

COOMBS WOOD SPORTS AND SOCIAL CLUB
CLUB RULES

1. The Club shall be called 'COOMBS WOOD SPORTS & SOCIAL CLUB' (hereinafter called 'The Club'). The objects of the Club shall be to afford to its members the means of social intercourse, refreshment and rational recreation.

2. MEMBERS

The following shall be members of the Club -

- a) Full members, being male and female, (sole and/or joint members) '
- b) Honorary members

3. FULL MEMBERS

All full members must have attained the age of 18 years. A candidate for election to membership must be proposed and seconded by two full members, who from personal knowledge vouch for the applicant's respectability and integrity. The candidate must sign the membership form provided and must abide by the conditions prescribed therein Memberships Applications shall be scrutinised and approved or declined by the Committee. On election to membership the candidate must pay the current subscription Fee and is entitled to receive a copy of the rules of the Club.

4. HONORARY MEMBERS

The Committee may in their discretion grant honorary membership to any member who in their opinion is deserving of the distinction. Honorary Members shall not pay a subscription unless they elect to do so, they shall have all rights of the Club facilities except they shall not be permitted to serve either as Officers or Committee Members, nor may they nominate persons to the stated offices.

5. SUBSCRIPTIONS

The Club shall consist of those members listed in paragraphs 3 and 4 and shall pay to the funds of the Club a subscription, which shall be come due as soon as they be elected. The subscription must be paid before the member is entitled to any of the privileges of the Club. The annual rate of subscriptions will be determined by the Management Committee. Membership subscriptions are due on the 1st April annually in advance and the year shall end on 31st March annually. Any member who has not paid their subscription 28 days after it has become due shall be considered in arrears. 14 days notice will be given to such members, that failure to pay the amount owing within such time will mean that they shall cease to be a member. No member in arrears shall be permitted to use the Club, its connected facilities or be considered a financial member for the purposes of these rules. The obligation to pay the subscription within the period rests with the member, and the Management Committee shall ensure that adequate facilities are provided for the payment of subscriptions.

The committee on receiving information that any member is unable to pay their subscription owing to want of work or other good cause, may, at its discretion excuse payment for such period as they think fit and the member shall not forfeit the privileges of membership.

6. MEMBERS ADDRESS

A register of all names, addresses and telephone numbers of the members shall be kept upon the Club premises. Every member shall, within 14 days give notice to the Secretary of any change of details in writing. The names of those who cease to be members shall be removed from the register.

7 CESSATION OF MEMBERSHIP

Members shall cease to be members:

a) by non—payment of subscription

Any person whose membership has ceased from this cause shall not again be nominated for membership unless he/she previously pays all arrears due from him/her at the time of his/her ceasing to be a member, and such other additional fee or fine as the committee may, in its discretion, determine.

b) By expulsion

The Management Committee shall have powers to reprimand suspend or expel any member who is found guilty of any violation of the Rules and Regulations of the Club, is found guilty of offensive or objectionable conduct on the Club's premises or grounds, or has made offensive, threatening or abusive statements about the Club or its staff, on social media.

A complaint against a member, accused of offending under this rule must be made, through the Secretary, to the Management Committee who shall investigate the same at the first available meeting. Should the charge be, in their discretion, sufficiently serious, they shall convene a special meeting of the Committee to hear the complaint. The Committee may, at its discretion, appoint a sub-committee under paragraph 12 to deal with such matters. Notice of any such meeting along with details of the complaint shall be given in writing to the member in question. The member complained about shall have the right to be present at any such meeting to offer a defence. No member having been expelled from the Club shall receive any part refund of annual subscriptions or be again considered for a minimum period of two years. No Club Member may introduce an expelled member to the Club premises as a visitor and if found guilty of doing so shall appear before the committee.

c) By resignation

Any member shall have the right to resign from the Club by giving notice to the Secretary in writing. No part of any subscription already paid shall be refunded to a member who resigns. All rights and privileges as a member and all interest in the property of the Club shall cease upon resignation.

d) By death

8. ANNUAL MEETING

An Annual General Meeting will be held within 6 months of the end of each financial year to conduct the business as follows:

- 1) Apologies
- 2) Acceptance of minutes of the previous AGM
- 3) Matters arising from said minutes
- 4) Annual Report from the Management Committee
- 5) Presentation of the Report and Statement of Accounts/Balance sheet made up to the end of the financial year
- 6) Election of officers and Management Committee
- 7) Appointment of Auditor.
- 8) Consider resolutions or amendments to rules
- 9) Other Business properly notified or at the discretion of the Chairperson

SPECIAL MEETING

(ii) Special General Meetings shall be called by the Secretary in the following cases:

- a) Upon the direction of the Management Committee
- b) Upon a requisition signed by one fifth of the total number of members entitled to attend and vote at a general meeting or 30 such members whichever is the lesser.

NOTICE TO BE GIVEN

(iii) At least 28 days notice of every AGM and a copy of the Agenda shall be posted in the Club. Notice of any special General Meeting and the object for which it is called shall be posted by the Secretary 10 days prior to the date of the meeting.

BUSINESS

(iv) No other business than that named in the notice shall be brought before a special meeting. Other business wished to be put forward at an Annual Meeting should be received in writing to the Secretary 7 days prior, duly proposed and seconded.

QUORUM

(v) Any General Meeting may proceed with business if 5 members are present within 1 hour of the time fixed for the meeting.

ATTENDANCE

(vi) No member shall have the right to attend any meeting of members unless their subscriptions are fully paid for the current year. Only Full Members are entitled to vote on any issue, be nominated for office or nominate for the current year.

VOTING

(vii) Each Full Member present shall be entitled to one vote on each motion. Unless otherwise stated voting at any meeting shall be by show of hands, but if any member present and entitled to vote so requires, voting shall be by ballot if the majority of those members present and entitled to vote so agree. At an AGM a simple majority of members present shall decide any issue. Any issue at Special Meetings shall be valid if the resolution be passed by at least two-thirds of the members present and voting.

MINUTES

(viii) Minutes of all meetings are to be taken to record the follows;

- a) Name of Club
- b) Type of Meeting
- c) Date, place and time
- d) Apologies and those present
- e) Brief details of meeting content
- f) Full and concise details of all resolutions with details of proposer and seconder named

CHAIR

(ix) All meetings will be chaired by the Chairperson or Vice-Chairperson in case of non-attendance

9. OFFICERS.

The Club shall have the following officers:

Chairperson
Vice-Chairperson
Secretary
Treasurer

They shall be elected by the membership during the AGM.

Any person excluded from serving on the management committee under the terms of the licence shall not be permitted to serve as a committee member and shall not be co-opted onto the management committee.

The Steward and other employees of the club shall not be permitted to serve as officers on the Management Committee.

Any of the officers shall be removed at any time providing two-thirds of the members present at a special meeting vote in favour. In the event of a vacancy arising amongst the officers, the Management Committee have the power to co-opt a temporary member until the next election of Committee Members is held. The Officers of the club may receive such honorarium, if any, as the Management Committee or general meeting may from time to time determine.

All officers of the Club shall retire annually and be eligible for re-election without nomination. All other nominations for election should be by way of nomination sheet posted in the Club by the Secretary at least 14 days prior to the Annual General Meeting. Closing date and time to be stated on the posted sheet.

All candidates should sign the sheet along with the signatures of a proposer and seconder, who must be Full Members entitled to vote. In the event of there being no nominations in accordance with the foregoing nominations may be received at the Annual General Meeting.

10. MANAGEMENT COMMITTEE

The Management Committee shall consist of up to 12 in number, of which 4 will be the Officers, with the addition of a representative nominated annually by each section. All committee members will be appointed annually but retiring members will not require to be nominated. In the event of a vacancy arising, the Management Committee have the power to appoint a temporary member until the next election. Any other nominations for election should be by way of nomination sheet posted in the Club by the Secretary at least 14 days prior to the Annual General Meeting. Closing date and time to be stated on the posted sheet. All candidates should sign the sheet along with the signatures of a proposer and seconder, who must be full members entitled to vote. In the event of there being no nominations in accordance with the foregoing, or insufficient to fill vacancies, nominations may be received at the Annual General Meeting.

- (i) The committee shall make decisions on the management of the Club and shall appoint a steward who is suitable to fulfil the role of "responsible person" in accordance with the terms of the licence.
- ii) The committee have exclusive power to engage or dismiss a steward and other servants.
- iii) The committee shall have power to purchase such articles and do all such things as it may deem necessary for carrying out of the objectives of the Club.
- (iv) The Management Committee shall meet at least once every two months and a quorum shall be five members. Additional Meetings may be called as required by the authority of the Chairperson.
- (v) All committee members shall retire annually but retiring members will not require nomination for re-election. Any other nominations for election should be by way of nomination sheet posted in the Club by the Secretary at least 14 days prior to the Annual General Meeting. Closing date and time to be stated on the posted sheet. All candidates should sign the sheet along with the signatures of a proposer and a seconder, who must be Full Members, entitled to vote. In the event of there being no nominations in accordance with the foregoing, or insufficient to fill vacancies, nominations may be received at the Annual General Meeting.
- (vi) The Management Committee shall, in the course of its administration of the Club, adopt such measures to regulate and co-ordinate policy, including finances and activities of the Club as it considers necessary to ensure the well being of the Members.

(vii) The Management Committee shall be empowered to co-opt from along the Club membership, persons to act in an advisory capacity for a specific or general purpose. Such co-opted members shall not be entitled to vote at meetings of the Committee.

(viii) The Management Committee shall have the power to create any Bye-laws necessary for the efficient running and good order of the Club provided that such Bye-laws are within the spirit of the rules of the Club and are consistent with legal requirements.

(ix) The Management Committee shall have the power to reprimand, suspend or expel any member as specified under rule 7(b).

(x) The Club shall remove from office any Officer on the written requisition of two thirds of the members of the Club.

11. SUB-COMMITTEE

The Management Committee shall be empowered to create and set up Sub-Committees on an ad-hoc or permanent basis, who shall be given - specific terms of reference and report to the Management Committee as required.

12. RESPONSIBILITIES AND DUTIES OF OFFICERS

(i) Chairperson to preside at Management Committee meetings and Sub-Committees as appointed. To preside at the Annual General Meeting and to assist in the general management of the Club.

(ii) Vice-Chairperson to deputise for the Chairman as required. Chair Sub-Committees as appointed in preference to the Chairperson. Assist in the general management of the Club.

(iii) Treasurer to pay all monies received by the Club from any source whatsoever, to the credit of an account opened in the name of the Club, at such bank and in such a manner as the committee may direct. Further, shall keep such accounts and pay such debts of the Club as the committee shall direct and shall, when required to do so, render to the committee or a general meeting an account of any monies received and expended by him/her. To produce interim report of finances at Management Committee Meetings. To produce Annual Audited Accounts to the Management Committee prior to Annual General Meeting for explanation and acceptance.

(iv) Secretary shall keep upon the Club premises a register of the names, addresses and telephone numbers of the Club members and a subscription book, in which shall be recorded payments of such members. To carry out the directions of the committee and subject to such direction, shall receive monies on account of the Club and shall pay them to the Treasurer, keep accounts as the committee may direct. Shall attend all meetings of the committee and/or any subcommittee, if so directed to take minutes of the proceedings, exact wordings of proposals with proposer and seconder details. To maintain contact with the Clerk to the Justices, Police, Fire, Customs and Excise and Environmental Health and other agencies for the purpose of making applications and obtaining licences.

13. TERMINATION OF OFFICE

If an officer or Committee Member shall cease to be a Full Member or become incapacitated by illness from fulfilling their duties or not present themselves for a period of 3 consecutive meetings they shall forthwith vacate office. Such vacancy shall be filled by the committee at their next meeting and the person so appointed shall hold office until the next Annual Meeting of the Club, when the vacancy shall be filled in accordance with standing rules.

The Management committee are given power to allow a flexibility to the periods should a given exceptional situation so require.

14. CLUB AND LICENSING HOURS

The permitted hours for the supply of intoxicating liquors upon the Club premises shall be as permitted by law and as the Management Committee decide. Prior notice of the licensing hours will be given to the Licensing Department of Dudley Metropolitan Borough Council then posted within the Club premises. The Club premises shall be opened and closed at such hours as may from time to time be fixed by the committee.

15. SUPPLY OF INTOXICATING LIQUORS

Any member desiring to purchase intoxicating liquor must produce their membership card on demand to the steward or any member of the Management Committee. No intoxicating liquor shall be supplied to any one under 18 years of age.

16. CLUB PROPERTY

No item of Club property may be removed from the Club premises without the authority of Full Management Committee. Any member found guilty of damaging or defacing the Club's property will be subjected to disciplinary action by the committee, who reserve the right to take action for the recovery of the costs of such damage.

17. POSTING OF NOTICES

No member shall be permitted to post any notice not relating to Club affairs without obtaining the prior consent of the Committee. Sale of tickets for functions nor collections for outside organisations may be made unless consent of the Committee or delegated authority is first obtained. Functions or acts considered to be for political purposes are forbidden.

18. VISITORS

(i) The Management Committee may require visitors to enter their name and address into a visitors register on arrival at the Club. The member introducing the visitor must clearly enter their name and signature in the appropriate space and pay the fee as set by the Management Committee.

(ii) The member introducing the visitor shall be responsible for:

- (a) Payment of all excisable goods supplied to the visitor
- (b) Conduct of the visitor on Club premises and grounds
- (c) Ensuring the visitor vacates the premises and grounds upon the member vacating the premises and grounds.

(iii) Members, officials and supporters of any visiting Sports and Recreation section shall be entitled to use the facilities of the Club and to purchase intoxicating liquor for consumption upon the premises.

(iv) The Management may restrict the number of visitors who will be allowed to enter or remain upon the premises and/or grounds.

19. CHILDREN

Members' children up to the age of 18 may be admitted to the Club without charge, provided that such children under the age of 15 must be accompanied by that member, who assumes responsibility for them during their stay on the Club's premises and/or grounds. Children will not be admitted without such parental supervision. Visitors' children may also be admitted without charge on the same basis. Children and the appropriate member taking responsibility for them will be liable to disciplinary action if they fail to observe the Club's rules. Should the general behaviour of the children disturb the good running of the Club, the Management Committee may modify these rules as it sees fit. Parents are warned that damage to Club property by their children leave them liable for payment of the costs of damage.

20. NON-MEMBER FUNCTIONS

The Club shall be permitted to hold no more than 12 non-member functions in any one year. Such non-member functions must be authorised by the Management Committee. No non-member shall be allowed to attend such function other than by ticket or invitation issued in advance. At such functions, persons other than members of the Club and their guests shall be permitted to purchase intoxicating liquor for consumption on the premises and not elsewhere but no intoxicating liquor shall be supplied to or be consumed by a person under the age of 18 years. Notice of such functions shall be given to the Chief Superintendent of Police and the Clerk to the Justices at least 14 days before such a function and the Police shall have the right of entry to the premises on such occasions.

21. CLUB INSURANCE

The Committee shall be responsible for ensuring that the Club property and contents are adequately insured against all risks. The committee shall a review the level of Insurances held annually.

22. CATERING SERVICES

The Management Committee is solely responsible for the appointments, dismissals and managements of the Club Steward and staff, and issuing instructions and duties to the Steward and staff, and for ensuring that proper and adequate records of staff working hours are maintained.

23. INVESTMENT AND BORROWING POWERS

All monies received on account of the Club, from any source shall in no case be distributed amongst the members, but shall be applied towards carrying out the objects of the Club, or shall be invested by the Management Committee in such ways as they or a general meeting may decide. Funds shall not be distributed or invested in any manner contrary to the law.

When authorised by full Committee or general meeting the Management committee may:

(i) hold, purchase or take on lease any land or buildings and may sell, exchange, mortgage, lease or build upon the land with power to alter and pull down buildings and again rebuild.

(ii) hold, purchase or take on lease any assets, fixtures and fittings and may sell, exchange or replace said items.

(iii) obtain advances of money for the purposes of the Club i in terms of loans from bank or mortgages on property held, giving suitable security as required and available upon such terms as to interest and as to time and manner of repayment of principal.

24. SPORTS AND RECREATION SECTIONS

(i) The Management Committee may from time to time authorise the formation of a section for the promotion and enjoyment of any recreation consistent with the objects of the Club and for which a reasonable demand exists.

(ii) All sections are to consist of Full and Honorary members of the Club. Prospective section members must be proposed for Club Membership by the sections concerned as per rules 3 and 4.

(iii) Each section must nominate a Representative to sit on the Management Committee. All Business between Committee and each Section will be conducted through this Representative. The Representative must be a Full Member and entitled to vote as per rules and will receive full voting rights within the Management Committee.

25. RULES ALTERATION

These rules may be altered, added to or varied at any Annual General Meeting or Special Meeting so convened for that purpose provided that Rule 8 (vii) requirements are satisfied. Any rule amendments must be forwarded to the Secretary in writing ONE MONTH prior to the Annual General Meeting and must be signed by both proposer and seconder. Any request for alteration to rules at a special meeting must also be accompanied by signed requisition as per Rule 8 (ii)b.

26. REGULATIONS

The following regulations shall be observed:

- (i) The Management Committee cannot accept liability for the property of any member either inside or outside the Club.
- (ii) Members are advised that official complaints must be addressed to the Secretary in writing and will be heard at the first available Committee Meeting. Club staff must be treated with courtesy and respect and complaints against them must be dealt with as above.

- (iii) Car parking must be carried out at all time with consideration for the other club members and local residents.
- (iv) Membership of the Club places responsibility on all Members to observe the above rules and regulations. Ignorance of the rules and regulations will not be accepted as an excuse for a breach of them.

The Secretary shall be supplied by the Management Committee with copies of the rules and shall be bound to deliver a copy to any person on demand, on such payment as the committee may from time to time determine.

27. DISSOLUTION

The Club may at any time be dissolved by the consent of three-fourths of the members. If upon the winding up or dissolution of the Club there remains any property then this shall not be paid to or distributed amongst members of the Club but shall be held in trust in order to acquire new premises or facilities.

28. CLUB FACILITIES

Club facilities are available for hire by fully paid members. Requests to be made in writing to the Secretary at least one month before required date. Any fees or restrictions will be notified by the Management Committee. Access will not be denied to members if the facilities are hired during normal business hours.

29. ENTRANCE RESTRICTION

Entrance can be restricted at the discretion of the Management Committee or an officer in enforcing fire regulations stipulations.

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