

# Constitution of the Hanham Folk Centre Social Club

*Revision 3.1 (September 2010)*

## **[A] Name**

The club shall be called the Hanham Folk Centre Social Club (hereafter called the “Club”).

## **[B] Objects**

The Objectives of the Club shall be to further the interests and objects of the Hanham Folk Centre (hereafter called “HFC”) as laid out in the Governing Document of the Hanham Folk Centre through the provision of refreshments, including intoxicating liquor, in support of HFC activities.

## **[C] Management of the Club**

1. The Management of the Club shall be entrusted by the HFC Trustees to the Social Club Committee, to be known as the Bar Management Committee (hereafter referred to as the “Committee”).
2. The whole of the affairs of the Club shall be under the control of the Committee.
3. The Committee shall manage the Club independently of the HFC, though shall ultimately be responsible for the conduct of their actions and affairs to the HFC Board of Trustees.
4. The Committee shall be responsible for complying with all statutory legislation, including (but not limited to) Health and Safety, Employment, Food Hygiene, Licencing, SORP etc.

## **[D] Scope**

The Club shall manage the provision of all Bar-side Services at HFC premises: High Street, Hanham (BS15 3EJ) and Abbots Road, Hanham (BS15 3NQ). Notwithstanding that the Abbots Road site operates under a Club Premises Certificate and the High Street operates under a Premises Licence. As such, clauses in this Constitution marked (#) are not applicable at the latter premises.

## **[E] Powers/Authority**

The Committee is authorised to:

1. buy, take on lease or in exchange any equipment or service necessary for the achievement of the objects and to maintain and equip it for use;
2. employ or engage paid or unpaid staff as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;
3. require such subscriptions from all or any persons, Members or bodies using the Club services as they may think desirable and proper;
4. provide intoxicating liquor to Members, Temporary Members, or guests for consumption on the premises. There is no provision to supply alcohol for consumption off the premises of the HFC (where premises includes all fields and surfaces within the boundary of both premises);
5. determine the permitted hours during which intoxicating liquors may be sold, in accordance with the Licensing Act in force at the time. The hours so determined shall be displayed at the bar facilities;
6. resolve or establish procedures to assist the resolution of disputes within the Club and to exercise any powers of the club which are not reserved to a General Meeting (see Para H);
7. do all such other lawful things as are necessary for the achievement of the objects;
8. delegate duties to Members [para J.6];
9. make and revise bye-laws [para. J.7].
10. If at any time the Club, in a General Meeting, shall pass a resolution authorising the Committee to borrow money, the Committee shall be empowered to borrow, for the purposes of the Club, such money from the central funds of the HFC. All Members of the Club, whether voting on the resolution or not, and all persons becoming Members of the Club after the passing of such a

resolution, shall be deemed to be the same as if they had voted in favour of any such resolution. The Club does not have powers to borrow funds externally to the HFC.

### **[F] Membership of the Club**

1. Membership of the Club shall be open to:
  - Any person over the age of eighteen years that is a bona fide Member of HFC shall be eligible for Membership of the Club, subject to his or her satisfying the conditions defined herein.
  - Guests of Members shall be considered temporary Members for the session, subject to the limitations outlined in Para G.2.
  - Temporary Members who shall be persons that have obtained the age of eighteen years and are Members or supporters of visiting teams in connection with any sport, contest or educational activities organised by the HFC, or persons attending a private function, performance, activity or event organised on the premises with the authority of the Trustees.
2. No person, on becoming a Member, may be admitted to the privileges of Membership without an interval of at least two clear days between them becoming a Member and their admission to the Club.

### **[G] Rights of Members**

1. Each member or temporary Member shall be able to avail themselves of all services of the Club.
2. Members may introduce up to 4 bona fide guests per session who must be 18 years or over. The Member introducing the guests must enter their names in the Visitors' Book provided and shall be responsible for the good conduct of the guests. Any individual guest of a Member may not attend the Club more than four times in any one financial year of the Club.
3. Every Member shall identify themselves if requested to do so by a Steward or an Officer of the Club or the HFC.
4. A Member shall have the right to use the Club premises on not more than two occasions in a financial year for a private function subject to the approval of the Club's Committee and payment of any fee prescribed for the time being. At such a private function the Member may invite more than four bona fide guests, such persons attending shall be temporary Members for the period of the function as defined in para. F.
5. [#] There may be admitted to the Club premises persons other than Members, temporary Members or guests who are attending a function, activity or event properly organised by any organised body or association not connected with the HFC and at such occasions the Club shall be at liberty to sell intoxicating liquor to such persons provided that:
  - Such functions shall have been approved by the HFC and Club Committees.
  - That not more than 12 such functions shall take place in any one financial year of the Club.
6. Every Member shall be entitled to have access to a copy of the Rules and any amendment or addition thereto.
7. Members are permitted, and encouraged, to bring families to the Club. Whilst on the premises, parents and guardians shall be responsible for the behaviour, movement and control of their children.
8. A reasonable standard of dress is expected whilst using the Club. The Committee reserves the right to refuse admission to Members or Guests not complying.

### **[H] Expulsion, Suspension and Exclusion**

1. The Committee shall have the power to suspend (for a period not exceeding six months) or expel any Member or temporary Member that shall contravene any Rule of the Club or whose conduct shall, in the opinion of the Committee, prejudicially affect the Club or render him or her unfit for Membership of the Club.
2. When any person be suspended or expelled from Membership the Secretary of the Committee shall write to inform him or her of the Committee's intention and that person shall be entitled to enquire as to the reason why they have been so suspended or expelled.

3. The Chairman of the Committee shall inform the HFC Board of Trustees of any Suspensions or Expulsions. The HFC Board of Trustees has the power to extend any such suspension or exclude a person on a limited or permanent basis.

### **[I] Bar Management Committee**

1. The committee shall consist of the following eleven members:
  - the Chairman of the Social Club
  - the Vice-Chairman of the Social Club
  - the Secretary of the Social Club
  - the Treasurer of the Social Club
  - the Bar Steward(s) (2) [\*]
  - the Designated Premises Supervisor [\*]
  - up to four elected committee members (4)  
and up to four co-opted members (4)
2. In addition, the Officers and Charity Trustees of the HFC shall be considered ex-officio Members, with voting rights; though shall not be considered permanent Members so far as determining a quorum (para J.2).
3. The Committee shall be elected at the Annual General Meeting of the Club by the Members of the Club (except posts marked [\*]). All Members shall be eligible for nomination to the Committee. The election of the Officer of the Club will require the formal approval of the Board of Trustees prior to their taking office.
4. All Members of the Committee shall hold office from the time of election (close of the AGM at which they are elected) until the next Annual General Meeting, except the four Committee Members, who shall hold office for two years, two of whom will alternately vacate their office each year, and shall remain eligible for re-election if they remain qualified.
5. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a Member.
6. The Committee may appoint sub-Committees for any purpose within its Objects (para B). Furthermore, the Committee may co-opt up to four Members to provide assistance or knowledge, but so that no-one may be appointed as a co-opted Member if, as a result, more than one third of the Members of the Committee would be co-opted Members. Members co-opted to fill a vacancy shall have a right to vote and shall remain on the Committee until the next AGM regardless of the remaining term of the person who has caused the vacancy. Members co-opted for a specific project or task will not have a right to vote.

### **[J] Proceedings of Committee**

1. The Committee shall hold at least two ordinary Meetings each year and seven days notice of every meeting shall be given to each Member.
2. There shall be a quorum when at least one third of the number of members of the Committee for the time being (max eleven) are present – noting clause I.5 above.
3. Every matter shall be determined by a majority (unless specified otherwise herein) of votes of the Members of the Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
4. A two-thirds majority of Members present and voting shall be required to pass any alteration to this Constitution, revision or addition to bye-laws, or Dissolution of the Club.
5. The Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Committee and any sub-Committee.
6. The Committee may delegate any powers or duties to a Member or Members of their Committee as they see fit, provided that all acts and proceedings of such members shall be fully and promptly reported to the Committee.
7. The Committee shall have the power to make such bye-laws as it may consider necessary for the good management or order of the Club, provided that no such bye-law shall be inconsistent with: this constitution, the HFC Governing Document, any rules or bye-law made by the HFC Board of

Trustees. Bye-laws require a two-thirds majority vote. A copy of such bye-laws shall be posted in a conspicuous position upon the Club premises.

8. Any question of dispute for which no provision is made in these rules shall be dealt with by the Committee whose direction shall be final and binding on all members.
9. The Club and Committee shall adhere to any equal opportunities policies and procedures of the HFC.

### **[K] Annual and other General Meetings**

1. An Annual General Meeting of the Club shall be held once in every calendar year.
2. Notice of the Meeting specifying the business to be transacted shall be posted on the notice board of the HFC fourteen days (14) before the meeting.
3. At a General Meeting only Members (not guests or temporary Members) shall be entitled to vote. Every matter shall be determined by a majority (unless specified otherwise herein) of votes of the Members present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
4. A two-thirds majority of Members present and voting shall be required to pass any alteration to this Constitution (Para. N) or Dissolution of the Club (para. M).
5. The Secretary shall summon a Special or Emergency General Meeting:
  - at the discretion of the Committee;
  - on request of not fewer than thirty Members entitled to attend and vote at the General Meeting;
  - on the direction of the HFC Board of Trustees.
6. There shall be a quorum when at least one percent of the number of Members of the Club for the time being or ten Members of the Club, whichever is the greatest, are present at any General Meeting.
7. Nominations for election to the Committee must be made by Members of the Club in writing and must be in the hands of the Secretary of the Club at least 10 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot. Nominees shall be proposed by at least two Members after first securing their consent to stand. Nominations will only be accepted for a post at the General Meeting if no nomination were received previously.

### **[L] Finance and Secretariat**

1. The Committee shall be responsible to the HFC Board of Trustees for all financial matters relating to the maintaining of the bar services and facilities.
2. The financial year of the Club shall be coincident to the financial year of the HFC.
3. The funds held by the Club (on behalf of the Members and HFC) shall be applied only in furthering the objects.
4. The Club shall maintain its own bank accounts. The signatories to the cheques shall be as follows:
  - up to £350, or such other sum approved by the Committee from time to time and approved by the HFC; any one of the following: Treasurer, Chairman, Vice-Chairman and HFC Administrator(s).
  - above £350, the Treasurer (or nominated Officer) and any one of the other elected Officers, or the HFC Administrator(s).
5. No person shall receive, at the expense of the Club, any commission, percentage or similar payment on or with reference to the purchase of intoxicating liquor for the Club.
6. No person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club Members or guests apart from the benefit accruing to the Club as a whole.
7. Every three months, or other period as shall be agreed with the HFC Board of Trustees, the financial statement of the Club shall be reviewed by the Committee, which at the time shall (as a minimum) comprise of:
  - the Club Chairman or their nominated representative
  - the Club Treasurer or their nominated representative
  - the HFC Chairman or their nominated representative

- the HFC Treasurer or their nominated representative
8. All profits made by the Club after making the necessary allowances for expenses and reserves as agreed by the group mentioned above, and approved by the Board of Trustees, shall be paid to the HFC for the purposes of the HFC.
  9. The Club shall not hold or retain any capital assets. The capital assets shall be retained by the HFC and reported in the HFC Asset Register.
  10. The Committee shall ensure Club accounts are prepared and presented to the Membership at the AGM, and shall further ensure the accounts are consistent with HFC accounts. The Club's accounts shall be presented to the HFC Treasurer for incorporation in the Charities annual accounts, as required.
  11. The Secretary of the Committee shall ensure that the names and addresses of the Members are held at the Club.
  12. A Member shall, within fourteen days of his or her change of address, give notice to the Secretary of the Club.
  13. The Committee shall keep minutes, in books kept for the purpose, of the proceedings at Meetings of the Committee and any sub-Committee.

### **[M] Dissolution of the Club**

1. The Club, at any time, may be dissolved on a resolution to that effect, previously passed at a Meeting of the HFC Board of Trustees and passed at a General Meeting of the Social Club, by a majority of not less than two-thirds of the Members present and voting at the Meeting.
2. If, in the event of the dissolution of the Club, there remain, after the satisfaction of any proper debts and liabilities, and property, stocks and/or credits, the same shall be transferred to the HFC for the purposes of the HFC.

### **[N] Amendment to the Constitution**

1. Subject to the following paragraphs of these Rules, an alteration or addition to these Rules may be made at an Annual General Meeting or special meeting of the Club.
2. No alterations or addition to these Rules shall be made, unless the resolution proposing the alteration be passed by a majority of not less than two-thirds of those present and voting at the Meeting.
3. No alteration or amendment shall be made to these Rules unless:
  - notice of the resolution proposing the alteration or addition is submitted to the HFC Secretary in writing;
  - such resolution is approved by the HFC Board of Trustees.
4. The Secretary shall give notice of any alteration or addition made to these Rules to the Licensing Authorities as required at the time.

### **[O] Adoption**

This constitution was adopted by a resolution at a General Meeting of the Membership held in June 1992, and as amended by resolution of a General Meeting of the Membership held in July 2005 and September 2010, and is duly signed by the presiding Chairman.

Signed: *J. Lloyd*

Date: 29<sup>th</sup> Sept 2010

Print: Mrs J Lloyd