

Hanham Folk Centre

Rules and Objects of Hanham Folk Centre Social Club

(Revised 8 June 1992)

1. Name

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

2. Objects

The Objectives of the club shall be:

- to further the interests and objects of the Hanham Folk Centre (hereafter called the HFC) as laid out in the Constitution of the Hanham Folk Centre.
- to provide refreshments, including intoxicating liquor, in support of HFC activities.

3. Management of the Club

- (a) The management of the Club shall be entrusted by the Management and Executive Committees of the Hanham Folk Centre to a Social Club Committee.
- (b) The whole of the affairs of the Club shall be under the control of the Social Club Committee.
- (c) The Social Club Committee shall be responsible for the conduct of their affairs to the Executive Committee of the HFC.

4. Membership of the Club

Membership of the Club shall be open to:

- (a) Members of the HFC that have attained the age of eighteen.
- (b) Temporary members who shall be persons that have obtained the age of eighteen years and are members or supporters of visiting teams who are visiting HFC in connection with any sport, contest or educational activities organised by the HFC, or persons attending a private function organised by a Club member with the authority of the Management Committee.

5. Right of Members

- (a) Each member or temporary member shall be able to avail himself or herself of all services of the Club.
- (b) 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.
- (c) Every member shall identify himself or herself if requested to do so by a Steward or an Officer of the Club or the HFC.
- (d) 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 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 subject to that member providing names and addresses of such guests to the committee 48 hours prior to the function. Such persons attending shall be temporary members for the period of the function.
- (e) There may be admitted to the Club premises persons other than members, temporary members or guests who are attending a function 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.
 - ❑ Due notice of any such function shall have been given to the Clerk to the Magistrates and the Police 48 hours in advance of the function.

- ❑ That not more than 18 such functions shall take place in any one financial year of the Club.
- (f) Provided that intoxicating liquor is not supplied to Members, Temporary Members, or guests for consumption off the premises of the HFC.

6. Election of Membership

The following rules shall govern the election to membership of any persons:

- (a) No person, becoming a member, may be admitted to the privileges of membership without an interval of at least two clear days between his or her becoming a member and his or her admission to the Club.
- (b) Members of the Club shall be elected by the Social Club Committee as follows:
 - ❑ Members: 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 of Article 7.
 - ❑ Associate Members: Any person over the age of eighteen years that is an official member of an organisation affiliated to the HFC and making use of other facilities of the HFC shall be eligible for associate membership of the Club, subject to the organisation having completed the following:
 - Delivered a bona fide list of all their members over eighteen years of age of their organisation to the Secretary of the Management Committee.
 - Delivered a copy of their current membership card to the Secretary of the Management Committee and the person satisfying the conditions of Article 7.
 - ❑ Temporary Members: The names of temporary members shall be displayed throughout the period of membership.

7. Expulsion, Suspension and Exclusion

(a) The Club committee shall have the power to suspend (for a period not exceeding six months) or expel any member of temporary member that shall contravene any rule of the Club or whose conduct shall, in the opinion of the Social Club committee, prejudicially affect the Club or render him or her unfit for membership of the Club.

(b) when any person be suspended, expelled or excluded from membership the Secretary of the Social Club 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 he or she has been so suspended, expelled or excluded.

8. Name and Address

(a) the Secretary of the Social Club Committee shall keep at the Club a list of names and addresses of the members.

(b) a member shall, within fourteen days of his or her change of address, give notice to the secretary of the Club.

9. Social Club Committee

(a) Composition of the Social Club Committee

The management committee shall consist of:

- (1) The following officers and elected 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)
 - up to four committee members

(2) the following ex-officio members:

- the Chairman of HFC
- the Hon. Secretary of HFC
- the Hon. Treasurer of HFC
- the Administrator of HFC
- Four Trustees

(3) a maximum of four co-opted members

(b) Election of Officers

The Committee shall be elected at the Annual General Meeting of the Club by the members of the Club. All members shall be eligible for nomination to the Committee. The election of the Chairman and Vice-Chairman of the Club will require the formal approval of the Executive committee and the HFC prior to their taking office.

All members of the Social Club Committee shall hold office from the time of election 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.

(c) Co-option of Members

The Social Club Committee may, at its first meeting after the Annual General Meeting, or any subsequent meeting, appoint sub-committees for any purpose.

(d) Quorum

The quorum of any meeting of the Social Club Committee with the exception of a meeting called under article 7 hereof shall be one-third of its elected members or four, whichever is the greater.

10. Annual and other General Meetings

(a) Annual General Meeting

An Annual General Meeting of the Club shall be held once in every calendar year.

(b) Notice

A notice of the meeting specifying the business to be transacted should be posted on the notice board of the HFC twenty-eight days before the meeting.

(c) Voting

At a general meeting only members shall be entitled to vote. A two-thirds majority of Members present and voting shall be required to pass any proposition put to a general meeting.

The Secretary shall summon a special general meeting:

- (i) at the discretion of the Social Club Committee;
- (ii) on request of not fewer than twenty members entitled to attend and vote at the general meeting;
- (iii) on the direction of the Management Committee or Executive Committee of the HFC.

11. Finance

(a) Financial Responsibility

The Social Club Committee shall be responsible to the Executive Committee of the HFC for all financial matters relating to the maintaining of the bar facilities.

(b) Financial Year

The financial year of the Club shall be coincident to the financial year of the HFC.

(c) Audit

The books and finances of the Club shall be audited at least once a year by an auditor as from time to time appointed.

(d) Bank Account

The Club shall maintain its own bank accounts. The signatories to the cheques shall be as follows:

- upto £350 or such other sum approved by the Social Club Committee from time to time and approved by the HFC any one of the following: Treasurer, Chairman, Vice-Chairman and HFC Administrator.
- Above £350, the Treasurer and any one of the other elected Officers, or the HFC Administrator.

(e) Reward and Payment of the Club Members

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.

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.

(f) Profits of the Club

Every three months, or other period as shall be agreed with the Executive Committee of the HFC, the financial statement of the Club shall be reviewed by a group comprising as a minimum:

- the Chairman of the Club or his nominated representative
- the Treasurer or his nominated representative
- the Chairman of the Executive Committee of the HFC or his nominated representative
- the treasurer of the HFC

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 Executive Committee shall be paid to the HFC for the purpose of the HFC.

12. Permitted Hours for the Sale of Intoxicating Liquor

The permitted hours during which intoxicating liquors may be sold at the bars shall be such hours as may from time to time be determined by the Social Club Committee in accordance with the Licensing Act for the time in force as notified to the Clerk of the Justices for the Petty Sessional Division of Lawford's Gate. The hours so determined shall be displayed on the HFC notice board and bar facilities.

13. Dissolution of the Club

The Club, at any time, may be dissolved on a resolution to that effect, previously passed at a meeting of the Management Committee and Executive Committee of the HFC 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.

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 purpose of the HFC.

14. Amendment to the Rules

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.

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.

No alteration or amendment shall be made to these rules unless:

- notice of the resolution proposing the alteration or addition is submitted to the Secretary of the HFC in writing;
- such resolution is approved by the Executive Committee of the HFC

The Secretary shall give notice of any alteration or addition made to these rules to the Chief Officer of Police and to the Clerk of the Justices for the Petty Sessional area of Lawford's Gate.

15. Borrowing Powers

If at any time the Club, in a general meeting, shall pass a resolution authorising the Social Club Committee to borrow money, the Social Club 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.

16. Bye-Laws

(a) The Social Club 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 any of these rules.

(b) A copy of such bye-laws shall be posted in a conspicuous position upon the Club premises.

Any question of dispute for which no provision is made in these rules shall be dealt with by the Social Club Committee whose direction shall be final and binding on all members.

17. Copies of Rules

Every member shall be entitled to access to a copy of the rules and any amendment or addition thereto.

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