

# HORSMONDEN SOCIAL CLUB

Green Road, Horsmonden, Tonbridge, Kent, TN12 8JS

## Constitution

Approved at Annual General Meeting February 2017

### Definitions

1. The Club is an Unincorporated Association. The Club shall be called The Horsmonden Social Club (hereinafter called "the Club").

### Objectives and mission statement

2. The objective of the Club is to provide social and other activities for the whole community of Horsmonden and surrounding areas.
3. The Club aims to provide a place where village people can meet to enjoy social and leisure activities.
4. Where possible, the Club will support local organisations and groups in providing community, educational and charitable events by offering use of Club facilities and assistance.

### Functioning of the Club

5. Membership of the Club is open to all persons over 16 years of age
6. Membership shall consist of;
  - A. Junior Members, ages of 16 and 17
  - B. Adult Members, between the ages of 18 and 59
  - C. Senior Members, over 60 years of age
  - D. Honorary membership is granted to all members of Clubs affiliated to the Kent Association of Working Men's Clubs and to members of the Royal British Legion.
7. To enable the Club to function a Committee will be formed in accordance with the requirements below ("the Committee"). In addition, for the purposes of the Club being able to enter into legally documented arrangements a trust will be created ("the Trust") which will remain in force until the Club is disbanded, whereupon the Trust will close. Four members of the Committee will be appointed from time to time as Trustees ("the Trustees") to be the Trustees of the Trust and the Club.
8. All profits generated by the Club shall be used to further the objectives of the Club under the direction of the Committee.

### Finance and administration

## Constitution

9. The financial year of the Club shall run from 1 January to 31 December each year.
10. Annual audited accounts will be prepared for presentation to members at the Annual General Meeting ("AGM").

### **Annual General Meeting**

11. The Club AGM will be held each year no later than 31 March. Notice of the AGM will be advertised to members a minimum of two weeks prior to the date of the meeting, together with details of the accounts for the previous year, any proposed changes to the Club Constitution, subscription levels and nomination forms for membership of the Committee.
12. The AGM will not be held unless there are at least 20 members (Adult and/or Senior) present.
13. The primary purpose of the AGM is to fulfil the following:
  - A. Acceptance of the accounts
  - B. Election of the Committee
  - C. Appointment of President
  - D. Agree subscription rates for the following year
  - E. Agree any changes to the Club Constitution, as proposed by the Committee.
14. All Adult and Senior members have a right to vote at an AGM, but must be present to do so. There is no provision for proxy voting. Junior members do not have the right to vote, but otherwise can fully participate in the AGM proceedings.

### **The Committee**

15. The Committee shall consist of the following Officers and Members:
  - A. Chairman
  - B. Vice-Chairman
  - C. Honorary Secretary
  - D. Honorary Treasurer
  - E. Additional members so that there is a minimum of eight and a maximum of sixteen members of the Committee.
16. Candidates for the above positions must be proposed and seconded by Adult or Senior members of the Club with proposal forms being completed and given to the Honorary Secretary no less than seven days before the AGM.
17. There shall be no husbands, wives, partners or other immediate family members serving together on the Committee.
18. Those proposed for the Committee must have been members of the Club for at least six months.
19. The Committee will be elected by vote from those present at the AGM.

## Constitution

20. The election process will be overseen by the outgoing Honorary Secretary.
21. The elected members of the Committee will serve for the period from the AGM, when they were elected to the following AGM.
22. Members of the Committee are eligible to stand for re-election.
23. The Committee will have the authority to co-opt additional members to its number as and when deemed necessary, providing the criteria in paragraph 17-18 above continue to be met and that the majority of the existing Committee are in agreement.
24. Where vacancies exist co-opted members may, with the agreement of the existing Committee, be asked to fill Officer roles on an interim basis i.e. until the the next AGM.

### **The President**

25. The Club President is appointed by the Committee at its AGM.
26. The Club President is appointed until such time as they or the Committee agree the appointment comes to an end.
27. The role of Club President is to provide support and guidance to the Committee and offer an additional level of scrutiny to the operation of the Trust.
28. While The Club President is not required to attend Committee meetings, his/her presence is always welcome.
29. The Club President has no formal voting rights on Committee business.

### **Trustees**

30. Trustees will not exceed four in number and will be permitted to sign such legal documents as may be required to enable the proper operation of the Club and this may include the execution of the lease of the premises in which the Club resides or other deeds, documents and legally documented arrangements as may be approved in advance by the Committee and properly minuted.
31. Trustees may only be such whilst they are members of the Committee and must be of the age of eighteen or more and upon any Trustee ceasing to be such for any reason he or she will be replaced so as to ensure there are always four Trustees.
32. No person may be a Trustee who is not a member of the Committee.
33. The same rules will apply to the appointment of Trustees as apply to the appointment of the Committee.
34. The Trustees shall be the Officers, unless there are fewer than four Officers in which case members of the Committee shall be selected to act as Trustees.

## Constitution

35. If there are fewer than four Trustees at any time, no legal deeds, documents or similar arrangements will be entered into.
36. Execution of deeds and documents is to be by the four Trustees and their execution of such deeds and documents will be minuted.
37. Specimen signatures will be provided by all Trustees and held securely by the Committee.
38. If any Trustee stands down or is otherwise replaced or changes his or her name whilst a continuing legal arrangement is in place (such as a lease or licence) the change will be recorded and fully documented by the Committee.
39. All appropriate documents (or copies certified by a solicitor or person of similar standing and permitted to certify documents in accordance with the requirements of the Land Registry, even if any transaction is not subject to registration at the Land Registry) confirming such change will be securely kept by the Committee.

### **Committee meetings**

40. The Committee will hold regular minuted meetings when the running and administration of the Club will be discussed.
41. Such meetings will consist of a quorum of at least six members of the Committee including the Chairman and/or Vice-Chairman.
42. Notices of the Committee meetings will be given to Committee members together with an agenda prior to each meeting.
43. Minutes of all Committee meetings will be posted on the Club notice board and/or website as soon as they are available. These will be offered for acceptance at the following Committee meeting as being a true record of the meeting.

### **Sub-committees**

44. The Committee has the authority to select and appoint sub-committees for various and any purpose that may be deemed required to further the aims and objectives of the Club.
45. These sub-committees will be chaired by a full Committee member, however they may involve any member of the Club, including Junior members.

### **Extraordinary General Meetings**

46. Extraordinary General Meetings ("EGMs") may be called at any time by the following:
  - A. The Committee
  - B. A body of at least 20 Adult or Senior members.

## Constitution

47. Such meetings will be advertised by the Honorary Secretary fourteen days in advance together with full details of the proposed content of the agenda.
48. All other conditions as apply to an AGM will apply for an EGM.
49. No other business is to be introduced at an EGM other than that advertised.
50. Changes and alterations to the Club Constitution and Rules can only be made with the proper notice given at an AGM or EGM and such changes must take full account of the Trust.

### **Subscription levels**

51. Subscription levels are set at the AGM and will come into force at the end of the current Club financial year.

### **Membership and guests**

52. The Club is open to members and their guests.
53. Guests are defined as anyone over the age of 16 who is not a member at the time they wish to enter the Club.
54. Guests must be signed in by an Adult or Senior member.
55. Junior members are not permitted to sign in guests.
56. Guests are expected to conduct themselves appropriately and their behaviour is deemed to be the responsibility of the member signing them in.
57. After three visits, guests over the age of 16 are encouraged to apply for membership.
58. Individuals may apply for membership based on the criteria outlined in paragraphs 5 - 6 above.
59. Membership forms will be available in the Club and/or on the Club website.
60. Applications for membership will be considered by the Committee for acceptance or rejection, usually on a monthly basis.
61. Where applications for membership are accepted members will be issued with a door access card and a membership card which may be checked from time to time.
62. A list of Club members is to be kept by the Committee for Club use. It will not be offered to a third party.

### **Admittance**

63. Attendance at the Club is controlled by members of the Committee and bar volunteers.

## Constitution

64. The Committee and bar volunteers have the power, acting reasonably, to refuse entry to the Club or to require that persons leave the premises on the ground of any potential or actual misbehaviour.
65. Members should, at all times, assist and support bar staff and Committee members in the course of their duties.
66. The Committee has the power to reprimand, suspend or expel any member from membership whose conduct on, or away from Club premises, is deemed to be to the detriment of other members. Such members have the right to appeal by attending a Committee meeting to state their case.
67. The Committee has the power to refuse entry on a time limited, or permanent basis to any guest whose conduct on, or away from the Club premises, is deemed to be to the detriment of members of the Club. Guests have no right of appeal.
68. The Committee has the power to make changes to entry criteria on a time limited or permanent basis, based upon age or any other such criteria it deems appropriate. Details of any restrictions will be posted on the Club website and notice board.
69. The Club premises will not, under any circumstances be sub-let, however the Committee will consider the use ("booking") of the Club premises by groups/ individuals whose activities support the aims and objectives of the Club.
70. The Committee will set specific criteria for bookings in order to protect the interests of the Club and the premises. These criteria may be updated from time to time and will be made available on the Club notice board and website. They shall include, but are not limited to:
  - A. The ability for members to request to use the Club for parties, providing they have been members for at least a year
  - B. Specific exceptions for 18 & 21 birthday celebrations (due to additional licensing requirements)
  - C. Ability for other groups/organisations whose activities benefit the Horsmonden community to request to use the Club
  - D. The ability of the Committee to refuse any request without the need for further justification.

### **Licensable activities (including the sale of alcohol)**

71. All matters relating to the licensable activities shall be conducted in accordance with the relevant legislation in force at the time. Activities shall include, but are not limited to:
  - A. The sale of alcohol
  - B. Entertainment, including live and recorded music
  - C. Gambling
  - D. Showing of films

## Constitution

72. The Honorary Secretary shall take responsibility, on behalf of the Committee and members of the Club, for maintaining appropriate licences for the activities of the Club.
73. Alcoholic beverages may only be brought into the Club with the express written permission of the Committee, providing such activity complies with the terms of the Club Alcohol Licence.
74. When drinking is permitted outside the Club, only plastic containers may be used.
75. Members and guests under the age of 18 years must not attempt to purchase alcohol and members must not purchase alcohol for persons under the age of 18.
76. Members or guests found to be contravening paragraph 75, above, will instantly be removed from membership and/or barred from the Club.

### **Entry charges**

77. The Committee may, from time to time, agree an entry charge to members and/or guests when entertainment is provided at the Club.

### **Dress code**

78. The Club dress code is smart casual, or better.

### **Opening times**

79. Opening times are agreed by the Committee and adjusted as and when required.
80. Opening times will be clearly displayed within the Club and publicised on the Club website and social media channels.

### **Complaints procedure**

81. Complaints regarding the Club, its' premises, activities, members or guests should be put in writing to the Honorary Secretary.
82. Complaints will be reviewed by the Chairman and Honorary Secretary prior to scrutiny by the full Committee (unless they involve a member of the Committee) at the next meeting after the complaint is received.
83. Complainants will be provided with a written response within two weeks of the Committee meeting at which their complaint was considered or two weeks from the conclusion of any investigation, whichever is later.
84. Complaints regarding members of the Committee should be addressed to the Club President.
85. Written responses to complaints will offer a final decision. The Club does not permit appeals when dealing with complaints.