of opening and closing premises.** The Club premises shall be open to the members during such hours as may be determined and promulgated in the bar area from time to time by the Committee.

**58. Hours of supply.** 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 provision of the licensing Act 2003

**59. Excisable Articles.** No payment, whatever shall be received from any person not being a Member of the Club, an Inter-Affiliated Member or a person admitted in accordance with Rule 52. Any person making such a payment shall forthwith be expelled from the Club premises. No persons under 18 years of age shall be supplied or sold intoxicating liquor for consumption on or off the premises and no person under the age of 18 shall be entitled to play the Club's Gaming Machines. Any member of the Committee shall make an immediate report to the Secretary of any Breach or attempted breach of this regulation. 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 rule 31 (1)



**60. Approved Purchasers of Intoxicating Liquours.** The Elective Committee as elected in accordance with rule 20 and 21 shall control the purchase and supply of intoxicating liquor.

**61. Application of Surplus.** The proceeds of 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 supply thereof. Any 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 Rule 63.

**62. Amendment of Rules.** 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 three-fourths 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. Rules 1,3,26,63 and 'This Rule' 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 three-fourths of the votes given thereon at a Special General Meeting as provided in the rule. Propositions for amendments of Rules must be submitted in writing to the Committee one month prior to the date of such meeting, and shall be posted on the Club notice board atleast fourteen days before the meeting. No proposition shall be taken into consideration unless supported by twenty members who shall attach their signatures to the proposed amendment. Written notice of any new rule or amendment of rules must be given by the Secretary to the Licensing Authority within 28 days of the adoption thereof.

### **63 Dissolution**

A) The Club may be dissolved by the consent of three fourths of the the members present and voting at a Special General Meeting called for that purpose.

Upon dissolution of the Club all its assets , after the discharge of debts and liabilities, shall be transferred to the Association of Conservative Clubs Limited for furthering the objects as specified in rule 1 of these rules

B ) The Club may be dissolved by the consent of three fourths of the the members present and voting at a Special General Meeting called for that purpose

Upon dissolution of the Club all its assets, after the dischrge of debts and liabilities, shall be realised and divided amongst the nearest Club or Clubs , not exceeding five, which, at the relevent date, is or are affiliated to, or interaffiliated with, the Assocaition of Conservative Clubs Ltd (the ACC), and the Association of Conservative Clubs Limited.

For the purpose of this Rule.

- A) The relevenat date shall be the first day of January immediately preceeding the dissolution of the Club,
- B) The Club shall be deemed to be situated at the address specified in Rule 1 of these rules,
- C) A Club affiliated to or inter-affiliated with the ACC shall mean a club, whether incorporated or unincorporated, which is affiliated to or inter -affiliated with the ACC

### **Minors.**

**64** Persons under the age of 18 years and above the age of 11 years may be allowed into the club during approved Private Functions such as Wedding Parties, Funeral Wakes or other Private Parties that may from time to time be approved in advance by the Committee. Minors must be accompanied by the authorising Member and must remain on the ground floor of the Club premises and may not use any of the Club amenities on the first floor. Minors will be required to vacate the Club premises on or before 5pm. Minors may not use the Club restaurant facilities other than designated in this rule.

## Definitions

In these rules, including this rule, unless the subject matter or context are inconsistent therewith.

- a) words importing the singular or plural shall include the plural or singular respectively
- b) unless the contrary intention appears, words denoting the masculine gender shall be deemed to include the feminine
- c) “Officers” for the purpose of these Rules shall include every member of the Committee.
- d) “Intoxicating liquor” for the purpose of these rules shall mean “alcohol” within the meaning of section 191 of the Licensing Act 2003.
- e) “Inter affiliated Ticket Holders” for the purpose of these rules shall mean “Associates” within the meaning of Section 67 Licensing Act

## Bye Laws

- (1) Refreshments Such refreshments and at such tariff as the committee may determine, shall be supplied to the members not withstanding non-excisable refreshments may be supplied by a servant duly authorised by the Committee to do so at his expense and from which he shall derive any benefit.
- (2) Members Payment. All members must pay every expense they incur in the Club before they leave the premises
- (3) Complaints. All complaints or suggestions shall be made in writing to the Secretary
- (4) Conduct of Employees. 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 shall be addressed to the Secretary in writing who shall submit the same for determination by the Committee
- (5) No member shall give any money to the employees of the Club, however small tips and drinks are permitted. Bills Notices etc. 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.
- (6) Books Papers etc. All books, papers or pamphlets written or printed shall be stamped with the club stamp before being placed in the club rooms and no books papers or pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary.
- (7) Petitions. No Committeemen 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
- (8) Damage to Property. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.
- (9) Removal of Property. No Member shall remove any property of the Club.
- (10) Dress Code. All members and their guests whilst in the Club premises shall maintain such suitable standard of dress, as the Committee in their absolute discretion shall determine. The following rules apply to gentlemen on a Saturday evening after 8pm:
  - No shorts or three-quarter length trousers
  - Usually a collar must be worn (shirt, polo shirt etc.) however smart crew neck tops may also be worn.
  - In addition the following rules apply at **all times** –
    - Gentle men – the wearing of vest tops not permitted
    - Members who have taken part in strenuous sports activities are required to change out of sports wear before entering the Club.
    - No dirty work shoes, dirty trainers or hiking boots
    - Denim Jeans/shorts must in a state of good repair
    - Ladies are required to dress in a manner befitting a private members club
- (11) The Club will not cash members personal cheques
- (12) Disclaimer for Personal Injury Loss or Damage to Property. The Club accepts no responsibility for injury loss or damage to persons or property however sustained on the premises of the Club

- (13) Dogs. No dogs, except registered guide dogs for the Blind, shall be allowed on the Club premises except at the discretion of the Committee
- (14) Mobile Phone use. Members wishing to use their mobile telephones should move to the front foyer or garden area. If left unattended then they should be left on silent. Laptop use and phone texting is permitted.
- (15) Smoking is permitted in the designated external area to the rear of the property. Smoking is not permitted on Club external premises areas to the front and side of the building. Special dispensation is granted to disabled members of the Club who are unable to gain access to the designated area. All cigarette butts must be placed in the receptacles provided. Any member who is observed leaving butts on the floor, or smoking in a undesignated area will receive a reminder of the Club rule and if the member continues to break the Club rules they will be brought before Committee.
- Hats / Caps – The wearing of hats and caps inside the Club is not permitted unless special permission has been granted by the Committee on medical grounds/ religious grounds or club approved social events eg fancy dress.
  - Ladies may wear formal dress hats within the Club.
- (16) Drinking on the dance floor – For the safety of others, drinking on the dance floor during entertainment evenings is not permitted.
- (17) Election. All members standing for election must produce a bio pic (a photo and 150 words stating why members should vote for them - also see rules 24(3) and 27 ).
- (18) Committee Nominations. No member of the Committee who has resigned, may be nominated to stand for re-election until the time they would have served on the Committee had they not resigned, has expired. The exception to this rule is those members who have had to step down due to health reasons etc.
- (19) Alteration of Bye-Laws. These Bye-Laws shall not be altered without the approval by the members at a Special General Meeting, but the Committee may at any time add new Bye-Laws
- (20) Exhibition of Rules and Bye-Laws . A copy of these rules and Bye-Laws shall at all time be exhibited in a prominent position on the Club premises.

Date of Last Rule 17 August 2011

Annette Whitman.