

Alcester Unionist Club
London House, 46 High Street, Alcester,
Warwickshire B49 5AB

MASTER RULE BOOK

Rule changes took place following an SGM during 2009 concerning Audit/Accountants changes.

Rule changes took place on 18 July 2010 at the AGM.

Rules 9, 10, 11, 13, 14, 15(a) & (c), 16, 17, 18, 19, 20, 21 and 22. As seen in Appendix B.

Note: Rule 19 was further amended to say that the COMMITTEE will be able to determine the rate of Subscriptions for 2010/2011 rather than the members. (This was done to avoid another SGM later in the year.)

All previous rules rescinded

Name and Registered Office

1. The Alcester Unionist Club Limited, being the Society, and hereinafter referred to as “the Club” shall have its registered office at London House 46’, High Street, Alcester, Warwickshire, or 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 fourteen days thereafter to the Registrar in the form provided by the Treasury Regulation in that behalf.

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 engraven 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 affixing 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 so doing, 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 interaffiliated with the Association of Conservative Clubs Limited, subject to the rules and regulations thereof.

Shares

7. The capital shall consist of shares of 25p each which shall be neither transferable nor withdrawable. Every person on election (except as provided in Rule 15(a)) 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 his share shall be forfeited and the share shall be cancelled.

No member shall hold more than one share.

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 or supporters of 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 so doing, 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, addresses, and occupation of each candidate, and the names of the proposer and seconder, shall be posted on the Club Notice Board at least seven 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 four weeks, that application for election shall be rejected.

14. No candidate, other than a candidate elected under Rule 15(a), 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 have been 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 seven days shall have elapsed between nomination and election to membership.

Membership 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 purpose of the Data Protection Act.

15. Special Classes of Membership

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 seven 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 in accordance with the remaining provisions of Rule 7 of these Rules.

Life Members

The Committee shall have power to elect as a Life Member any senior member who shall be deemed worthy and may 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.

Life Members shall be entitled to the full rights and privileges of membership without payment of any subscription.

Disqualification of Candidates

16. No rejected candidate shall again be proposed as a member until the expiration of twelve 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 Limited 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 six 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. 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 member;
- 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.

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 subscription 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 the 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 demand.

Non-Payment of Subscription

22. Any member failing to pay the subscription within fourteen 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 fourteen 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 his address shall, within fourteen days, give notice to the Secretary in writing of such change, and until such notice is given, all communications sent to his last 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 Limited, subject to the rules and regulations of that Association, may on presentation of their Inter-Affiliation Ticket may be admitted to the Club Premises, and intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises. Any Inter-affiliated Ticket holder who resides within ten miles of the Club premises shall be allowed admission not more than twice per month.

Cessation of Membership

25. Membership shall terminate:

On resignation (Rule 17)

On non-payment of subscription (Rule 22).

On expulsion (Rule 38).

On death.

Officers

26. The Officers of the Club shall consist of a President, a Vice-President, a Chairman, a Treasurer and a Secretary, who shall 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 Men

27. There shall be twelve Committee men who shall be elected by ballot to be held in the week preceding the Annual General meeting. The senior six Committee men 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 two or more Committee men 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 men referred to in Rules 26 and 27.

The committee shall meet at least once a month. Seven members shall form a quorum of whom not less than two of the following shall be present – President, Vice-President, Chairman, Secretary and Treasurer. The Chairman, or in his absence a Chairman elected by the meeting shall preside.

Each member shall have one vote and in the event of equality of votes the presiding officer of the meeting shall have in addition to his vote as a member of the Committee a second or casting vote.

For the purposes of this Rule “officer’ includes every member of the Committee.

29. Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless he sends a written explanation which the Committee shall deem satisfactory, cease to be a member of the Committee.

Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and 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 who is suspended from the privileges of membership shall cease to be a member of the Committee.

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

30. (1) The Officers and committee men shall receive such honorarium, if any, as the Committee shall from time to time determine.

(2) Any Officer or Committee men and the Steward 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 of Secretary

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

On vacating the position of Secretary the Committee may at their discretion permit him to pay forthwith a subscription under Rule 19 whereupon he shall become an ordinary member without compliance with the usual formalities of election but he shall not be admitted to the privileges of membership until two days have elapsed from his so becoming a member.

Duties of Officers

President, Vice-President and Chairman

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

Treasurer

32. The Treasurer shall be responsible for seeing that all moneys, whether received by himself, the Secretary, or any other officer, the Steward or any other servant of the Club, are duly paid in to the Club's Bank at least once a week. He 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. He shall at every regular meeting of the Committee (or more often if required) produce the Paying-in Book and Bank statements for inspection showing that the foregoing duties have been carried out.

He shall keep such accounts, documents and other papers of the Club, not otherwise kept by the Secretary, in such a manner and for such purposes as the Committee may direct.

Secretary

General Duties

33. The Secretary shall on all occasions in the execution of his office act under the superintendence, control and direction of the Committee.

He shall receive moneys on account of the Club and pay the same to the Treasurer or direct to the Club's Bank. He shall keep such accounts, documents and papers of the Club in such a manner and for such purposes as the Committee may direct.

He shall in every year prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the accountant of the Club.

He shall summon and attend all meetings of the Club and take minutes of the proceedings.

He shall ensure that the Club is registered with the Magistrates' Court under the provisions of the Licensing Act.

He shall be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club servants and for other purposes directed by the Committee.

He shall 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 the requirements of the National Insurance Acts in respect to such employees.

He shall be supplied by the Committee with copies of the Rules and shall be bound to deliver a copy thereof to any member on demand on such payment (not exceeding 10p) as the Committee may from time to time determine.

He shall carry out such other duties as are reasonably incidental to his office.

Annual Return

34. Every year not later than the 31st March the secretary shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to the affairs of the Club for the period required by the Act to be included in the return together with:

a copy of the report of the accountants report on the Club's accounts for the period in the return,
and

a copy of each balance sheet made during that period and of the accountants on that balance sheet.

35. A copy of the last annual return for the time being of the Club, together with a copy of the accountants report 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 on his 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.

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

The appointment and dismissal of the Secretary, if appointed in accordance with Rule 30 (3), the steward and all other Club servants shall be vested solely in the Committee.

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 propose such rescission.

38. (a) The Committee shall have power to reprimand, suspend (for a period not exceeding six months), or expel any member who shall infringe any Rule or whose conduct in or out of the Club shall in their opinion be prejudicial to the Conservative Cause, or to the character or interests of the Club; and any member guilty of conduct likely to endanger the welfare, unanimity or good order of the Club, or whose political opinions or actions are found to be inconsistent with the Rules, shall be expelled from the Club.

(b) The Chairman or Secretary 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, and who, after warning, persists therein. The matter must be reported to the Committee at their next meeting, which must be held within seven days of the committal of the alleged offence. Such member shall have no right of re-entry to the Club premises until summoned to meet the Committee.

In all cases other than as provided in section (b) of this rule, any complaint or complaints against a member shall be considered at their next regular meeting held in accordance with Rule 28, and the Committee shall be empowered to require the member concerned to withdraw from

the facilities of membership upon receipt of the notice summoning him to appear before them until the date of the meeting to which he shall be summoned.

If the Committee are of the opinion that the complaint or complaints do not warrant them summoning him to appear before them, the member in question must be immediately notified to this effect and he shall be free to resume his rights as a member.

If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning him to appear before them, at least seven clear days notice in writing shall be given by the secretary to the member of his being so summoned, and the notice shall contain a statement detailing the complaint or complaints brought against him.

No member shall be suspended or expelled without being first summoned before the Committee, and full opportunity afforded him to defend himself nor unless a majority of at least two thirds of the Committee then present vote for his suspension or expulsion, and the decision of the Committee shall be final.

Should a member fail to appear before the Committee having given no prior reasonable explanation for his failure, his case can proceed and be dealt with by the Committee in his absence.

Notwithstanding the foregoing provisions of this Rule the Committee shall not be obliged to summon a member to appear before them in respect of an offence of which he has already been convicted and sentenced by a court of law.

39. The Committee or any officer authorised by them in writing, shall have power to give orders to tradesmen and others for goods and other things necessary for carrying out the purposes 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.

Members of the Club shall be entitled to contract with the Club for supply by them of goods and services, other than the preparation 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 General Meeting.

Election of Officers and Committee Men

40. Every candidate for office shall be proposed and seconded by two members entitled to vote. His current subscription must have been paid and he must have been a member for the previous six 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 three 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 nominations of candidates for the office of Committee man or Officer of the Club. The notice shall remain so posted for ten 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 Notice Board seven 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 three scrutineers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General or Special General Meeting.

No Officer or Committee man of the Club or any candidate may be appointed a scrutineer.

(2) In the case of a tie between any two or more candidates, the names of such candidates shall be written on pieces of paper, which shall be folded and placed in a receptacle, from which the Chairman of the meeting shall draw as many names as there are vacancies to be filled.

The members whose names are thus drawn shall be declared duly elected.

(3) If a member is elected for two offices, he shall choose which office he wishes to fill.

The vacancy thus 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.

45. The number of hours and days during which the ballots shall remain open shall be determined by the Committee, and a notice put on the Club Notice Board to that effect.

Casual Vacancies

46. Any casual vacancy, except vacancies occasioned by removal under Rule 48, occurring amongst the Officers and Committeemen shall be filled up by the Committee who shall appoint a person to fill the office. Any person so appointed shall retain his office so long only as the vacating Officer or Committeeman 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 three days and a ballot shall be held within seven days of such resignation for the election of a new Committee.

The result of the ballot shall be declared at a Special General Meeting called by the Secretary with ten days of such resignation.

The time and notice required for nominations under Rule 42, and for Special General Meetings under Rule 54, shall not apply in this case.

Removal of Committee and Election of New Committee

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

49. (1) The Club shall in each year of account appoint a suitably qualified accountant to prepare its accounts and balance sheet for that year and give an accountant's report on them as required by the Friendly and Industrial and Provident Societies legislation, unless in accordance with paragraph 9 of this rule the members vote for an audit to be carried out, in which case paragraph 9 of this rule will take precedence.

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

(3) The first appointment of an accountant shall be made within three months of the registration of the Club and shall be made by the Committee if no General Meeting of the Club is held within that time. The Committee may appoint an accountant to fill any casual vacancy occurring between the General Meetings of the Club.

(4) An accountant appointed to prepare 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 accountant of the Club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:

a resolution has been passed at a General Meeting of the Club appointing somebody instead of him or providing expressly that he shall not be re-appointed, or

he has given to the Club notice in writing of his unwillingness to be re-appointed, or

he is ineligible for appointment as accountant of the Club for the current year of account, or

he has ceased to act as accountant of the Club by reason of his incapacity.

Provided that a retiring accountant shall not be automatically re-appointed by virtue of this Rule if notice of an intended resolution to appoint another person in his 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 that other person.

(5) A resolution at a General Meeting of the Club (i) appointing another person as accountant in place of a retiring accountant or (ii) providing expressly that a retiring accountant 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 twenty-eight 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 accountant 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 accountant.

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

an officer or servant of the Club

a person who is a partner or in the employment of or who employs an officer or servant of the Club,

or (c) a body corporate.

For the purposes of this Rule “officer” includes every member of the Committee.

(7) The accountant 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 examined by him and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed.

(8) The members shall vote annually, as allowed by the Deregulation (Industrial and Provident Societies) Order 1996, at the Annual General Meeting, to have, when necessary in Law, or where the membership require, an audit carried out by a registered Auditor, or unaudited accounts, where the conditions for such prevail.

If a full audit or a report is required, a person who is a qualified auditor under Section 7 of the Friendly and Industrial Provident Societies Act 1968 shall be appointed.

The qualified or lay auditors, if so appointed, shall not be officers or servants of the Society and nor shall they be partners of, or in the employment of, or employ, an officer or servant of the Society.

Lay auditors shall be chosen by the Committee of Management from the general membership and/or others.

General Meetings

Annual General Meetings

50. The Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee.

51. Notice of such Annual General Meeting shall be exhibited on the Club Notice Board at least twenty-one 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 ten days of the posting of the notice summoning the meeting.

The Agenda for the Annual General Meeting shall be posted on the Club Notice Board for at least seven 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 last prepared balance sheet for the time being, together with the accountants report, shall be posted by the Secretary on the Club Notice Board at least seven days before the Annual General Meeting and shall be kept always hung up in a conspicuous place in the Registered Office.

52. At the Annual General Meeting a statement of affairs and prepared balance sheet and accountants report shall be presented, together with a report of the ballot for Officers and Committeemen.

Special General Meeting

53. The Secretary shall summon Special General Meetings as follows:

In accordance with Rule 47.

At the direction of the Committee

Upon a request forwarded to the Secretary signed by one-fifth of the members or 30 members, whichever is the less, stating the objects of such meeting. Meetings summoned under this paragraph shall be held within not less than fourteen days and not more than twenty-one days from the date of the receipt of the request by the Secretary.

Should the Secretary not convene a Special General Meeting within seven clear days after a duly signed requisition has been delivered to him, any of the requisitionists may call such meeting in accordance with Rule 54.

54. Notice of any Special General Meeting, and of the object for which it is called, shall be exhibited on the Club Notice Board a clear fourteen days before the date appointed for such meeting (except in the case of a Special General Meeting called under Rule 47) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

55. At a Special General Meeting one-fifth of the members, or 30 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for a meeting a quorum is not present the meeting if convened upon the requisition of members shall be dissolved; in any other case it shall stand adjourned to such day and at such time as the members present may determine and 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 quorum occurring after the presiding officer has opened the meeting shall make a meeting incompetent to transact business.

Adjournment of Meetings

56. Any Annual General or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting.

Rescission of Resolutions

57. No resolution passed at an Annual General or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary at least twenty-one days before the date appointed for the subsequent Annual General or Special General Meeting.

Voting

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

Visiting Teams and Associations

59. Members and Officials of visiting teams participating in organised games and tournaments and members of Conservative Associations meeting for political purpose, may, at the absolute discretion of the Committee, be admitted to the premises and intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises.

Persons so admitted shall be subject to the same Rules as members except that they shall not attend or vote at meetings nor be supplied with intoxicating liquor for consumption off the premises. Such persons shall be entitled to be supplied provided that their names shall have been exhibited on the Club Notice Board at least forty eight hours before the event.

Visitors

60. Every member shall be permitted to introduce friends as visitors; but the same visitor shall not be admitted more than twice within a period of one calendar month, unless special consent be obtained from the Committee. The Committee shall have the power to refuse the admission of any visitor if in their opinion it is desirable in the interests of the Club. No persons under the age of 16 shall be admitted to the Club premises unless special consent is obtained from the Committee and in any event, no person under the age of 18 shall be supplied with intoxicating liquor for consumption on or off the premises.

The names of the visitor and of the member by whom introduced shall be written in the A.C.C. Visitor's Book kept for that purpose. The fee payable by the introducing members shall be of such sum not exceeding £1.00 as shall from time to time be determined by the Committee.

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 Limited, or who at the request of the Committee has resigned his 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 visitor.

The Committee may suspend or vary Rule 59 at any time and for such 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 premises 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 the supply of intoxicating liquor shall be such as may from time to time be determined by the Committee in accordance with the Licensing Act 1964 as amended by the Licensing Act 1988 and in respect to Sundays, Christmas Day and Good Friday as notified to the Magistrates' Clerk.

Excisable Articles

65. No payment whatever shall be received from any person not being a member of the Club or an Inter-affiliated member.

If any such person shall make such payment, he shall forthwith, be expelled from the Club premises.

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

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 servant or other person shall derive any advantage from the supply thereof.

Financial Powers

Application of Surplus

67. Any surplus of the Club shall be applied in such manner as the Committee consider best (a) in the interest of the Club and in furtherance of the objects of the Club, or (b) in assisting the local Conservative and Unionist Association and the Conservative and Unionist Central Office, provided that except on the dissolution or winding-up of the Club no surplus funds shall be distributed among the members.

Borrowing Powers

68. (1) The Club shall have 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 money borrowed for the time being remaining undischarged shall not exceed £50,000 and that the interest paid or to be paid in respect of any money borrowed, except money borrowed by way of Bank overdraft or a mortgage from a Building Society or on the Club premises shall not exceed 6% per annum or 1% above Bank of England's minimum 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 and transferee and properly stamped, and upon delivery thereof at the Registered Office together with the sum of 5p, 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 Member's Interest at 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.

(2) (a) A member may in accordance with the Act nominate any person or persons to whom any of his property in the Club at the time of his death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being provided in the Act.

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 the 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 Societies Act 1965, but not otherwise.

Disputes

72. Any dispute arising between a member or any person aggrieved who has not for more than six months ceased to be a member, or any person claiming through such member or person aggrieved, or under the Rules, and the Club, or any Officer or Committeemen thereof shall be decided by three arbitrators appointed for the purpose by the Secretary of the Association of Conservative Clubs Limited, one of whom may be the Secretary aforesaid, whose decision shall be binding and conclusive on all parties without appeal and application for the enforcement of such a decision may be made to the County Court.

Statutory Applications to the Registrar

73. Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the Application, may apply to the Registrar 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 Societies Act 1965.

It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed 1,000 it shall be the right of 100 members, by an application in writing to the Chief Registrar, signed by them in the forms respectively prescribed by the Treasury Regulations:

To apply for the appointment of an inspector or inspectors to examine into the affairs of the Club to report thereon; or

To apply for the calling of a Special General Meeting of the Club.

Inspection of Books

74. Any member or person having an interest in the funds of the Club shall be allowed to inspect his 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 he be a member of the Committee of the Club, or be specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without his 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. Rules 1, 4, 9, 67 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 Limited 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 or rules must be submitted in writing to the Committee one month prior to the date of such meeting, and shall be posted on the Club Notice Board at least fourteen days before the meeting.

No proposition shall be taken into consideration unless supported by the Committee or twenty members, who shall attach their signatures to such notice.

No amendment of rules is valid until registered with the Registrar of Friendly Societies.

Written notice of any amendment of rules must be given by the Secretary to the Chief Officer of Police and to the Clerk of the Local Authority within 28 days of the date of the acknowledgement of registry 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 by the Act.

Definitions

77. In these Rules, including this Rule, unless the subject matter or context are inconsistent therewith:

words importing the singular or plural shall include the plural or singular respectively.

“the Act” shall mean the Industrial and Provident Societies Acts 1965 to 1975 or any Act or Acts amending or in substitution for the same and for the time being in force.

“the Registrar” shall have the meaning given to it by the Act.

words denoting the masculine gender shall be deemed to include the feminine, unless the contrary intention appears.

“Officers” for the purpose of these rules shall include every member of the Committee.

Mrs J Rush Secretary

Three Members

Form H

INDUSTRIAL AND PROVIDENT SOCIETIES ACT, 1965

Acknowledgement of Registration of Amendment of Rules

Register No 10458 R

The amendment of the Rules of the Alcester Unionist Club Limited to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

15/17 Great Marlborough Street, LONDON, W1V 2AX

Bye-Laws

Refreshments

1. Such refreshment, and at such tariff as the Committee may determine, shall be supplied to the members notwithstanding non-excisable refreshments may be supplied by a servant duly authorised by the Committee to do so at his expense and from which he shall derive any 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 arrangements of the Club shall by anyone other than the Secretary be addressed to him in writing and he shall submit the same for determination by the Committee.

5. No member shall give any money or gratuity to the servants of the Club, upon any pretence whatever.

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 into the Club without the sanction of the Committee or the Secretary.

Petitions

8. No Committee man 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 newspapers, 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.

Alteration of Bye-Laws

12. These Bye-Laws shall not be altered without the approval by the members at Special General Meeting, but the Committee may at any time add thereto by the issue of new Bye-Laws

Exhibition of Rules and Bye-Laws

13. A copy of these Rules and Bye-Laws shall at all times be exhibited in a prominent position in Club.