

DEVIZES & DISTRICT CONSERVATIVE CLUB RULES & REGULATIONS

Name

1. The Club shall be called “The Devizes and District Conservative Club”

Objects

2. The objects of the Club shall be to advance the Conservative and Unionist cause in Devizes and District, by the promotion of social intercourse, diffusion of political information and the better organisation of the Party.

Management

3. The Club shall be under the management and direction of a committee appointed as herein after provided.
4. As a condition of membership of the Club each member shall be a member of “The Devizes and District Conservative Club Limited”.
5. The Club shall consist of a President, Life members, Honorary members, Ordinary members, Country members, Student members and Staff members. The subscription of an Ordinary member shall be determined at the Annual General Meeting. Country membership is only open to relatives and friends of members living over 20 miles from Devizes. Country members are not permitted to attend or vote at Annual General Meetings. Student members are also not permitted to attend or vote at an Annual General Meeting until they become Ordinary members. Staff members can only attend and vote at an Annual General Meeting as an Ordinary member.

Subscriptions

6. All subscriptions shall be due and payable in advance to the Honorary Secretary on the first of April each year and any member not having renewed their subscription within one month of that date shall cease to exercise any privileges of membership of the Club and may at the discretion of the committee be removed from membership of the Club. Lapsed members may be reinstated with the committees' consent upon payment of a re-joining fee and membership fee. Students aged 21 years or under and in full-time education will be exempt the payment of the joining fee and will be liable to pay the relevant current student membership fee per annum. The joining fee will become payable upon cessation of full-time education.

From 1st January 2023 both ladies and gentlemen will be eligible for senior membership on their 65th Birthday.

7. The President, Chairman, Honorary Secretary, Honorary Treasurer and Auditors shall be elected by the general body of members at the Annual General Meeting and in each and every case shall be eligible for re-election.

Committee

8. The Committee of the Club shall consist of the President, the Chairman, the Honorary Secretary and the Honorary Treasurer ex-officio together with eight ordinary members.
9. The Committee shall meet once a month or more often as may be necessary to manage the business of the Club and seven members of the Committee shall form a quorum. In exceptional

circumstances a quorum of five committee members will be deemed sufficient to manage club business.

10. The Officers of the Committee, that is, the Chairman, the Honorary Secretary and the Honorary Treasurer shall retire annually. To maintain the balance of Committee members, should more than FOUR positions of the Committee be available, following a ballot, the four persons with the highest votes will retire bi-annually. All remaining successful candidates shall retire after one year. Each and every retiring member of the Committee shall be eligible for re-election providing their current subscription be paid.

10a. To avoid any conflict of interest a club member cannot be nominated to serve on the Committee as either Chairman, Honorary Secretary, Honorary Treasurer or member of the general Committee if they have held during the preceding two years, or still do hold, an equivalent position of authority at any other similar club, organisation or establishment.

11. The names of the members for election to the Committee together with those of their proposers and seconders (all being members who have paid their subscription for the current year) shall be attached to a form provided for the special purpose and shall be deposited in a box which shall be under the charge of the Steward/Manager at least ten clear days before the Annual General Meeting.

12. The Ordinary members of the Committee shall be elected on the day of the Annual General Meeting by ballot during the opening hours of the Club, closing at 8 pm and in addition on a maximum of **seven** days during the preceding week. These days and times shall be decided upon by the Committee and notice of such dates given at least fourteen days prior to the Annual General Meeting. Such ballot to be taken by two members of the Club appointed by the Committee.

13. In the event of insufficient nominations being received to fill the regular vacancies on the Committee, the seats may be filled by a show of hands or ballot at the Annual General Meeting or at an Extraordinary General Meeting.

14. Casual vacancies shall be filled by the Committee.

15. Any member of the Committee ceasing to be a member of the Club or being absent for THREE consecutive meetings of the Committee (unless a satisfactory explanation is received) shall cease to be a member of the Committee.

16. The Committee shall have the power to appoint sub-committees from time to time for specific purposes, but no sub-committee either standing or ad-hoc shall have executive powers except by resolution of the Committee.

Membership

17. Candidates for election to membership of the Club must be 18 years of age and shall sign a formal application in the following form: "I declare that I profess and will support Conservative principles and I desire to become a member of the Devizes and District Conservative Club. If elected I agree to abide by all rules, bye-laws and regulations for the time being in force. I hereby apply to be placed on the Register of Members of the Devizes and District Conservative Club Limited upon the terms set out in the Company's memorandum and Articles of Association".

18. Each candidate for membership shall be proposed and seconded by members of the Club

both of whom must be personally acquainted with the candidate and responsible for the eligibility of the candidate.

19. The candidate's name, address and occupation or profession shall be entered on a printed nomination form, such form to be endorsed with the date of nomination and posted to the Secretary in the Club who will check the application to ensure compliance and then display it on the Club noticeboard. Non-compliance will require revision before proceeding. The displayed application forms shall be adjacent to a printed notice which includes the statement, "Only Members may express their comments up on the applications. All such comments shall be posted to the Club Secretary at least seven days before the Committee meeting following conclusion of the display period and shall be in writing to include the name and membership number of their author (not for publication)".

20. Any member of the Committee who is unable to be present at the meeting may vote in writing, such vote to be delivered to the Secretary at least three days before the meeting.

21. Each candidate for membership shall deposit the subscription at the time of completing the form of application.

Expulsion or Suspension of Members

22. The Committee shall have the power to reprimand, suspend for not more than six months, or expel any member whose conduct, either in or out of the Club, shall, in the opinion of the Committee, be injurious to the character and interests of the Club. No member shall be suspended or expelled without being heard by the Committee and given an opportunity to advance a defence, nor unless a majority of two thirds of the Committee, then present, shall vote for their suspension or expulsion.

23. Every member summoned to appear before the Committee shall receive at least three clear days' notice in writing from the Honorary Secretary, such notice to contain a statement of the charge brought against the member.

24. A suspended member shall remain liable to pay their subscription but shall not be permitted to use any of the facilities of the Club or take part in the affairs of the Club.

Alteration of Rules

25. These rules may be altered at any time, but no new rules or alterations of any original rules shall be made without the sanction of the Annual or Extraordinary General Meeting at which there shall be present not less than fifteen members of the Club entitled to attend and vote, or one fifth of the total number of members so entitled whichever is the less. Ten days' notice of such proposed new rules or alterations of an original rule defining the same shall be posted in a prominent part of the Club's premises.

Meetings

26. An Annual General Meeting shall be held during the month of May or June in each year on a date to be fixed by the Committee except in exceptional circumstances. A report of the proceedings of the Club for the previous year and duly audited Statement of Accounts and Balance Sheet for the previous year shall be presented.

27. Notice of the Annual General Meeting shall be posted on the Club notice board at least

fourteen days before the date of the meeting.

28. The President, or in his/her absence, the Chairman shall preside at the meeting.

29. An Extraordinary General Meeting shall be called by the Secretary upon the direction of the Committee and in accordance with such directions or upon a requisition stating the special objects thereof signed by at least fifty members of the Club entitled to attend and vote at a General Meeting or one fifth of the total number of members of the Club so entitled whichever is the less. Such meeting shall be held not less than fourteen days or more than twenty-eight days from the date of the receipt by the Secretary of the requisition. Any requisition calling for an Extraordinary General Meeting must be posted on the notice board, clearly and correctly worded for Members to sign.

30. Notice of any Extraordinary General Meeting and the object for which it is called shall be given to the members by posting notice thereof on the notice board of the Club at least ten days before the date of such meeting.

31. No business other than the named in such notice shall be put before an Extraordinary General Meeting.

32. Each Ordinary member shall be entitled to one vote at any General meeting upon each and every matter put to the vote.

Visitors

33. Every member shall be permitted to introduce friends as visitors, but the same visitor shall not be admitted more than three times within the period of one year, unless special consent be obtained from the Committee. A temporary member (visitor) shall be entitled to the privileges of membership for the period of the visit but shall not attend or vote at any meeting of the Club.

34. The visitors name and address shall be entered in the visitor's book together with the name of the introducing member, upon entry into the Club. An applicable fee may be payable as decided upon by the Committee.

35. No person who has been rejected as a candidate for admission to the Club as a member, or ex-members who have been expelled shall be admitted as a visitor.

36. Persons attending the Club for a meeting or function approved by the committee shall be entitled to purchase intoxicating liquor for consumption on the premises in accordance with Part 4 of the Licensing Act 2003.

37. Visitor's resident in Devizes or within a radius of 5 miles and being holders of inter-affiliation tickets, shall not be entitled to use the Club more than 6 times a year and on every occasion must sign the Affiliation Book immediately on entering the Club.

Opening and Closing of Club Premises

39. The Club shall be opened and closed on such days and during such hours as may from time to time be fixed by the committee and as posted in the Club premises.

Permitted Hours for Supply of Intoxicants

40. The permitted hours shall be as determined by the Committee from time to time in

accordance with the provisions of the Licensing Act 2003 and with the Club Premises Certificate/Premises Certificate granted by the relevant authority.

Audit of Accounts

41. The Accounts of the Club shall be audited by a Chartered Accountant, who shall be appointed by the members at their Annual meeting. The Banking Account shall be kept at Barclays Bank Devizes, or such Bank as the Committee may select. All the receipts of the Club shall be paid into the Bank at least once a week and all payments, except petty cash, shall be made by cheque or electronic transfer. All cheques will be signed by two members of the Finance Committee, one of which will be the Honorary Treasurer or the Honorary Secretary.

Affiliation

42. The Club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs, and subject to the Rules and Regulations thereof.

43. Inter- affiliated members of the Clubs inter-affiliated with the Association Clubs shall be admitted as temporary members of the Club provided that they conform to the following Rules and Regulations of the above named Association: -

1. No holder of an inter-affiliation ticket shall be admitted into the Club until they have produced their own Club ticket for inspection by a Club official. This shows that they have paid their subscription at their own Club for the whole time during which they are admitted to the Club. They must, on every day they visit the Club, sign their name and enter the name of their own Club and the number of their inter-affiliation ticket in the book kept for that purpose within the Club. This declares that they have paid the subscription to their own Club for the current year, are eligible for the privileges of inter-affiliation and pledges themselves to abide by the Rules and Regulations of the Club. The signature of the inter-affiliated member in the above-mentioned book shall be compared by the door keeper or some other official with the signature on the inter-affiliation ticket, before the holder shall be admitted. The Club Steward/Manager shall on no account serve an inter-affiliated member until he has satisfied himself that the above formalities have been complied with.

Miscellaneous

44. The Committee shall have the power to make, alter and amend bye-laws not inconsistent with these Rules and Regulations to be observed by the members, Officers, and others in various departments and generally for regulating affairs of the Club, including the appointment and dismissal of all paid employees and such bye-laws shall be binding upon all persons as if they formed part of these Rules and Regulations.

45. Notice of any new bye-laws or alteration or amendment of an existing bye-law when made, shall be posted up in the Club and shall henceforth become valid and binding upon all persons as if they formed part of these Rules and Regulations.

46. Members shall not intentionally or recklessly interfere with or misuse anything belonging to the Club.

47. Members should take reasonable care for the health, safety and well-being of themselves,

and others, while on Club premises.

48. Members are encouraged to report to a member of the Committee or bar staff (in the absence of a Committee member) any potential hazard that may affect the well-being of other members and club staff.

BYE- LAWS

◆ No member shall take away from the Club, upon any pretence whatever, any newspaper, pamphlet, book or other article which is the property of the Club. Any person injuring any Club property shall be liable to pay for re-instating the same at the discretion of the Committee.

◆ No member shall bring a dog into the Club unless the dog is a Guide dog for those with a disability.

◆ All payments for refreshments and other expenses incurred by members must be paid by them on delivery.

◆ Any person coming into the Club in a drunken state, or using obscene, profane or abusive language or creating any disturbance whatever, shall be immediately requested to leave the premises (or on refusal shall be ejected) and shall not be re-admitted to the privileges of membership until the Committee has given permission.

◆ The conduct of a staff member shall in no instance be made a matter of personal reprimand by any member, but all complaints against staff members or the domestic arrangements of the Club shall be addressed in writing to the Committee. Defacing of any notice may lead to loss of membership.

◆ A box will be kept in the Club for the purpose of enabling members to insert any suggestions for the furtherance of the objects of the Club which they wish to bring to the notice of the Committee.

◆ Rooms in the Club will be allocated at the discretion of the Committee and any room so specified will be used for that specific purpose only.

◆ Members using the Club should only use the Club car park. The Bowls Club car park is not available at any time unless permission has been granted by the Bowls Club Committee/Secretary. The Club car park is open to members and their guests during Club opening hours only. Member's cars must not be parked overnight in the Club car park without informing the Steward/Manager and not parked overnight on a regular basis without a permit. Outside of Club opening hour, the Club car park is for those with pre-paid permits only and members wishing to use the Club car park during these hours may do so with the prior permission of the Steward/Manager or Committee.

◆ All Club Rules, Regulations and Bye-Laws shall apply to all classes of membership.

◆ Life and Honorary members are required to register their Club membership annually in March.