

HYDE PARK SOCIAL CLUB

RULE BOOK MARCH 2022

5 St. Gabriels Avenue
Peverell
Plymouth
PL3 4JQ

Telephone (01752) 662947

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PEVERELL, PLYMOUTH PL3 4JQ
Phone (01752) 662947

1. NAME OF THE CLUB

The Club shall be called the HYDE PARK SOCIAL CLUB. The Club premises shall be No. 5, St.Gabriels Avenue, Mutley, Plymouth, PL3 4JQ.

2. OBJECT OF THE CLUB

The Club is formed for the purpose of providing for the members, opportunities of non-political social interaction and recreation.

3. MEMBERSHIP

Membership of the Club shall be open to persons over the age of 18 years. All members shall be referred to as Full Members. An annual fee for Full Members and new members (as agreed by the management committee) shall be payable and membership is valid from January 1st until December 31st. Any Full Member not renewing their membership by the last day of January will be deemed a lapsed member and must re-apply as a new member.

Life Membership

(a) Shall be awarded to a full Member who has attained the age of 65 years and completed a minimum of 20 years continuous membership. Any female member pre-2019 (previously considered as an associate of a full member) may apply for life membership providing that she has completed 5 years continuous membership up to or beyond the qualifying date of the full member.

Any female member pre-2019 (previously considered as an associate member) may apply for life membership on

attaining the age of 65 years and the completion of 20 years continuous membership.

- (b) No employee of the Club (who is a member of staff) shall be eligible for membership, unless membership was granted before becoming an employee. In such cases the membership maybe be retained and renewed in the normal manner. Any employee of the club who leaves their paid position can apply to become a Full Member. Length of continuous service of employment shall be taken into consideration with respect to length of membership (Rule 3a).

4. APPLICATION AND ADMISSION OF NEW MEMBERS

- (a) The application of all new members shall be solely vested in the Management Committee and they shall not be required to give any reason for the acceptance or rejection of any candidate.

Each person wishing to become a member must complete an application form which has been proposed and seconded by two Full members. The form shall be signed by the applicant and forwarded with the appropriate annual subscription fee. Payment must be made at the bar.

Any objections to an application for membership must be submitted to the Management Committee in writing.

Each person accepted for membership shall be required to become familiarised with the Rules and Regulations of the Club.

Receipt of an updated stamped membership card shall be accepted as a distinct acknowledgement of a member's acquiescence in the rules and Regulations of the Club.

- (b) A rejected applicant will be refunded the full fee paid on application.
- (c) No persons who shall have been expelled from the Club shall again be proposed as a member. They may not make use of the Club premises except with the special consent of the

Management Committee.

- (d) All Full Members must surrender their membership cards to the Secretary (who will update them) together with the fresh annual subscription before the end of January in every year (see Rule 3, Membership)

5. PROOF OF MEMBERSHIP

Each member shall be given on payment of, and as a receipt for their subscription, a membership card and an active key fob. A membership card must be produced when requested by an Officer of the Club, a member of the Management Committee or other authorised person.

Any persons failing to produce a membership card or an active key fob and who is unable to prove his/her identity shall not be permitted to remain on the Club premises.

The Management Committee shall cause a membership register to be kept. Every member shall supply his/her correct name and place of residence which shall be duly entered in the register. Any member changing his/her address shall, within fourteen days, give notice to the Secretary in writing of such change. Until such notice is given, all communications and notices shall be sent to the last recorded address and be deemed to have been served upon said member.

Any member losing his or her membership card or key fob should report the loss to the Secretary who will issue a new card or fob on payment of the cost of the replacement. Such cost, if any, to be determined by the Management Committee.

6. OFFICERS OF THE CLUB

The Officers shall consist of a Chairman, Three Trustees, Secretary and Bar Manager.

7. THE CHAIRMAN

The Chairman shall, when present, preside at all General Meetings of the Club and at any meetings of the Management Committee that he may attend. In addition to this, vote as a member of the Club and shall have a second or casting vote.

8. THE TRUSTEES

- (a) The Trustees shall be elected at a General Meeting of the Club and shall be entitled to hold such office until they resign or are removed from office by the members or are absent from duty for 12 months.
- (b) Fourteen days clear notice of any proposal to remove a Trustee from office or to appoint a new Trustee shall be given. Such notice shall also be given to the Trustee and be posted in the Club.
- (c) In the case of any vacancy arising in the office, another person shall be elected as Trustee by a majority of those members present at a Special Meeting called for that purpose. The Secretary shall cause any alterations to then be made.
- (d) The whole of the property and investments of the Club shall be vested in the Trustees. They shall be entitled to receive notification of, and attend all, meetings of the Management and Finance Committees. They shall have power to take part in the proceedings and to vote upon any questions of expenditure or investment, but not management, arising at such meetings.

9. THE OFFICES OF SECRETARY AND BAR MANAGER

- (a) In the event of the office of Secretary or Bar Manager falling vacant for whatever reason, any full member desirous of being appointed to either office shall apply in writing to the Management Committee stating the office which he/she

wishes to fill. Non-members may also be considered for role and expected to apply in the same manner.

- (b) All candidates for such offices will be interviewed by the Chairman and a minimum of two other members of the Management Committee. The successful candidate will be appointed for a probationary period of 6 months. At the satisfactory conclusion of said probationary period they will be officially appointed to office.
- (c) The Salary of each officer will be agreed by the Management Committee.
- (d) The service of each Officer may be determined by the Management Committee at any time or by such Officer giving notice to the Management Committee of his/her desire to stand down from office.
- (e) The Management Committee's discretion in the appointment or dismissal of either officer shall be final and they shall not be required to state publicly any reason for their decision.
- (f) Secretary.
The Secretary, in the execution of this office, shall on all occasions act under the superintendence, control and direction of the Chairman or in his/her absence, the Management Committee. He/she shall summon and attend all meetings of the Management Committee and of the Club. He/she shall take minutes of the proceedings. Whenever required so to do, he/she shall render to the Management Committee an account of the monies received and expended on behalf of the Club. He/she shall keep the accounts, documents and papers of the Club in such manner and for such purposes as the Management Committee may appoint. He/she will ensure that all mandatory certificates and insurances are obtained and updated or renewed as and when necessary.

(g) Bar Manager.

The Bar Manager shall be a Personal Licence Holder and the Designated Premises Supervisor. He/she shall have responsibility to manage all aspects of the bar (including the staff and cleaners) and to act within licencing laws. He/she will appoint or release those staff under their management. The Bar Manager, in the execution of this office, shall on all occasions act under the superintendence, control and direction of the Chairman or in his/her absence, the Management Committee. He/she shall attend all meetings of the Management Committee and of the Club and submit a report.

10. BOOKKEEPER AND CLUB ACCOUNTS

The Bookkeeper shall receive all monies belonging to the Club and pay the same to the credit of an account opened in the Club name at such bank. Furthermore, keep such accounts and pay such debts of the club as the management Committee shall direct. When required to do so, render to the Officers of the Club or the Management Committee, or to any one of them, at a General Meeting, an account of the Money received and expended by him/her. He/she shall prepare all necessary accounts to enable the Club Accountant to produce the Annual Balance Sheet for the Annual General Meeting. Annual accounts shall be prepared by a firm of professional accountants appointed by the Management Committee who, for that purpose, shall have access to all records and books of the club.

11. PRESIDENT

The Office of President is an honorary position filled by a member of distinction who has rendered sterling service to the Club in the past. The President is not an Executive Officer nor a member of the Management Committee, but he shall be afforded this title by the members of the Club as a term of their respect for his past work on their behalf. The term of President will be for three years after which time the holder of this title will become a Past President. Nominations for the position of President shall be made by

members of the club in writing to be proposed by one full member and seconded by one full member prior to the Annual General Meeting in the year in which the current position will be vacated. Voting for this position of President will take place at the Annual General Meeting. In the event of there being more than one candidate for the office of President a ballot shall take place on a show of hands. The chairman's decision after such a show of hands shall be final.

12. SALARIES OF OFFICERS

The salaries of the Secretary and Bar Manager shall be determined by the Management Committee in accordance with rule 9 (c). The Honoraria of the Chairman, Management Committee and the Trustees shall be determined at the Annual General Meeting.

13. NOMINATIONS FOR MANAGEMENT COMMITTEE

- (a) The Management Committee shall consist of six members including the Chairman. The Chairman to be elected from, and by, the elected Management Committee at their first meeting (refer to Rule 13 d).
- (b) All nominations of candidates for election to the Management Committee must be made seven (7) days before the Annual General Meeting. Such nominations must be made in writing and signed by two full members qualified to vote at the election. Members entitled to participate in any vote of the club must have been a Full Member for a minimum of one calendar year prior to said vote. A list of all such nominations shall be hung in a conspicuous place in the Club premises for not less than seven days prior to the date of the Annual General Meeting.
- (c) Candidates for nomination to the Management Committee must have been members for at least one calendar year and are to assist in Club duties.

- (d) Candidates for the office of Chairman must have served on the current management committee for a minimum of a year. The Office of Chairman and the position of Vice Chairman shall each have a minimum tenure of, but not limited to, five years. The management committee shall, if required, elect the Chairman for the ensuing year at their last monthly meeting prior to the Annual General Meeting. The Chairman, and or Vice Chairman, can be removed from office after a vote of no confidence by the members of the management committee. This proposal must be in writing to the Secretary prior to a vote. This requires a four fifths majority of those qualified to vote (four from the five qualified to vote). If the office of Chairman becomes available, then refer to Rule 13 a.

14. COMMITTEE MEMBERS - PERIOD OF OFFICE

Those members elected to the committee shall be entitled to remain in office for a period of two years after which time they shall be eligible for re-election. Refer then to Rule 13 b. The number of Management Committee positions available to be filled shall be notified on the nominations form. In each case the retiring Committee persons shall continue in office until their successors are appointed.

15. ELECTION TO COMMITTEE

- (a) In the event of nominations for the Management Committee being in excess of the vacancies then an election shall be determined by ballot.
- (b) The Management Committee shall appoint two persons, not being officers of the Club or committee members, to carry out the ballot count under their direction. Members may vote during the week prior to the declared voting date by using the official ballot paper. The ballot papers shall be obtainable from a Senior Bar Person or a member of the Management Committee present, on production of a valid membership card. All ballot papers will be counted by the appointed invigilators at the conclusion of the declared voting day. The

result shall be made known by posting a notice in the Club duly signed by the persons in charge of the ballot. Those duly elected to the management committee shall be recorded on this notice. In the case of a tie between any two or more candidates, the names of each candidates shall be written individually on pieces of paper, which shall be folded and placed in an urn, from which the chairman or a selected member of the Management Committee shall draw as many names as there are vacancies to be filled. The names then drawn shall be declared duly elected.

16. NON-ATTENDANCE OF COMMITTEE MEMBER

Any committee person neglecting to attend the Management Committee meeting for four consecutive months, unless they send an explanation which is considered satisfactory, shall cease to be a member thereof.

17. POWER OF THE MANAGEMENT COMMITTEE

The Management Committee shall meet every third Monday of each month. The Management Committee shall have the supervision and control of the Club. They will make the arrangements of whatsoever business may be necessary for the daily working of the club and shall have the power to ...

- (a) Grant or refuse membership to any person who shall have first been nominated in accordance with Rule 4.
- (b) Expel or suspend any member whose conduct, in their judgement, is not in harmony with the Rules, Regulations and Objects of the Club.
- (c) Close the Club for the purpose of carrying out repairs, alterations, or other similar work for such period as may be necessary.

- (d) Subject to the Rules to permit the Club to be opened during such times and upon such terms and subject to such by-laws, Rules and Regulations, as the Management Committee shall from time to time prescribe.
- (e) The Management Committee or any Officer authorised by them so to do shall have power to give orders to tradesmen and other persons of firms for goods and other things necessary for carrying out the purposes of the Club. No Officer of the Club shall, by mere virtue of their appointment to office, have authority to give orders for goods or to dispose of the funds of the Club. No claim shall be recognised or paid for any work done or for any goods supplied to the Club without approval from the Management Committee.
- (f) The Management Committee shall have power to grant any sum of money, by way or honorarium, for any special services rendered.
- (g) The Management Committee shall be vested with full power to discharge any staff if in their opinion it is in the best interests of the Club to do so.
- (h) The Management Committee may if it so wishes, cause extracts from its minutes to be published and displayed for the information of the members. The exercise of this option shall be at the sole discretion of the Management Committee.
- (i) **Committee Positions.**
The Management Committee shall select, from their number, a member who shall liaise with, and assist if required, the Bar Manager. Another member shall be selected to manage the entertainment in the club. Also selected shall be a member to be responsible for the upkeep and general maintenance of the building. Those selected shall be entitled to seek assistance from other committee members if so desired.

(j) Finance Committee.

The Finance Committee shall consist of the Chairman, two members from the Management Committee and the Trustees. They shall meet on the second Monday of each month, if possible, together with the bookkeeper. The Bookkeeper shall provide the meeting with an up to date financial report. The Committee shall have a good knowledge of the Club's affairs and monitor the income and expenditure of the Club. They shall be required to report to the Management Committee at each monthly meeting and to make any recommendation they deem appropriate for the benefit of the members of the Club as a whole. They shall ensure close liaison with the Club secretary and the Bar Manager.

18. BORROWING POWERS

The Club, in General meeting, may from time to time authorise the Management Committee to borrow for the purposes of the Club, either any specified sum or sums, or up to any specified limit, or in general terms, and either for any specified purpose or purposes, or for such purposes generally as the Management Committee may think expedient in the interests of the Club.

Any such resolution may either prescribe all or any of the terms and all or any of the security upon which money is to be borrowed or may leave the terms and security or either of them to the discretion of the Management Committee.

Upon any borrowing of the Management Committee under or in accordance with a resolution passed under this Rule, the Trustees shall in relation to the property and investments of the Club for the time being vested in them, execute, enter into and do all such mortgaged and charges, agreements, instruments, acts and things as the Management Committee may think necessary or proper in connection with such borrowing. All members of the Club, whether voting at all or whether voting for or against any resolution under this Rule, and all persons becoming members of

this Club, after the passing of any such resolution, shall be deemed to have assented to the borrowing thereby authorised as if they had voted in favour of such resolution.

19. QUORUM - GENERAL MEETINGS

- (a) Annual General Meeting of the members entitled to vote shall be held in March of each year, on a date to be fixed by the Management Committee of which at least fourteen days' notice will be given. An agenda of the business to be conducted at such meeting shall be posted in the Club. A statement of accounts and balance sheet, and the report of the accountants shall be presented to the Meeting together with such other business as may be submitted by the Management Committee or by any member who shall have given due notice of the motion he proposes to make by submitting the same in proper form, to the Club Secretary at least ten days before the date of such meeting.
- (b) A Special Meeting may be called on a petition signed by at least 30 members who are entitled to vote. Notice of any Special Meeting and the object for which it is called shall be posted by the Club Secretary in the Club at least ten days prior to the date of the meeting. No other business than that named in the notice shall be brought before a Special Meeting.
- (c) No business shall be proceeded with at a Special General Meeting of members entitled to vote unless there is a quorum of at least 75 such members at the time fixed for the meeting, otherwise if it be a Special General Meeting convened on the requisition of such members it shall be dissolved. But if it is a Special General Meeting convened by the Management Committee it shall stand adjourned until the week following at the same time and place, and shall then proceed to business whatever is the number of members present.
- (d) No meeting shall be incompetent to transact business from the want of a quorum arising after the Chair has been taken.

- (e) Any meeting may adjourn from time to time for any period not exceeding fourteen days. No adjourned meeting shall be rendered incapable of transacting business by the want of a quorum. No business shall be brought on any adjourned meeting which was not on the agenda of the original meeting.
- (f) Each member entitled to vote (Rule 13 b) shall have one vote on each resolution, but no such member shall be entitled to vote who has not paid his current year's subscription.
- (g) Two scrutineers shall be appointed by the Chairman at the Annual General or Special General Meeting to obtain a true record of the votes given.
- (i) Any member desirous of moving any Notice of Motion at the Annual General Meeting, or Special Meeting called for that purpose, shall give notice, in writing, to the Club Secretary not less than four weeks before the date of such meeting, and shall forthwith be posted in the Middle Lounge for at least 20 days prior to the meeting. Any amendment to the Notice of Motion shall be notified to the Club Secretary, in writing, not less than one week prior to the meeting and shall be posted in the Middle Lounge not less than four days before the meeting. No amendment (other than a motion for adjournment) shall be moved to any Notice of Motion at the Annual General or Special Meeting proposed in the above manner.

20. REMOVAL OF THE MANAGEMENT COMMITTEE

- (a) The whole of the Management Committee, or any member or members therefore, may be removed by a majority of three-fourths of the members of the Club entitled to vote present at a Special General Meeting of the Club called for that purpose. The election of a new Management Committee or of Members of that Committee in place of the members removed may take place in the manner prescribed under the heading: Election to Committee (Rule 15).

- (b) This shall not be operative in application to clause (g) of Rule 17.
- (c) In the event of the whole Management Committee being removed, the business of the Club shall be vested in the hands of the Trustees until the new Management Committee is elected.

21. COMPLAINTS AND SUGGESTIONS

Any member desirous of lodging a complaint, or to make a suggestion, must make the same in writing and forward it to the Club Secretary for the attention of the Management Committee.

22. DAMAGE TO PROPERTY

Any person wilfully damaging the furniture or other property belonging to the Club shall make good the same to the satisfaction of the Management Committee. No member shall on any pretence take away any article or item that is the property of the Club. Application of this Rule may also be carried out in conjunction with Rule 24.

23. ANIMALS

Animals shall be allowed into the Club premises. They must always be controlled and not allowed upon the furniture.

24. MISCONDUCT OF MEMBERS

No gambling, drunkenness, racism, gender or sexuality comments, the wearing of improper apparel, bad language or conduct, which is either disorderly or which would tend to bring the Club into disrepute, shall be permitted. If, in the opinion of the Management Committee, the conduct of any member either inside or outside the Club is such as to cause injury to the Club's reputation or is against the interests of the members as a whole they may, as they think fit, expel or suspend a member, or give a warning as to his or her, future conduct. It shall be the duty of any Officer or member of the

Club to take every available means for putting a stop to the offence in question, and to report the person or persons committing the offence in writing to the Management Committee through the Secretary.

25. NOTICES, PAMPHLETS ETC

No bill, notice or placard or newspaper shall be posted or distributed in or about the Club premises nor shall any canvassing, collecting or selling of Christmas or other Clubs, draws, lotteries or raffles and the like be permitted without the written permission of the Management Committee or some person authorised by them.

26. INSPECTION OF BOOKS

The accounts of the Club shall be open to inspection of any member or person having an interest in the funds of the Club, and it shall be the duty of the Bookkeeper to produce them for inspection at all reasonable times, provided the identity of the individual making the request has been established to the satisfaction of the Secretary.

27. REFRESHMENTS

- (a) No Full or Life member, or non-member visitor shall bring food or refreshments into the Club unless it is with the written permission of the Management Committee.
- (b) No refreshments shall be served to any person unless he/she is a member or a fully paid non-member visitor.

28. VISITORS

- (a) Non-member visitors may be admitted to the club after paying any cover charge which has been levied by the Management Committee. The right is reserved by the Club to withdraw this privilege from a non-member at any time.
- (b) Paying non-member visitors shall be entitled to use all facilities, as given to a normal Club member during that period, except the power of voting.

- (c) Free temporary membership shall be allowed to visiting teams for the period of the time they are competing with in the Club against any section sponsored by the Club.

29. HOURS OF OPENING AND CLOSING

- (a) The Club bars could be open for the following periods:

| | |
|-----------------|---------------------|
| Monday-Thursday | 11.00am – 11.00pm |
| Friday-Saturday | 11.00am – Midnight |
| Sunday | Noon – 10.00pm |
| Christmas Day | Noon – 2.00pm |
| New Year's Eve | As above to 01.00am |

All sporting activities, the playing of gaming machines etc., shall cease 5 minutes before the closing time of the Club.

- (b) Variation of opening and closing times can only be made by the Management Committee. The Club premises and/or bars could be open for periods outside those shown in (a) but only where the periods do not infringe upon any licensing or local bye-laws and have been granted with the full approval of the Licensing Authority.

30. RULE OF DEBATE

No members at an Annual General or Special General Meeting shall be allowed to speak on one subject for a period longer than five minutes unless at the expiration of such time a majority of members present and voting shall indicate by a show of hands that the member may continue to speak for a further period of five minutes.

31. NEW RULES AND ALTERATIONS OF RULES

These Rules may be amended only at an Annual General Meeting, or at a Special General Meeting called for that purpose. The Management Committee shall review these rules prior to every AGM and make any proposal for change in the approved manner. Any member (eligible to vote) may do the same.

32. INTERPRETATION OF THE RULES

- (a) The Management Committee shall be the sole authority for the interpretation of these Rules, and of bye-laws and regulations made thereunder. The decision of the Management Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these Rules, or by the bye-laws and regulations made thereunder shall be final and binding on the members.

- (b) The Management Committee shall have the authority to make such bye-laws and regulations as it may consider necessary for the good government of the Club, provided that such bye-laws and regulations shall not conflict with these Rules; such bye-laws and regulations shall be published and placed on public display within the Club for the information of all members.

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