



CHISWICK MEMORIAL CLUB ASSOCIATION LTD

RULES

Revised 2004

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Supersedes all previous editions

Afton House, Bourne Place, Chiswick W4 2EL RULES

NAME AND OBJECTS OF THE CLUB

1 The club is called the “CHISWICK MEMORIAL CLUB ASSOCIATION LIMITED” and its objectives are social intercourse, indoor and outdoor recreation, good comradeship and a lasting memorial to our comrades killed in the Great War and conflicts thereafter.

ELECTION OF MEMBERS

2. The election of members is vested solely in the council and will be by a majority of the Council.

QUALIFICATIONS

3. Servicemen and Servicewomen and Ex-Servicemen and Ex-Servicewomen of H.M. Regular and Volunteer Forces are eligible for Membership. All other persons are eligible for Membership.

LIFE MEMBERSHIP

4. All Members with 21 years continuous membership will automatically become Life Members.

ANNUAL SUBSCRIPTION

5. Every member shall pay to the funds of the Club a subscription which will be due as soon as the member is elected by the Council and must be paid before the member is entitled to any of the privileges of the Club and subsequently on the 1st day of April in each year. Any members who have not paid their Annual Subscription 28 days after the due date shall cease to be a member. The Council on receiving information that any member is unable to pay their subscription owing to want of work or any other good cause may, at its discretion, excuse payment of such member's subscription for such a period as they think fit and the member will not forfeit the privileges of membership.

NOMINATIONS

6. Every person wishing to become a member of the Club must be proposed by 2 members with at least 6 months' membership each who will vouch for their candidate's respectability and fitness to become a member. All 3 persons must sign an application form pledging that the candidate will abide by the Rules of the Club of which he or she will be deemed to have been apprised.

No servant of the Club is eligible for membership.

NAME AND ADDRESS OF CANDIDATES TO BE POSTED ON THE CLUB NOTICE BOARD

7. The name, address and qualifications of each candidate and the names of his/her Proposer and Seconder must be posted on the Club notice board at least 7 days before the day of election.

**DUTY OF MEMBERS TO REPORT
UNDESIRABLE CANDIDATES**

8. Any member who considers a candidate undesirable should notify the Council through the Secretary.

CANDIDATES TO ATTEND BEFORE THE COUNCIL

9. The Council will require the attendance of any candidate Proposer and Seconder to answer any questions put to them. If they do not attend as required, or send a satisfactory excuse within 4 weeks, the candidature will be rejected.

REJECTION OF CANDIDATES

10. Rejected candidates may not be proposed again for 6 months and after a second rejection may not re-apply. They may not use the Club without the consent of the Council.

PRODUCTION OF MEMBERSHIP CARD

11. Every member must produce their membership card whenever called upon to do so by any person authorised by the Council to make such a demand on the Club premises.

FORFEITURE OF RIGHTS

12. Anyone ceasing to be a member of the Club, in accordance with the Rules, will forfeit all the rights to and claims upon the Club, its property and funds.

RESIGNATION OF MEMBERS

13. Anyone wishing to resign must inform the Secretary in writing

CHANGE OF ADDRESS

14. Any member changing address must, within 14 days, give notice in writing to the Secretary of such change, and until such notice is received all communication and notices sent to their last address will be deemed to have been served upon that member.

TEMPORARY ASSOCIATE MEMBERS

15. Members of Clubs inter-affiliated in competition will be admitted as Temporary Associate Members of the Club, provided that they conform to the following Rules:

- a) Temporary Associate Members visiting the Club will have the same privileges and rights and be subject to the same Rules and Regulations as members (except where special regulations have been made), but will not be entitled to introduce guests, purchase excisable articles for consumption off the Club premises, or take books from the Club.
- b) That this rule will only take effect during the Tournament Season and providing that the Club is competing in the same tournament.
- c) That a list of the competitors' names be submitted to the Secretary prior to the match and exhibition on the notice board.

OFFICERS

16. The Officers of the Club shall consist of a PRESIDENT, a SECRETARY, a TREASURER and a COUNCIL of 10 members (one of whom shall be elected as ASSISTANT SECRETARY).

No member may stand as an officer if they have vacated any post within the last 5 years without reasonable cause, which will be decided by a simple majority at the Annual General Meeting.

VACANCIES

17. Any casual vacancies occurring on the Council may be filled by the Council, who may appoint a person to fill the position and the person so appointed will hold Office until the next Annual General Meeting.

SALARIES AND SECURITY OF OFFICERS

18. The Officers of the Club will receive such salaries, and give such security if any, as the Council may from time to time determine and will discharge their duties under the direction and control of the Council.

THE ACCOUNTANT

19. The Accountants' will prepare and present annual balance sheets and for that purpose will have access to the books and accounts of the Club

They will examine the accounts and the receipts and expenditure, funds and effects of the Club and will verify the same with the vouchers relating thereto and will either sign the same as found by them to be correct and duly vouched or will specially report to the meeting of the Club before which the same is laid, in which respects they finds them incorrect or unvouched.

**COPY OF THE LAST BALANCE SHEET TO BE
POSTED IN THE CLUB**

20. A copy of the balance sheet with the report of the Accountants', if any, must be posted in the Club at least 7 days before the Annual General Meeting.

DISQUALIFICATION

21. No Officer of the Club may be the Accountant.

ELECTION

22. All Members as candidates for Council must be proposed and seconded by 2 Members their subscriptions must be up to date and have been a Member for a year.

MANNER OF VOTING

23. Each member of the Club will have 1 vote for each vacancy and may give no more than 1 vote to any candidate; members must attend the Club to record their votes.

NOMINATION SHEET FOR COUNCIL

24. A Nomination Sheet must be posted in the Club 14 days prior to the Annual General Meeting, Nominees, their Proposers and Seconders must sign the Sheet.

25. The election of the Council will be by a ballot of all members of the Club and must take place in the Club within 7 days after the Annual General Meeting.

26. The President, Secretary, Treasurer and Accountants' will be elected at the Annual General Meeting.

SCRUTINEERS

27. The Annual General Meeting will appoint 3 Scrutineers to carry out the ballot under its direction and the results or the ballot will be made known after the votes have been counted on the evening of the poll

TIES

28. In the case of a tie between candidates, the names of such must be written down and will be balloted for on the first meeting of the Council following the election. The names of the candidates receiving the highest number of votes will be declared duly elected.

No officer of the Club, Member or the Council, or candidate may be appointed a Scrutineer.

DATES AND TIMES OF BALLOTS

29. The number of hours and dates during which the ballots remain open will be determined by the Council and the relevant notice displayed on the Club Notice Board.

**CONSTITUTION OF COUNCIL
THE PRESIDENT**

30. The President must be an Ex-Service Member with 10 years' continuous Membership. He/She will serve for 5 years, at the end of which he/she will retire and be eligible for re-election. He/She will attend all meetings of the Club and act as Chairperson. He/She may attend all meetings of the Council.

In the event that the Council ceases to function effectively, he/she will have the authority and responsibility to manage the affairs of the Club, subject to the Rules, with such assistance from Members as he/she may require until such time as he/she is able to reconstitute an effective Council, which he/she will do with the least possible delay

He/She will attend the first Council meeting after the Annual General meeting and supervise the election of a Chairperson, Vice Chairperson and Assistant Secretary.

THE SECRETARY AND ASSISTANT SECRETARY

31. The Secretary will (in the absence of the President) take the Chair at the first Council meeting following the Annual General Meeting and supervise the election of a Chairperson of the Council. He/She will then vacate the Chair in favour of the Chairperson.

The Secretary will keep upon the Club premises a register of names and addresses of the members and a subscription book in which will be recorded the payments of such members.

He/She will carry out directions of the Council and subject thereto receive monies on account of the Club and pay them with no deduction whatever to the Treasurer. He/She will keep such accounts as the Council direct. He/She will attend all meetings as so directed.

He/She will make available to every member a copy of the last balance sheet duly audited.

He/She will instruct the Assistant Secretary in all aspects of his/her duties, which will include the day-to-day running of the Club under the direction of the Council.

The Assistant Secretary will deputise for the Secretary in his/her absence. He/She will take the Minutes of all meetings

CHAIRPERSON AND VICE-CHAIRPERSON

32. The Chairperson will, in the absence of the President, at the first Council meeting after the Annual General Meeting, supervise the election of a Vice-Chairperson and Assistant Secretary. He/She will supervise all meetings of the Council. All

questions will be decided by a majority of votes (except those relating to the suspension or expulsion of members) and the Chairperson, in the event of a tie (and having voted) will have the casting vote.

He/She will in the absence of the President, supervise all meetings of the Club

In the absence of the Chairperson, the Vice-Chairperson will act in his/her place.

THE TREASURER

33. The Treasurer will receive from the Secretary all monies paid to the Club and pay them without deduction to the credit of any account opened in the Club's name at any Bank as the Council may direct, keep accounts and pay all debts of the club by cheques signed by 2 members of the Finance Committee as the Council directs and when required to do so by the Council render to the Council or General Meeting an account of all monies received and expended.

THE COUNCIL

34. The Council will consist of 10 Members. Who will serve 2 years. The senior half of the Council will retire at the end of each year and will be eligible for re- election. The Council must meet at least once a month and 4 members will form a quorum. Members with 1 year membership are eligible for election to the Council.

AUTHORITY OF COUNCIL GENERAL POWERS

35. The Council will conduct the general business of the Club, regulate its internal management. It has power to enforce Rules and make such By-laws as may be necessary for the conduct of the Club in conformity with these Rules.

The appointment and dismissal of the Steward and all Club servants is vested in the Council. The conduct of a servant of the Club will, in no circumstances whatsoever, be made a matter of personal reprimand by a member. All complaints against servants must be addressed in writing to the Council through the Secretary. However, in the event of a serious misdemeanour by a servant and in the absence of the Secretary, 2 or more Members of the Council are authorised to take such action as they may deem necessary.

COMMITTEES

36. The Council will appoint Committees to manage the several departments of the Club under the supervision of the Council.

POWERS TO SUSPEND OR EXPEL

37. The Council has the power to reprimand, suspend or expel any member who infringes any Rule or who's conduct in, or out of the Club is, in their opinion, prejudicial to the character or interests of the Club. 3 clear days notice must be given by the Secretary to the member of them being summoned before the Council; any notice must contain a statement of the complaints brought against them but no member may be expelled or suspended without having an opportunity to appear before the Council to explain his/her conduct, nor unless a majority of at least two-thirds of the Council then present vote for their expulsion or suspension and the decision of the Council is final. A suspended member is liable to pay their annual subscription.

ORDERS

38. The Council or any Officer authorised by them in writing has power to give orders to tradesmen and other for goods and other things necessary for carrying out the purposes of the Club but nothing in this Rule empowers the Council or any Officer authorised by them to incur expenditure except as is consistent with the purposes for which the Club is established. No claim will be recognised or paid for any work done, or any goods supplied to the Club without an order from the Council.

RESIGNATION OF COUNCIL

39. In the event of the Council becoming inquorate through resignations, the Secretary will obtain nominations for the resultant vacancies and a ballot must be held at the earliest opportunity.

The time and notice for nominations under Rules 24 and 25 will not apply in this case.

REMOVAL OF COUNCIL

40. The Council or any Member or Members thereof may be removed by a majority of two-thirds of the members present at a Special General Meeting called for that purpose.

The election of a new Council or Members thereof will take place in the same way as the manner described in Rule 39.

DISQUALIFICATION FOR MEMBERSHIP OF COUNCIL

41. Any Member of Council ceasing to be a Member of the Club or being absent from 3 consecutive meetings of the Council will, unless they send a written explanation which the Council deem satisfactory, cease to be a Member of the Council. Any Member who is suspended will cease to be a Member of the Council.

GENERAL AND SPECIAL GENERAL MEETINGS

42. There will be meetings of members which may be either General or Special.

**1. GENERAL MEETINGS
WHEN TO BE HELD**

43. The ordinary General Meetings must be held yearly, not later than 31st May, on days to be fixed by the Council.

NOTICE TO BE GIVEN

44. Notice of such General Meetings must be posted in the Club for at least 14 days before the date appointed for such meetings.

AGENDA

45. Such General Meetings will receive a statement of accounts and balance sheet, Accountant's report and the names of Members nominated for the Council.

ANNUAL REPORT

46. At the Annual General Meeting a report will be presented on the proceedings of the Club for the past year.

**2. SPECIAL GENERAL MEETINGS
HOW TO BE CALLED**

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

- 1 In accordance with Rule 40;
- 2 At the direction of the Council;
- 3 Upon a written request presented to the Secretary, signed by at least one-tenth of the members, stating the object of such a meeting which must be held 14 and 21 days from the date of receipt of the request by the Secretary.

NOTICE OF SPECIAL GENERAL MEETING

48. Notice of any Special General Meeting and the objective for which it is called must be posted by the Secretary 14 days before the date appointed for such meeting and no other business except that for which the meeting has been called may be brought before a Special General Meeting.

QUORUM

49. 25 members will form a quorum.

No want of a quorum occurring after the Chairperson has opened the meeting will make a meeting incompetent to transact business.

ADJOURNMENT

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

**EXCISABLE ARTICLES
ONLY MEMBERS MAY PURCHASE**

51. No payment for excisable articles may be received from any person not being a member of the Club.

BREACH OF RULE TO BE REPORTED

52. The Officers of the Club are required to make an immediate report to the Secretary of any breach or attempted breach of this regulation.

CONSUMPTION OFF

53. All members of the Club are allowed to purchase and take away any excisable articles from the club premises.

PROCEEDS OF BAR SALES

54. The proceeds of the supply of refreshment will be carried to the credit of the Club funds for the benefit of the members generally and no individual servant or other person may derive any advantage from the supply thereof. However, a franchise for the sale of food may be given to the Steward, at the discretion of the Council.

VISITORS

NAME TO BE ENTERED IN THE VISITORS' BOOK

55. The names of all visitors and the members who introduced them must be written in the Visitors' Book. No visitor may enter the Club unless accompanied by the member who introduced them.

VISITORS WHO HAVE BEEN REJECTED AS CANDIDATES OR EXPELLED FROM THE CLUB

56. No person who has been expelled, or who, having been called upon to resign or has been rejected from membership of the Club, or who is indebted to it, is allowed to use the Club.

MISCONDUCT OF MEMBERS

57. Disorderly conduct or bad language is not permitted on the Club premises.

Any infringement of this rule will render the offending member liable to expulsion from the Club

It is the duty of any Officer or member of the Club to take every available means to stop the offences in question and to report them forthwith to the Council through the Secretary.

HOURS OF OPENING AND CLOSING

58. The Council has power to decide the times of opening and closing of the Club

The opening and closing hours of the Bars should conform to cotemporaneous licensing laws.

APPLICATION OF FUNDS

59. The funds of the Club will be applied to carry out the objects for which the Club is formed.

INSPECTION OF BOOKS

60. The books and accounts of the Club (with the exception of the Council Minutes, which will be at the discretion of the Council) will be open to the inspection of any Member having an interest in the funds of the Club and it is the duty of the Secretary to produce them for inspection at a reasonable time.

ALTERATIONS OF RULES

61. No new rule may be made, or any of the Rules herein, or hereafter to be made may be amended, altered or rescinded without the consent of a majority of two-thirds of the members present at a General or Special General Meeting called for that purpose.

62. Propositions for alterations of Rules must be submitted in writing to the Council one month prior to the date of such meeting and must be posted in a prominent part of the Club at least 14 days before the meeting.

No proposition will be taken into consideration unless supported by 10 members who must attach their signatures to such notice.

63. If any questions, for which no provision is made in these Rules, arises from the business of the Club, the Council has the power to determine the question which will be law until the following Annual General Meeting

BYE-LAWS

64. The Council has the power to make such Bye-laws as it considers necessary for the good government and order of the Club, provided that no such Bye-law conflicts with any of the Rules. A copy of all Bye-laws must be displayed in a conspicuous place in the Club.

BYE-LAWS

1. The opening times of the Club and Bars are as displayed on the main notice board
2. All games (including the gaming machines) must cease immediately 20 minutes after the bar closing time.
3. Visitors may be introduced into the club at any time provided they are brought in by, signed-in by, and paid for by a member, on the strict understanding that they may not remain on the premises in the absence of that member.
4. No animals are permitted on the premises. (Except Assistance Dogs)
5. Children may be permitted on the premises subject to these provisions:
 - a) Those children age 16 or over-anywhere at any time.

- b) Those aged under 16-only with permission of the Management Committee. (except Sunday afternoons where they are permitted in bar area) subject to subsection(c) below
- c) They must be accompanied by an adult AT ALL TIMES. This is a privilege that may be withdrawn in the event of abuse or non-compliance.

6. Headwear must not be worn by males in the main bar area
7. No visitor may purchase excisable articles (contravention is a criminal offence.)
8. Any grievance by a member (or legitimate guest) will only be dealt with by way of reference to the Secretary (in his absence by a Council Member) and must be confirmed in a signed letter.
9. Offensive language or behaviour will not be tolerated on club premises and if proven may result in suspension or expulsion from the club.
10. The wearing, by male members, of SINGLET'S only to cover the torso is forbidden.
11. Smoking on club premises, other than in the designated area (front patio) is a criminal offence and therefore not permitted. Members or guests found to be contravening this, and if proven, will be asked to leave the club premises, and may further be suspended or face expulsion. E/Vapour type cigarettes are also banned other than in the designated area (front patio)
12. The use of mobile phones within the snooker room is forbidden.

Any dispute arising from breach or misunderstanding of these regulations may be resolved initially by any two members of the council of management and ultimately by the council in session.