



Rules of Halton Social Club

1. That this club be called “The Halton Social Club” and its objects to provide amusement, recreation and refreshments for its members.
2. The management of the club shall be the function of the GENERAL COMMITTEE, which shall consist of PRESIDENT, SECRETARY, TREASURER and other committee members.
3. Appointment of general committee shall take place at the annual general meeting (AGM)
THE DUE PROCESS TO BE FOLLOWED-
 - (a) The nomination sheet shall be posted on the notice board of the club for a minimum period of 21 days prior to the AGM.
 - (b) At the AGM a proposal, seconding and majority vote of those members present at the AGM shall take place for each office on the committee.
4. Period of office for committee members shall be for two years. At the end of their period of office such members can seek re-election otherwise they shall continue to act until their successors are appointed.
5. Duties of The General Committee shall consist of:
 - (a) General committee shall meet to transact club business a minimum of once a month. A quorum of such a meeting shall be at least three quarters of the committee of which one member should be elected as chairperson to preside over the meeting and give a casting vote where necessary.

(b) The general committee shall prepare a report of the financial statements for the year ending on 31st December and the same shall be presented to the AGM. The financial statement shall be audited and vouched by the auditors before presentation to the members.

(c) In the absence of the president or Vice president some other member of the committee shall be elected to preside over such meeting and shall have privilege of giving the casting vote.

(d) The Treasurer shall not retain in his/her possession of more than £1,000 but shall pay the surplus to the credit of the Club with such banks as the general committee may appoint and all cheques shall be signed by two of the bank signatories President, Secretary or Treasurer.

(e) All monies which may become due from, or any article belonging to the club in possession of any member or servant under these rules, may be sued for or recovered in the name of the Treasurer, President of the committee or Secretary for the time being.

6. Resignation/Discharge of The Officers of the General Committee

(a) In the event of the President, Treasurer or Secretary resigning, having given three months notice in writing to the general committee, or the said officer is removed from office in accordance with general rules an Extraordinary General Meeting (EGM) will be called to elect a replacement.

(b) In the event of officers of the general committee resigning on bloc, of there being insufficient members of the committee to continue management of the club, the affairs will be given into the hands of the Guardians who will form a 'TEMPORARY MANAGEMENT COMMITTEE ', and take any action they think is necessary.

7. Members of The Club

Any person wishing to become a member of the club pays the members subscription due at that time.

(a) Membership will start on 1st January until 31st December.

(b) In order to attend the AGM you must have paid membership due prior to the 28th February.

(c) The General Committee will assess membership charges each year.

8. Ordinary Members

(a) Subscription shall be at the rate at the time of application for membership. Subscription shall be due in advance on the 1st January in each year irrespective of the time of joining.

(b) Any member who has not paid their subscription charges by the end January will be charged non members prices until subscription 28 days after it has become due shall be considered to be in arrears and if not paid within the time will be charged non members prices.

9. Visitors

(a) The following SHALL NOT BE ADMITTED AS VISITORS-

(i) Former members who have been expelled/suspended (excluding any who may visit the club as a PLAYING MEMBER of a team in a competition being played at the club).

(ii) Persons who, having been nominated for membership, have been rejected.

(b) The general committee may debar a member introducing any particular person as a visitor, if they so think fit.

(c) Members of the armed forces may use the club free of charge upon showing their military identification card.

(d) Families are welcome. **Children are the RESPONSIBILITY of the Parent or Guardian and should be kept under control at all times. Pets should be well behaved and not be allowed on the furniture.**

10. Each new member shall have the admission notified to them by the club secretary and shall be furnished with a copy of the rules of the club and their membership card on their request.

11. Every member changing his or her residence shall give notice to the club.

12. Disciplining of the Membership

(a) The general committee shall judge the existence and sufficiency of such misconduct.

- (b) The member to be disciplined shall be notified of the reasons for them being disciplined in writing, which will be sent to the last address of the member as given in the membership book.
- (c) That member shall be required to present themselves before the general committee, whereupon they will be informed of the extent of the punishment decided by the committee.

13. Scale of Punishment at the discretion of the General Committee

- (a) Foul or abusive language-1-3 months membership suspension.
- (b) Disorderly or drunken behavior, deliberate damage to the furniture or property of the club-3-6 months membership suspension plus the cost of any repairs to be made good by the member concerned to the satisfaction of the general committee.
- (c) Fighting within the club-12 months to life membership suspension.
- (d) Embezzlement of club funds-LIFE BAN.
- (e) Theft from the club 3-6 months membership suspension plus the cost of any goods stolen to be repaid to the club Treasurer.
- (f) Fraud against the club-LIFE BAN.
- (g) PERSISTENT rule breaking-LIFE BAN.

14. Appeal systems

- (a) A member shall have the right to appeal against their punishment to an appeal board comprising of the guardians of the club.
- (b) A member of the general committee shall have the right of appeal, against a decision of the general committee against him/her to the appeal board.
- (c) The board of guardians after hearing the evidence shall then make their recommendations to the general committee. Any decision made by the board of guardians SHALL BE FINAL.

15. The club may sue or be sued in court in the name of the President, Secretary or the Treasurer.

16. All cheques in the name of the club shall be signed by any 2 of named signatories.

17. Extraordinary general meeting (EGM) of the members may be held at any time-

- (a) A requisition must be sent to the general committee signed by at least 20 members.
- (b) The requisition must contain a statement of the objects for which it is intended to be held.
- (c) Notice of the meeting to be posted on the club notice board not less than 7 days before the meeting, except in emergencies, of which the general committee shall judge.

18. Every member shall produce their membership card, or otherwise satisfy the staff or any officers of the management committee, whenever required to do so.

19. Nominations for General Committee

- (a) Any member who has been nominated for the General Committee who has been suspended or has a police record MUST DISCLOSE THIS to the secretary at the time of the nomination. THIS COULD AFFECT THE CLUB HOLDING ITS LICENCE.
- (b) Any member who has been suspended from the Club and later reinstated will no longer be able to stand for the General Committee, hold any executive post or have any position involving the Clubs financial affairs.

20. Opening Hours

Shall be displayed on the notice board in the club hall.

- (a) These hours are subject to any special extensions, which may be granted by the magistrates, of which notice will be given by an order signed by the license holder of the club and displayed on the notice board.
- (b) The general committee shall have the power to close as and when they shall deem is desirable or necessary, and from time to time make such bylaws, as it may deem necessary for the government of the club. To appoint and dismiss all paid servants of the club, to fix and pay their salaries and wages and all other salaries and wages, and any matters not provided for in the foregoing rules shall be decided by them.
- (c) Opening hours of the club will be agreed by the committee.

21. Every official of the club shall in the event of his or her resignation or discharge, return to the general committee for the time being, all books, documents, keys or other articles belonging to the club, and in their custody, within 7 days after such resignation or dismissal. In

the event of the death of any official, his or her representative shall be asked to return such articles within 14 days after their decease.

22. Any members of the committee failing to attend 3 consecutive meetings without a communicated apology and just cause may be dismissed from the committee and a new member co-opted for the remainder of their term. Not more than 3 members to be co-opted during the period of the elected committee.

23. The general committee shall, out of general funds of the club, provide refreshments including wines, beers, spirits and liqueurs for the use of members and shall fix the selling tariff for the same.

24. NON-INTOXICATING refreshments for members, guests, visitors and under 18 years old will be made available on all practicable occasion at the discretion of the committee.

All refreshments must be paid for at the time of purchase, NO CREDIT will be given.

25. Restrictions

(a) Other than Pool or Snooker (on the tables provided) no ball games to be allowed in the club this includes footballs, rugby or tennis balls of any size.

(b) No Scooters, skate boards or bikes etc – excluding motorised scooters

(c) **This is a social club and not a playground and this must be respected.**

26. Debts

(a) No official or member of the club can on behalf of Halton Social Club take out any loans, Debts or Financial leases without first calling an EGM and putting the proposal to the members, who must vote on it and only a majority vote can be accepted.

(b) Halton Social Club will not accept any liability for any debts incurred if this rule is not upheld and the responsibility will be held by the person or persons agreeing and signing for them.