

# **WOOKEY HOLE CLUB RULES**

## **1. Membership**

- 1.1 Membership shall be open to individuals over the age of 18 years.
- 1.2 Any individual who wishes to become a Member must submit a written Application for Membership. This may be achieved using a Membership Application Form or online via the Wookey Hole Club website. Each applicant must be proposed and seconded by a current Member.
- 1.3 Acceptance of an Application for Membership shall be at the discretion of the Management Committee.
- 1.4 Each Member, as a condition of membership, will be bound by the Club Constitution and Rules.
- 1.5 A Register of the Members shall be kept on the Club premises.
- 1.6 Temporary Membership.
  - 1.6.1 Temporary Membership may be granted for a specific period and entered into the Temporary Membership Register not less than 2 full days before the day on which use is to be made of the Club's amenities.
  - 1.6.2 Full details including name, home address and contact details are to be recorded in the Temporary Membership Register.
  - 1.6.3 During the period of Temporary Membership the name(s) will remain posted on the Club's Notice Board
- 1.7 Upon acceptance to Membership under either 1.3 or 1.6, a Membership Card, signed by either an Officer of the Club or the Bar Manager, will be issued provided that the appropriate registration fee, annual subscription or temporary membership fee (where applicable) has been paid and a 2 day interval has lapsed since the Application for Membership has been received.
- 1.8 Membership Cards must be produced when requested by a member of the Management Committee or a member of the bar staff.
- 1.9 Any village sporting team, such as the Cricket Club, skittles, darts etc., using the Club as their main base must have at least a 75% majority of its members as bona fide members of the Club.
- 1.10 Upon reaching the age of 70 years, a Member having a minimum of 2 consecutive years membership, may be offered Life Membership at the discretion of the Management Committee.
- 1.11 An individual may be offered Honorary Membership, at the discretion of the Management Committee, for services to the Club and its Members.
- 1.12 A Member, reported to the Management Committee for misconduct and/or contravening either the Club Constitution or Rules, may be liable to having their membership suspended or revoked at the discretion of the Management Committee.

## **2. Visitors**

- 2.1 Each Member (but not Temporary Members) may introduce 2 visitors in any one day. They may not introduce the same visitors on more than 4 occasions in any 1 month period. A person who has had an application for membership refused or membership suspended or revoked may not be introduced as a visitor.
- 2.2 The name and address of each Member's guest shall be recorded in the Visitors Register with the entry countersigned by the Member introducing them. The Member will be responsible for the visitor's behaviour while they are on the Club premises.
- 2.3 There may be admitted to the Club, with the approval of the Management Committee or a member of bar staff and subject to the rules of the Club, persons other than Members or their guests belonging to any of the classes specified in this rule and intoxicating liquor may be sold to such persons by or on behalf of the Club for consumption on the premises and not elsewhere.
  - 2.3.1 Any relative of a Member who is on holiday, visiting or temporarily staying with a Member or the Member's family for a period not exceeding 21 days.
  - 2.3.2 Persons on holiday for not more than 14 days with accommodation, e.g. campsites, Bed and Breakfast, Hotel etc. provided in the village.
  - 2.3.3 Any member, supporter or official of a visiting sporting team competing at a bona fide sporting fixture either at the Club or at a sporting venue in the village. The village sporting team being based at the Club.
  - 2.3.4 Persons belonging to or elected to an organisation attending a bona fide meeting at the Club.
  - 2.3.5 Persons attending special functions at the Club. The function taking place with the prior approval of the Management Committee and being directly connected to a Member or their family e.g. birthdays, wedding receptions, wedding anniversaries, funeral, etc.

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- 2.3.6 The Club may, at the discretion of the Management Committee, for functions run by the Management Committee and/or open charitable functions, open the Club premises and all or any of the facilities of the Club, including the sale of intoxicating liquor, to the general public on not more than 12 occasions with an aggregate of not more than 15 days in any one year. Applications for additional open events may be made to the Local Licensing Authorities using Temporary Event Applications..
- 2.4 Any visitor reported to the Management Committee for misconduct and/or contravening either the Club Constitution or Rules will be refused future admittance to the Club.

## **3. Subscriptions**

- 3.1 The Annual Membership Subscription shall be as determined at the Annual General Meeting and is payable in advance in respect of the ensuing year (1<sup>st</sup> January – 31<sup>st</sup> December).
- 3.2 Any new member joining after August 31<sup>st</sup> will have their membership carried through to the following year.
- 3.3 Club employees and members of the Management Committee are exempt from paying the Annual Membership Subscription.
- 3.4 Any Member not having paid their annual subscription by 31<sup>st</sup> January will be deemed to no longer be a Member of the Club. A penalty charge of £1.00 per visit will be levied until their subscription is paid in full. If, by July of the same year, the subscription is still unpaid they will be deemed no longer a member and their name will be erased from the Membership Register.
- 3.5 The subscription for Temporary Membership shall be as determined at the Annual General Meeting.

## **4. Members Conduct**

- 4.1 The Bar Manager, a member of the bar staff or a member of the Management Committee shall have the power to suspend a Member when, in their opinion, it would not be in the interests of the Club for them to remain on Club premises.
- 4.2 Any Member suspended or reported for mis-conduct on the Club premises will be given 7 days written notice to attend a meeting of the Management Committee along with written details of the complaint(s) made against them. The Member shall be given the opportunity to answer the alleged complaint(s). If mis-conduct is established they may be either fined, suspended or asked to resign by majority vote of the Management Committee present.
- 4.3 The Management Committee will notify the Member of its decision not later than 7 days from the date of the hearing and the decision of the Management Committee will be final and binding.
- 4.4 During any period of suspension a Member will be prohibited from using the facilities or attending all Club events organised by the Club or any privately organised events held within the Club.
- 4.5 All wilful damage to Club property shall be paid for by the person concerned. Failure to comply with this rule may lead to the expulsion of the person concerned.

## **5. Management Committee**

- 5.1 The Club is managed and control of Club property, with the exception of items covered by Rules 6.1 and 6.2, is administered by the Management Committee in accordance with the Club Constitution and these Rules.
- 5.2 The Management Committee will consist of:
- 5.2.1 The Officers of the Club: Chairman (with casting vote).  
Secretary (with vote).  
Treasurer (with vote).
- 5.2.2 Not less than two and not more than four Trustees (with vote).
- 5.2.3 Not less than four and not more than six general members (with vote).
- 5.2.4 The Bar Manager, representing the Bar Committee, (with no vote).
- 5.3 The duties of the Chairman will be (but not limited to):
- 5.3.1 To chair all Management Committee and General meetings.
- 5.3.2 To promote the interests of the Club.
- 5.3.3 To prepare agendas for Management Committee and General meetings in conjunction with the Secretary.

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- 5.4 The duties of the Secretary will be (but not limited to):
  - 5.4.1 To keep a full list of Members names and contact details.
  - 5.4.2 To minute all Management Committee and General meetings and retain copies of all meetings on the Club premises for future reference.
  - 5.4.3 To deal with all Club correspondence.
  - 5.4.4 To notify Management Committee members of proposed meetings.
  - 5.4.5 To notify all Club Members of proposed General meetings.
  - 5.4.6 In conjunction with the Bar Manager, to communicate with the Local Licencing Authorities.
- 5.5 The duties of the Treasurer will be (but not limited to):
  - 5.5.1 To ensure that full financial records are kept of the Club's outgoing and incoming funds.
  - 5.5.2 To ensure, in conjunction with the Management Committee, that the Club's financial outgoings meet with legal requirements.
  - 5.5.3 To manage the Club's Payroll and ensure all staff are paid and legal duties are completed.
  - 5.5.4 To ensure that the Club's books are available for audit on the correct date.
  - 5.5.5 To advise the Management Committee on matters of finance, level of funds, fund raising and investments.
  - 5.5.6 To present an oral report to the Management Committee at each meeting and a written report to the Management Committee on request or in any case, annually to be circulated at the Annual General Meeting.
- 5.6 The Officers and general members will be elected at the Annual General Meeting and will serve on the Management Committee until the following Annual General Meeting when they will stand down. They may then stand for re-election if they so desire.
- 5.7 Any Member with a minimum of 12 months membership may stand for election to the Management Committee. All nominations will be proposed and seconded in writing to the Secretary no later than 14 days prior to the Annual General Meeting. The proposer must obtain the consent of the person nominated. All nominations will be posted on the Club Notice Board at least 7 days prior to the meeting.
- 5.8 Members who wish to stand for election as an Officer of the Club must have previously served on the Management Committee for a minimum period of twelve months.
- 5.9 Elections at an Annual General Meeting shall be by ballot with the result being decided by simple majority. In the event of a tie the Chairman of the meeting shall have a second or casting vote.
- 5.10 No proxy votes will be accepted for the election of members of the Management Committee.
- 5.11 Any vacancies on the Management Committee will be filled by the person who polled the next highest number of votes at the previous Annual General Meeting.
- 5.12 If a vacancy on the Management Committee cannot be filled under the terms of Rule 5.11 the Management Committee may co-opt a current Member, who they consider to be a suitable candidate, to join the Management Committee.
- 5.13 Any member of the Management Committee who fails to attend 3 consecutive Management Committee Meetings without justifiable reason may be asked to resign from the Management Committee.
- 5.14 The Management Committee shall cause proper accounts and details to be kept of all monies and property of the Club and shall be answerable to Club Members in General Meetings.
- 5.15 From time to time the Management Committee may make, amend and/or repeal Byelaws (in so far as they do not conflict with these Rules) as they consider necessary for the conduct of any Club affairs. Due notice of Byelaws shall be given to Club Members.

## **6. Bar Committee**

- 6.1 The purchase for the Club and the supply by the Club, of intoxicating liquor shall be managed by a Bar Committee consisting of:
  - 6.1.1 The Club Treasurer.
  - 6.1.2 The Bar Manager.
  - 6.1.3 Two General Members of the Club as nominated by the Bar Manager and Management Committee.

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- 6.2 The duties of the Bar Manager will be (but not limited to):
  - 6.2.1 To be responsible for the purchase for the Club and the supply by the Club of intoxicating liquor, soft drinks, food and snacks.
  - 6.2.2 To be responsible for the day to day running of the Club and for ensuring that the cleanliness and tidiness of the Club is maintained.
  - 6.2.3 To ensure that the terms of the Club Licence are enforced at all times.
  - 6.2.4 To ensure each open period is adequately covered with staff.
- 6.3 The Bar Committee shall cause proper accounts and details to be kept of all monies and property within its control and shall be answerable to the Management Committee and to Club Members in General Meetings.
- 6.4 A vacancy on the Bar Committee can be filled by the remaining members of the Bar Committee inviting a person, who they consider to be a suitable candidate, to join the Bar Committee.

## **7. Sub Committees**

- 7.1 The Management Committee may create sub-committees on which any Member can be co-opted to serve and/or organise any particular function of the Club. Sub-committees shall have such power to arrange any function and to incur such expenses as the Management Committee may delegate.
- 7.2 All sub-committees shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.

## **8. Trustees**

- 8.1 The role of a Trustee is to ensure that the Management Committee maintains the objectives of the Club and carries out all the required duties and obligations.
- 8.2 Whenever possible a Trustee shall be a person who has previously served on the Management Committee for a minimum period of two years.
- 8.3 The Management Committee will nominate individuals for the position of Trustee.
- 8.4 Trustees will be elected at an Annual general meeting and will remain in office until death, resignation or removal from office by a resolution of the Members passed at an Extraordinary General Meeting.

## **9. Meetings**

- 9.1 An Annual General Meeting will be held no later than the second week of April.
- 9.2 Not less than 21 days notice shall be given of the Annual General Meeting.
- 9.3 An Extraordinary General Meeting may be convened by the Management Committee or after receipt by the Secretary of a request in writing signed by at least 15 members. The request submitted to the Secretary must state, in the form of a draft resolution, the purpose of the meeting. At least 70 percent of the signatories must attend the Extraordinary General Meeting.
- 9.4 Not less than 7 and no more than 30 days notice shall be given of an Extraordinary General Meeting. The agenda will be published in advance of the meeting and no other business will be permitted at the meeting.
- 9.5 Any fully paid-up Member of the Club is entitled to speak and vote at an Annual General Meeting or Extraordinary General Meeting.
- 9.6 The Management Committee will meet at least once during each calendar month.
- 9.7 The quorum necessary for the transaction of the business to be considered at a Management Committee meeting is a minimum of 5 voting members of the Management Committee.

## **10. Hours of Opening**

- 10.1 The Club's hours of opening shall be as displayed on the Club notice board and website.
- 10.2 Permitted hours for the sale of intoxicating liquor shall be in accordance with the Club Licence issued by the Local Licencing Authorities.
- 10.3 The actual bar opening hours are subject to variation at the discretion of the Bar Manager and the Management Committee.

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- 10.4 Intoxicating liquor may be supplied for consumption on or off the premises but shall not be supplied to Members or visitors other than by or on behalf of the Club and no off sales shall be made to non-members.
- 10.5 Subject to any necessary approval of the Local Licensing Authorities the Bar Committee may vary the permitted hours from time to time, either generally or on any special occasions.
- 10.6 Applications to the Local Licensing Authorities shall be made by the Secretary at the request of the Bar Committee or Management Committee.

## **11. General**

- 11.1 Children are the responsibility of their parents or guardians at all times whilst they are on Club premises.
- 11.2 No intoxicating liquor shall be served to any person under the age of 18.
- 11.3 No person under 16 years of age may remain in the bar for a longer period than is necessary for the purchase of soft drinks, chocolate, etc. unless accompanied by an adult.
- 11.4 Dogs must be strictly controlled at all times and must be removed from the Club's premises if requested by a member of the bar staff or a member of the Management Committee.
- 11.5 No credit shall be allowed in the Club.
- 11.6 Any article borrowed must be returned before the Member leaves the Club.
- 11.7 No Club property may be removed from the Club without the prior approval of the Management Committee.
- 11.8 All complaints should be made in writing to the Secretary.
- 11.9 No arrangements shall be made:
  - 11.9.1 for any person to receive, at the expense of the Club any commission, percentage or similar payment on or with reference to purchase of intoxicating liquor by the Club  
or
  - 11.9.2 for any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by the Club, or on behalf of the Club, to Members or guests, apart from any benefit accruing to the Club as a whole and apart from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

## **12. Changes to the Rules**

- 12.1 These Rules may only be changed by a resolution passed at an Annual General Meeting or Extraordinary General Meeting of the Club.