
CLUB RULES

Totton Conservative Club

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Secretary to send you a copy**

Totton Conservative Club Rules

NAME & REGISTERED OFFICE

1. The **Totton Conservative Club Ltd.**, being the society, and hereinafter referred to as the 'Club', shall have its registered office at 1 South Parade, Salisbury Road, Totton, Hants SO40 3PY or at such other place as the majority of members shall determine. In the event of any change in the situation of the registered office, notice of such change must be sent by the secretary within 14 days thereafter to the Financial Service Authority, hereinafter referred to as the 'Authority', in the form provided.
2. The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on, in a conspicuous position, in letters easily legible, and shall be engraved in legible characters on its seal, and shall be mentioned in legible characters in all business letters of the Club and Notices, advertisements and other official publications of the Club, and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods purporting to be signed by or on behalf of the Club, and in all bills, invoices, receipts and letters of credit of the club.

SEAL OF THE CLUB

3. The Club shall have a common seal with the name of the Club engraved on it in legible characters, and such seal shall be entrusted to the care of the Secretary or such other officer as the Committee shall appoint, and the fixing of such seal shall be accompanied by a resolution of the Committee authorising the act, and shall be affixed in the presence of and attested by the signatures of two members of the committee, and countersigned by the Secretary.
A register shall be kept in which an entry shall be made on all occasions upon which the said common seal shall be used.

OBJECTS OF THE CLUB

4. The objects of the Club shall be to carry on the business of a Club, and in doing so, to promote by all proper means the principles of Conservatism, and the implementation of the Conservative Party's policies.
5. The Club shall have the power to do all things necessary or expedient for the accomplishment of the objects specified in its Rules, including the power to hold, purchase, take on lease in its own name, any land or building, and to sell, exchange, mortgage or lease the said land or buildings, or build upon the said land.
6. The Club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs Ltd., subject to the Rules and Regulations thereof.

SHARES

7. The capital shall consist of shares of 12p each which shall be neither transferable nor withdraw able.
Every person on election (except as provided in Rule 15a) shall pay for one share. If any person shall cease to be a member of the club for any cause whatsoever, the amount paid on the member's share shall be forfeited and the share shall be cancelled.
No member shall hold more than one share.

Totton Conservative Club Rules

MEMBERSHIP ELECTION

8. The election of members shall be vested solely in the committee and shall be by ballot. Two votes against admission shall exclude a candidate.
9. Only Conservatives, being subscribing members of a Conservative Association affiliated to the Conservative Party, not being under 18 years of age, shall be eligible for membership.
10. 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 the candidate's respectability and fitness to be a member and both of them shall sign the nomination form as shall the candidate, who by doing so, shall pledge to support the Conservative Party and to abide by the Rules of the Club now, or hereafter in force, in the event of being elected a member.
No paid employee of the Club shall be a member.
11. The name, address and occupation of each candidate and the name of the proposer and seconder shall be posted on the Club Notice Board at least 7 days before the day on which the candidate's name is to be submitted for election.
12. Any member, who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary, who shall communicate the objection to the Committee.
13. The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if summoned to do so, or send an explanation which the Committee shall deem to be satisfactory for not doing so within 4 weeks, that application for election shall be rejected.
14. No candidate, other than a candidate elected under Rule 15a, shall be admitted to the privileges of membership, until having been:
 - (a) formally elected a member by the Committee, and
 - (b) notified of election by the candidate's proposer, and
 - (c) paid the first subscription together with any entrance fee which may be determined by the Committee, and
 - (d) shall have paid for and be allotted one share duly registered in the register of the club, and
 - (e) in no circumstances shall a candidate be admitted to the privileges of membership until at least 7 days shall have elapsed between nomination and election membershipMembership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding of relevant personal data for the purposes of the Data Protection Act.

SPECIAL CLASSES OR MEMBERS

15. (a) **Honorary members**

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 7 days shall elapse between their election and admission as members.

One share shall be allotted without payment, to any Honorary Member elected in accordance with this Rule, which share shall otherwise be issued to accordance with the remaining provisions of Rule 7 of these Rules.
- (b) **Life Members**

The Committee shall have power to elect Life Members. Those members who had been elected to membership prior to the registration of the amendment of Rules (1988), have completed 10 years successive subscribing membership of the Club and attained the age of 65 years may be so elected. Those who were elected to membership subsequent to the aforementioned registration,

Totton Conservative Club Rules

have completed 25 years successive subscribing membership and have attained the age of 65 years may be so elected also. The Committee shall have the power 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.

(c) Junior Members

The Committee shall have power to elect as Junior Associates, Young Conservatives and other persons under 18 years of age, but not under 16 years of age, in accordance with the Rules relating to the election of members, except that a candidate to be a Junior Associate shall not be elected if such election would result in the number of Junior Associates exceeding a significant proportion of members with full rights of membership.

Junior Associates shall pay a subscription of such sum not exceeding 50% of full membership fee, as determined by the Committee from time to time. Subscriptions shall be paid in advance on admission and subsequently on the 1st January each year. The rate of subscription may otherwise only be altered in accordance with Rule 75 of these Rules. Junior Associates shall not be entitled to hold office, attend or vote at General Meetings, and shall not be given any rights of signing in of guests, and will be subject to such further regulations as the Committee may prescribe from time to time, and provided also that alcoholic refreshments shall not be supplied to nor consumed by them. On attaining the age of 18 years, Junior Associates elected in accordance with this Rule, shall cease to be Associates, except that if they can observe the requirements of Rule 9, the Committee shall have power to elect them to Ordinary Membership, without the formality of nomination, upon payment of the appropriate subscription.

DISQUALIFICATION OF CANDIDATES

16. No rejected candidate shall again be proposed as a member until the expiration of 12 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 Ltd. shall ever again be proposed as a candidate, or make use of the Club premises, except by consent of the Committee.

No other person, who has at any previous time been a member of the Club, shall be eligible for re-election before the period of 6 months therefrom has elapsed.

RESIGNATION OF MEMBERSHIP

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

REGISTER OF MEMBERS

18. (1) The Club shall keep at its registered office a register of members (in these Rules referred to as the 'Register') in which the Secretary shall enter the following particulars:

(a) the names and addresses of members

(b) a statement of the number of shares held by each member and the amount paid or agreed to be considered as paid on the share of each

Totton Conservative Club Rules

- (c) a statement of other property in the Club, whether in loans or otherwise, held by each member
- (d) the date at which each person was entered in the Register as a member, and the date at which any person ceased to be a member
- (e) the names and addresses of the officers of the Club, with the offices held by them, and the dates on which they assumed office

For the purposes of this Rule 'an officer' includes every member of the Committee.

(2) The Club shall so construct the Register that it is possible to open to inspection the particulars entered therein mentioned in paragraphs (a), (d) and (e) hereof without opening to inspection the other particulars.

SUBSCRIPTIONS

- 19. The ordinary subscriptions shall be of such sum per annum as shall from time to time be determined by the members at a General Meeting. Subscriptions shall be paid in advance on admission and subsequently on the 1st January each year.
- 20. A suspended member shall remain liable to pay the annual subscription.
- 21. Every member when on Club premises shall produce a receipt of subscription or card of membership, whenever called upon to do so by any person authorised by the Committee to make such a demand.

NON-PAYMENT OF SUBSCRIPTION

- 22. Any member failing to pay the subscription within 14 days after the same has become due, shall be considered to be in arrear, and notice of the default shall be sent to the member by the Secretary; and if the sum due be not paid within another 14 days after such notice has been sent this person shall cease to be a member.
If, however, the delay in payments 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 provision.
Any member in arrear shall not be permitted to make use of the facilities of the Club or take part in its affairs.

CHANGE OF ADDRESS

- 23. Any member changing address shall, within 14 days, give notice to the Secretary in writing of such change, and until such notice is given, all communications and notices sent to the last recorded address shall be deemed to have been served upon such member.

INTER-AFFILIATION TICKET HOLDERS

- 24. Members of Clubs inter-affiliated with the Association of Conservative Clubs Ltd., subject to Rules and Regulations of that Association, may on presentation of inter-affiliation ticket be admitted to the Club premises, and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises.

Totton Conservative Club Rules

TERMINATION OF MEMBERSHIP

25. Membership shall terminate:
- (a) on resignation (Rule 17)
 - (b) on non-payment of subscription (Rule 22)
 - (c) on expulsion (Rule 38)
 - (d) on ceasing to be a Conservative member as defined in Rule 9
 - (e) on death

OFFICERS

26. The Officers of the Club shall consist of a President, 3 Vice-Presidents, a Chairman, a Vice-Chairman, a Treasurer and a Secretary. If the Secretary and/or the Treasurer are appointed and paid a salary they will not be subject to election each year. All other Officers will remain in office until their successors are elected, and shall be elected annually by ballot to be held in the week preceding the Annual General Meeting, and at the end of their term shall be eligible for re-election.

COMMITTEE MEMBERS

27. There shall be 12 Committee members who shall be elected by ballot to be held in the week preceding the Annual General Meeting.
The senior three Committee Members in length of service from the date of the last election shall retire at each Annual General Meeting and shall be eligible for re-election.
If 2 or more Committee Members have served for the same period those to retire shall be selected by the Chairman by lot.

THE COMMITTEE

28. The Committee shall consist of the officers and Committee Members referred to in Rules 26 and 27. The Committee shall meet at least once a month. **5 members form a quorum.** The Chairman, or in his/her absence the Vice-Chairman, or in the absence of both a Chairman elected by the meeting shall preside.
Each elected member shall have one vote and in the event of equality of votes, the presiding officer of the meeting shall have in addition to one vote as a member of the Committee a second or casting vote.
29. **Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless sending a written explanation which the Committee shall deem satisfactory, cease to be a Member of the Committee and shall also cease to be an Officer.** The Committee may accept the verbal resignation of a Committee member provided it is reported and approved at a subsequent Committee Meeting.
Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and as 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 is suspended from the privileges of membership shall cease to be a member of the Committee and shall also cease to be

Totton Conservative Club Rules

an Officer or Committee Member.

Any vacancy so caused shall be filled as provided in Rule 46.

30. (1) The Officers and Committee Members shall receive such honoraria, if any, as a General Meeting shall from time to time determine.

(2) The Officer or Committee Member and the Steward or any other employee dealing with the moneys of the Club shall give such security as the Committee may from time to time determine, and shall discharge their duties under the direction of the Committee.

APPOINTMENT OFF SECRETARY AND/OR TREASURER

(3) In the event of a person being appointed Secretary and/or Treasurer and receiving a fixed salary, such a person shall not be an ordinary member of the Club, but the Committee shall have the power to direct that such an employee may be admitted to the Club premises and that intoxicating liquor may be supplied for consumption on the premises. A written Contract of Service shall be sufficient evidence of the appointment under this section and the 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.

DUTIES OF OFFICERS

PRESIDENT, VICE PRESIDENT, CHAIRMAN AND VICE CHAIRMAN

31. The President, or in this Officer's absence, a Vice-President, the Chairman or Vice-Chairman, shall preside at all meetings (other than Committee meetings) of the Club.

TREASURER

32. The Treasurer shall be responsible for directing that all moneys, whether personally, by the Secretary, or any other Official, Steward or any other employee or agent of the Club, are duly paid into the Club's Bank at least once a week. **The Treasurer 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.** At every regular meeting of the Committee (or more often if required) the Treasurer shall produce the Paying-in Book and Bank Statements for inspection showing that the foregoing duties have been carried out. The Treasurer 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.

SECRETARY

33. General Duties

The Secretary shall carry out the duties of this office under the superintendence, control and direction of the Committee.

The duties of the Secretary shall be:

(a) To receive moneys on account of the Club and pay the same to the Treasurer or direct to the

Totton Conservative Club Rules

Club's Bank. The Secretary shall keep such accounts, documents and papers of the Club in such manner and for such purposes as the Committee may direct.

- (b) In every year to prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the Auditor of the Club.
- (c) To summon and attend all meetings of the Club and take minutes of the proceedings.
- (d) To ensure that the Club is registered under the provisions of the Licensing Act.
- (e) To ensure that the Club Premises Certificate, or a certified copy thereof, is kept at the Club premises in the custody of or under the control of the person nominated for the purposes of Section 94(2) of the Licensing Act 2003. The nominated person shall be the Secretary unless otherwise decided by the Club Committee and shall be identified in writing to the Licensing Authority. The Secretary shall ensure that the summary of the certificate issued by the Licensing Authority is prominently displayed on the Club premises.
- (f) To be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club employees and for other purposes directed by the Committee.
- (g) To 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 requirements of the National Insurance Acts in respect to such employees.
- (h) To be supplied by the Committee with copies of Rules and be bound to deliver a copy thereof to any person on demand.
- (i) To carry out such other duties as are reasonably incidental to the office of Secretary.

34. Annual Return

Every year within the period presented by statute, the Secretary shall send to the Authority the Annual Return, in the form prescribed, relating to the Club's affairs for the period required under the Industrial & Provident Societies Act 1965 to be included in the return together with:

- a. a copy of a report of the Auditors on the Club's accounts for the period included in the return or with a copy of such other report (if any) as is required by statute for such period; and
- b. a copy of each balance sheet made during that period and of the report (if any) of the Auditors or other appropriate person on that balance sheet as required by statute.

35. A copy of the last annual return for the time being of the Club, together with a copy of the report of the Auditors on the accounts and balance sheet contained in the return, shall be supplied gratuitously by the Secretary to every member or person interested in the funds of the Club upon application and the Committee shall provide the Secretary with sufficient copies of the said annual return for this purpose.

AUTHORITY OF THE COMMITTEE

36. 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.

At the first meeting after the Annual General Meeting, the Committee may appoint a Political Sub-Committee, of which not more than one half of the members shall also be members of the Committee and shall appoint a representative to the Executive Committee of the local Constituency Conservative Association.

It may also appoint other Sub-Committees, which shall manage the several departments of the Club under supervision of the Committee.

The appointment and dismissal of the Secretary and/or Treasurer, if appointed in accordance with Rule 30(3), the Steward and all other Club employees shall be vested solely in the Committee.

Totton Conservative Club Rules

37. No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of the intention to prose each rescission.
38. (a) The Committee shall have power to reprimand, suspend from the facilities of membership for a period not exceeding one year, or expel from membership of the Club any member who is adjudged guilty by the committee of any infringement of the Rules or Bye-laws or whose conduct in or out of the Club is, in the opinion of the Committee, prejudicial to the Conservative cause or to the interests of the Club.
- (b) The Chairman, Vice Chairman, Secretary or in their absence any two members of the Committee, 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 to the Committee at their next regular meeting. Such a member shall no right of re-entry to the Club premises until a decision has been made by the Committee in respect of whether there is a complaint to warrant them summoning the member to appear before them.
- (c) In all other cases, any complaint or complaints against a member shall also be considered by the Committee at their next regular meeting, and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership until the date of the meeting to which the member shall be summoned under the terms of sub-paragraph (e).
- (d) If the Committee are of the opinion that the complaints against a member do not warrant them summoning the member to appear before them, the member in question must be immediately notified of this effect and in the case of sub-paragraph (b) be free to resume all membership rights.
- (e) If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning a member to appear before them, at least 7 clear days notice in writing shall be given by the Secretary to the member being so summoned, and the notice shall contain a written statement specifying the precise details of the complaint or complaints brought against the member.
- (f) No member shall be reprimanded, suspended from the facilities or membership or expelled from membership of the Club without first being summoned before the Committee, and full opportunity afforded to the member to make a defence against the allegation, nor unless a majority of at least two thirds of the Committee then present and entitles to vote, vote for the members 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 failing to do so, the case can proceed and be dealt with by the Committee in the absence of the member.
39. The Committee or any Officer authorised by them in writing, shall have power to give orders for goods and services and other things necessary for carrying out the objects of the Club; but nothing in this Rule shall empower the Committee or any officer authorised by them to incur expenditure except such as is consistent with the purposes for which the Club is established.
- 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 the officer authorised by them.
- Members of the Club shall be entitled to contract with the Club for supply by them of any 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.

Totton Conservative Club Rules

ELECTION OF OFFICERS & COMMITTEE MEMBERS

40. Every candidate for office shall be proposed and seconded by two members entitled to vote. The candidate must have paid the current subscription and must have been a member for the previous 12 months, and be not less than 18 years of age.
41. Each member of the Club shall have one vote for each vacancy, and no member shall give more than one vote to any candidate.
42. At least 3 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 Committee Member or Officer of the Club. The notice shall remain so posted for 10 days.
43. 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 7 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.
44. (1) The Committee shall appoint 3 scrutineers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General Meeting or Special general Meeting.
No Officer or Committee Member of the Club may be appointed a scrutineer.
(2) In the case of a tie between two or more candidates, the names of such candidates 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.
45. In the event of being elected for two offices, the member shall choose which office to fill.
The vacancy this arising shall be filled by the unsuccessful candidate with the highest number of votes, but if there shall be no such candidate, the office shall be filled by the method prescribed in Rule 46.

CASUAL VACANCIES

46. Any casual vacancies, except occasioned by removal under Rule 48, occurring amongst the Officers and Committee Members shall be filled up the Committee, who shall appoint a person to assume office. Any person so appointed shall retain this office so long as the vacating officer or Committee member would have retained the same if no vacancy had occurred.

RESIGNATION OF THE COMMITTEE

47. In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following ten days, and a ballot shall take place and be declared at a Special General Meeting held within 14 days of such resignation for the election of a new Committee.
The time and notice required for nominations under Rule 43, and for Special General Meetings under Rule 53, shall not apply in this case.

Totton Conservative Club Rules

REMOVAL OF COMMITTEE AND ELECTION OF NEW COMMITTEE

48. The Committee, or any member or members thereof, may be removed from office by a majority of three-fourths of the members of the Club present and voting at a Special General Meeting called for the 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.

APPOINTMENT AND DUTIES OF AUDITOR

49. (1) The Society shall be able to dis-apply the need for a full audit in accordance with the Friendly and Provident Societies Act 1968, as amended by the Deregulation (Industrial and Provident Societies) order 1996. If in any year a full audit is required, either by the membership or legislation, then the following conditions regarding the appointment of auditors and the audit shall apply for that year only.

The Club shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. For the purposes of this Rule 'qualified auditor' means a person who is a qualified auditor under Section 7 of the Friendly and Industrial and Provident Societies Act 1968.

(2) Save as provided in Section (3) of this Rule every appointment of an auditor shall be made by resolution of General Meeting of the Club.

(3) The Committee may appoint an auditor to fill any casual vacancy occurring between the General Meetings of the Club.

(4) An auditor appointed to audit the accounts and balance sheet of the Club for the preceding year of account (whether by general Meeting or by the Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing him/her has been passed) unless:

- a. A resolution has been passed at a General Meeting of the Club appointing somebody instead of the auditors or providing expressly that the auditors shall not be re-appointed, or
- b. The auditor has given the Club notice in writing of his or her un-willingness to be re-appointed, or
- c. The auditor is ineligible for appointment as auditor of the Club for the current year of account, or
- d. The auditor has ceased to act as auditor of the Club by reason of his/her incapacity.

Provided that a retiring auditor shall not be automatically re-appointed by virtue of this Rule if notice of an intended resolution to appoint another person on the auditor's place has been given in accordance with section (5) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of the other person.

(5) A resolution at a General Meeting of the Club (i) appointing another person as auditor in place of a retiring auditor or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Club not less than 28 days before the meeting at which it is moved. On receipt by the Club of notice of the intention to move any such resolution, the Club shall give notice of the resolution to the members and to the retiring auditor in accordance with Section 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representation made or intended to be made by the retiring auditor.

(6) None of the following persons shall be appointed as auditor of the Club:

- a. An Officer or employee of the Club

Totton Conservative Club Rules

- b. A person who is a partner or in the employment of or who employs an Officer or employee of the Club for the purposes of this Rule 'Officer' includes every member of the Committee.

(7) The auditor shall in accordance with Section 9 of the Friendly and Industrial and Provident Societies Act 1968, make a report to the Club on the accounts and on the revenue account or accounts and balance sheet of the Club for the year of account in respect of which he is appointed.

GENERAL MEETINGS

ANNUAL GENERAL MEETING

50. The Annual General Meeting shall be held in the month of March on a date to be fixed by the Committee.
51. Notice of such Annual General Meeting shall be posted on the Club Notice Board for at least 21 clear days before the date appointed for the meeting.
Notice of any motion for inclusion in the Agenda of the Annual General Meeting must be submitted in writing to the Secretary within 10 days of the posting of the notice summoning the meeting. The Agenda for the AGM shall be posted on the Club Notice Board for at least 7 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 7 days before the Annual General Meeting.
52. (a) At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and a report of the auditor shall be presented, together with a report of the ballot for Officers and Committee members.
(b) **At the AGM 10 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 a day and at such time as the members present may determine, and if at adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum. Once the presiding officer has opened the meeting the members present are able to transact business.

SPECIAL GENERAL MEETING

53. The Secretary shall summon Special General Meetings as follows:
1. In accordance with Rule 47
 2. At the direction of the Committee
 3. Upon a request forwarded to the Secretary signed by one-fifth of members or 30 members, whichever is less, stating the objects of such meeting, in accordance with rule 54.
- Meetings summoned under provisions (2) and (3) above shall be held within not less than 14 days and not more than 21 days from the date of the receipt of the request by the Secretary.
54. Notice of any SGM, and of the object for which it is called, shall be posted on the Club Notice Board a clear 14 days before the date appointed for such meeting (except in the case of a Special General Meeting called under rules 47 and 48) and no other business except that for which the meeting has been convened shall be brought before a SGM.

Totton Conservative Club Rules

55. At a SGM one fifth of the members, or 30 members, whichever is less, shall for a quorum. If within half an hour from the time appointed for a meeting a quorum is not present, the meeting, if convened by 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 be a quorum.
- No want of a quorum occurring after presiding Officer has opened the meeting shall make a meeting incompetent to transact business.

ADJOURNMENT OF MEETINGS

56. Any AGM OR SGM may be adjourned to such a time as a majority shall decide, but no business other than that which would have been transacted at the original meeting shall be brought forward at such adjourned meeting.

RESCISSION OF RESOLUTIONS

57. No resolution passed at an AGM or SGM shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary at least 21 days before the date appointed for the subsequent AGM OR SGM.

VOTING

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

GUESTS, MEMBERS' FUNCTIONS AND OTHER EVENTS

59. (a) Every member shall be permitted to introduce guests to the Club; but the same guest shall not be admitted to the Club premises more than four times within a period of one calendar month, unless special consent be obtained from the Committee. The guest may only remain on Club premises whilst the Member who introduces him is present, and the Member is responsible for the actions and conduct of any guest that he introduces. Intoxicating liquor may be sold to guests of Members for consumption on the premises only. The Committee reserves the right to refuse the admission of any guest if in their opinion it is desirable in the interests of the Club.
- (b) Members of other Clubs or other organisations who have been invited to take part in organised games and 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 held in the name of the Conservative Party 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 the premises only.
- (c) Intoxicating liquor may be sold for consumption on the Club premises to guests attending at 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 from time to

Totton Conservative Club Rules

time be held on Club premises within the scope permitted by the provisions of the Licensing ACT 2003 in respect of Temporary Events Notices.

60. The name of any person admitted to the Club premises, and where appropriate, the name of the Member who introduced that person, shall be written in the A.C.C member's Guest Book which shall be kept for that purpose on the Club premises.
61. No person who has been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Ltd., or who, at the request of the Committee, has resigned from membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (see rule 22), shall be admitted as a guest.
The Committee may suspend Rule 59 at any time and for such a period as they may think fit.

MISCONDUCT OF MEMBERS

62. No betting, unlawful gaming, 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 38. 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.

HOURS OF OPENING AND CLOSING PREMISES

63. The Club shall be open to the members during such hours as may be determined from time to time by the Committee.

HOURS OF SUPPLY

64. The permitted hours for supply of intoxicating liquor and for qualifying activities to take place shall be at such times as the Committee shall determine, subject to the terms and conditions specified in the Club premises Certificate granted to the Club under the provisions of The Licensing Act 2003.

EXCISABLE ARTICLES

65. 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 59. Any such person making such payment shall forthwith be expelled from the Club premises.

No person 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 years of age shall be entitled to play Club's Gaming machines.

Any member of the Committee shall make an immediate report to the Secretary of any breach of 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 38.

Totton Conservative Club Rules

The purchase and supply of intoxicating liquor shall be controlled by the elective Committee as elected in accordance with Rules 26 and 27.

66. The proceeds of the 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 the supply thereof.

FINANCIAL POWERS

APPLICATION OF SURPLUS

67. Any annual surplus of the Club shall be applied in such a 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 76.

BORROWING POWERS

68. (1) The Club shall have the power to borrow money for the purposes of the Club, and to issue loan stock and to secure the repayment of any money borrowed by mortgaging or charging any of its property, provided that the amount of the money borrowed for the time being remaining undischarged shall not exceed £100,000 and that the interest paid or to be paid in or on the Club premises, shall not exceed 6% per annum or 1% above the Co-Operative Bank plc base lending rate, whichever is the higher.
(2) The Committee shall have power to determine from time to time the terms and conditions upon which money is borrowed or loan stock is issued and to vary such terms and conditions.
(3) The Club shall not receive money on deposit.

TRANSFER OF LOAN STOCK

69. (1) The holder of loan stock may transfer all or any part thereof by instrument in writing in such form as the Committee may approve.
(2) The instrument of transfer shall be executed by or on behalf of the transferor or transferee and properly stamped and upon delivery thereof at the Registered office together with the sum of £1, the certificate of the loan stock (if any) and such evidence of identity, or title as the Committee may reasonably require, the transfer shall be registered.
(3) A transfer of loan stock shall not be valid until registered.

PAYMENT OF MEMBERS INTEREST ON DEATH

70. (1) Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member the Committee shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

Totton Conservative Club Rules

- (2) (a) A member may in accordance with the Act nominate any person or persons to whom any property belonging to that member in the Club at the time of death shall be transferred, but such a nomination shall only be valid to the extent of the amount for the time being provided in the Act.
- (b) On receiving satisfactory proof of death of a member who has made a nomination the Committee shall, in accordance with the Act, either transfer or pay in full value of the property comprised in the nomination to the person entitled thereunder.

INVESTMENTS

71. The Committee may invest any of the funds of the Club in any investment referred to in Section 31 of the Industrial and Provident Society Act 1965, but not otherwise.

DISPUTES

72. (1) Any disputes arising between a member or any person aggrieved who has for not more than 6 months ceased to be a member, or any person claiming through such member or any person aggrieved, or under the Rules, and the Club, or an officer or Committee Member thereof shall be decided by three arbiters to be chosen for this purpose as is hereinafter mentioned and any decision made by such arbiters shall be binding and conclusive on all parties without appeal, and application for the enforcement of such decision may be made by the County Court.
- (2) The Club shall have a panel of 5 arbiters, not being persons directly or indirectly interested in the funds of the Club, who shall be elected at a General Meeting of the Club and in the event of any dispute arising as aforesaid the 3 arbiters to be chosen to decide the dispute shall be those persons whose names are drawn by lot from amongst the names of the 5 arbiters aforesaid by the complaining party to the dispute or, if there is more than one such party, by that party whose name comes first in alphabetical order.

STATUTORY APPLICATIONS TO THE AUTHORITY

73. Any 10 members of the Club each of whom has been a member of the Club for not less than 12 months immediately preceding the date of the Application, may apply to the Authority in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to Section 47 of the Industrial and Provident Society Act 1965.

It shall be the right of one-tenth of the whole number of members, or if the number of members at any time exceeds 1,000, prescribed by the Treasury Regulations:

- (a) To apply for the appointment of an Inspector of Inspectors to examine into the affairs of the Club to report thereon; or
- (b) To apply for the calling of a Special General Meeting of the Club.

Totton Conservative Club Rules

INSPECTION OF BOOKS

74. Any member or person having an interest in the funds of the Club shall be allowed to inspect their own account and the books containing the names and addresses of the members, including particulars in the Register, except those mentioned in paragraphs (b) and (c) of Rule 18, at all reasonable hours at the Registered Office or place where they are kept, and it shall be the duty of the Secretary to produce them for inspection at all reasonable times. No person, unless being a member of the Committee of the Club, or specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without his/her member's written consent.

AMENDMENT OF RULES

75. 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 rescission, amendment or new Rule. Rule 1,4,9,67,76 and this Rule are hereby declared to be fundamental and shall not be amended or rescinded except with the prior consent in writing of the Association of Conservative Clubs Ltd. and by a resolution carried by three-fourths of the votes given thereon at a Special General Meeting as provided in this Rule.

Propositions for amendments of Rules made by the members must be submitted in writing to the Committee one month prior to the date of such meeting. No proposition shall be taken into consideration unless supported by 20 members who shall attach their signatures to the proposed amendment.

The Committee may propose Rule amendments at any time in accordance with the terms of this Rule.

No amendment of Rules is valid until registered with the Financial Conduct Authority (FCA).

Written notice of any amendment of Rules must be given by the Secretary to the Licensing Authority within 28 days of the date of the acknowledgement of registration of such amendment.

DISSOLUTION

76. The Club may be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations in that behalf, or by winding up in the manner prescribed in the Act. Upon dissolution of the Club, all its assets, after the discharge of its debts and liabilities, shall be shared equally between those members of the Club who hold one share in accordance with Rule 7.

DEFINITIONS

77. 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) 'the Act' shall mean the Industrial and Provident Societies Acts 1965 to 1978 or any Act or Acts amending or in substitution for the same and for the time being in force.
 - (c) 'the Authority' shall have the meaning given to it by the Act.
 - (d) words denoting the masculine gender shall be deemed to include the feminine, unless the contrary intention appears.
 - (e) 'Officers' for the purpose of these Rules shall include every member of the Committee.
 - (f) 'intoxicating liquor' for the purpose of these Rules shall mean 'alcohol' within the meaning of Section 191 of the Licensing Act 2003.
 - (g) 'Inter-Affiliation Ticket Holders' for the purpose of these Rules shall mean 'Associates' within the meaning of Section 67 of the Licensing Act 2003.

Totton Conservative Club Rules

BYE-LAWS

REFRESHMENTS

1. Such refreshments, and as such tariff as the committee may determine, shall be supplied to the members, notwithstanding that non-excisable refreshments may be supplied by a servant duly authorised by the committee to do so as his/her expense and from which he/she shall derive benefit

MEMBERS PAYMENT

2. All members must pay every expense they incur in the Club before they leave the premises

COMPLAINTS

3. All complaints or suggestions shall be made in writing to the Secretary

CONDUCT OF SERVANTS

4. The conduct of a servant shall in no instance be made a matter of personal reprimand by anyone other than the secretary of the club. All complaints against servants, or in regard to domestic agreements of the club shall by anyone other than the secretary be addressed to him/her in writing and shall submit the same determination by the committee
5. No member shall give any money or gratuity to the servants of the club upon any pretence whatsoever

BILLS, NOTICES, ETC

6. 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.

BOOKS, PAPERS ETC

7. 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 to the club without sanction of the committee or the secretary

PETITIONS

8. No committee member 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

DAMAGE TO PROPERTY

9. Any person damaging the furniture or other property of the club shall make good the same to the satisfaction of the committee
10. No member shall on any pretence take away, injure or destroy any newspaper, pamphlet book or article, the property of the club.

DOGS

11. No dogs shall be allowed on the club premises except at the discretion of the committee

Totton Conservative Club Rules

ALTERATON OF BY-LAWS

12. These by-laws shall not be altered without the approval by the members at a special general meeting, but the committee may at any time add thereto by the issue of new by-laws

EXHIBITION OF RULES AND BY-LAWS

13. A copy of these rules and By-laws shall at all times be exhibited in a prominent position in the club.

REVISION DETAILS:

Revision 2: Re reformatted complete document, added header & footer and revision number
Updated the last line of text in rule 52 to correct grammatical errors
Updated Rule 75 to change Financial Services Authority to Financial Conduct Authority (FCA)
Review Date: June 2022
Reviewed by: Robin Hood
Approved by: Jo Wheeler-Osman