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**RULES**  
**of the**  
**GLEMSFORD**  
**SOCIAL AND EX-SERVICE CLUB**  
**LIMITED**

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RULES  
ANNEXED TO STATUTORY DECLARATION  
of the  
GLEMSFORD SOCIAL AND EX-SERVICE  
CLUB LIMITED

MADE BY  
F. C. SHINN  
BEFORE ME

R. H. GOULD, J.P.

GLEMSFORD

*March 19th, 1960*

*ALL PREVIOUS RULES RESCINDED*

**Rules of the  
GLEMSFORD SOCIAL AND EX-SERVICE  
CLUB LIMITED**

**1. NAME AND OBJECTS**

The Society (hereinafter called "the Club") shall be named the GLEMSFORD SOCIAL AND EX-SERVICE CLUB LIMITED and its objects are to carry on the business of a Club by providing for the use of its members the means of social intercourse mutual helpfulness rational recreation and the other advantages of a Club.

**2. OFFICE**

The registered office shall be in England and shall be at 33, Hunts Hill Glemsford in the County of Suffolk. In the event of any change of situation of the registered office notice of such change shall be sent by the Secretary within fourteen days thereafter to the Registrar in manner and form provided by Treasury Regulations in that behalf.

**3. USE OF NAME**

The registered name of the Club shall be kept painted or affixed on the outside of the Club premises in a conspicuous position in letters easily legible and shall be engraved in legible characters on its Seal and shall be mentioned in legible characters on all business letters notices advertisements and other official publications of the Club in all bills of exchange promissory notes endorsements cheques and orders for money or goods purporting to be signed by or on behalf of the Club and on all bills of parcels invoices receipts and letters of credit of the Club.

#### 4. ADMISSION OF MEMBERS

##### *Shares*

Shares shall not be withdrawable and shall be of the value of 1s. 0d. which shall be paid at the time application is made for membership and returned in case the application is refused. No member shall hold more than one share and no interest or dividend shall be paid on it. Shares shall not be transferable. A member shall forfeit the share value of 1s. 0d. on ceasing from whatever cause to be a member. Every applicant for membership must sign an application form for one share of the value 1s. 0d. and every member shall be supplied on election with a copy of the Rules at cost price or 2s. 0d. whichever is the less. Applicants for membership may be either male or female but must be over 18 years of age and must be nominated in writing to be given to the Secretary by two members of the Club who will vouch for them and applicants will be admitted to membership not less than 48 hours after signing an application form for one share as aforesaid unless any objection by any member shall be made to the nomination whereupon the question of admission of the applicant must be referred to the next Committee meeting for determination.

#### 5. AMOUNT OF SUBSCRIPTION

All members shall pay a subscription of Four Shillings per annum payable at the Annual General Meeting. Subscriptions shall be due as soon as the member is accepted by the Committee and must be paid before the member is entitled to any of the privileges of the Club and subsequently at each Annual General Meeting.

#### 6. ARREARS OF SUBSCRIPTIONS

Any member who has not paid his subscription fourteen days after it has become due shall be considered as in arrear and if it be not paid within another fourteen days thereafter he shall cease to be a member and his name

shall be erased from the list of members. No member in arrear shall be permitted to use the Club or to take any part in its affairs and the Secretary shall post in the Registered Office within seven days a list of the names of the members in arrear. He shall also post in the Registered Office a list of persons who cease to be members.

## 7. REGISTER OF MEMBERS

The Club shall keep at its Registered Office a register of members in which the Secretary shall enter the following particulars:—

- (A) the names and addresses of the members;
- (B) a statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member;
- (C) a statement of other property in the Club, whether in loans, deposits or otherwise, held by each member;
- (D) the date at which each person was entered in the register as a member and the date at which any person ceased to be a member;
- (E) the names and addresses of the officers of the Club, with the offices held by them respectively and the dates on which they assumed office.

Any member changing his address shall within fourteen days notify the Secretary of such change, and in default be subject to a fine of one shilling.

The Club shall also keep at its Registered Office a duplicate register of members in which the Secretary shall enter all the particulars in the original register of members other than those mentioned in paragraphs (B) and (C) hereof.

## 8. CESSATION OF MEMBERSHIP

Members shall cease to be members:—

(A) By non-payment of subscription; any member whose membership has ceased from this cause shall not again be

nominated for membership unless he previously pay all arrears due from him at the time of his ceasing to be a member and applies for a new share in accordance with Rule 4.

(B) By expulsion.

(c) By resignation; but any member wishing to resign must send written notice to the Secretary and the notice must be accompanied by the subscriptions due up to the date of its taking effect.

9. The Committee shall have power to reprimand suspend (for a period not exceeding 6 months) or expel any member who shall infringe any rule or whose conduct whether within or without the Club house shall in their opinion render him unfit for membership; but no member shall be suspended or expelled without being first summoned before the Committee to explain his conduct and to advance a defence nor unless a majority of two-thirds of the Committee then present shall vote for his suspension or expulsion. Every member so summoned shall receive at least three clear days' notice in writing from the Secretary; such notice shall detail the charge brought against him.

## 10. MEETINGS

### (1) *General Meeting*

A General Meeting shall be held in the month of January in each year on a date to be fixed by the Committee of which at least ten days' notice with an agenda of the business to be conducted at such meeting shall be posted in the Club; to receive minutes of the previous General Meeting, to receive a Statement of Accounts and Balance Sheet duly signed by the Auditor together with any report of the Auditor for the previous twelve months and any other business that may be submitted to the Committee by a member providing the member gives at least fourteen days notice in writing of any motion he proposes to make.

## (2) *A Special General Meeting*

A Special General Meeting may be called by the Committee if a situation should arise which in their opinion must be brought to the attention of all members or on a requisition signed by one seventh of the members stating the special object thereof and notice of such meeting shall be posted in the Club room at least ten days prior to the meeting. If a Special General Meeting shall not be convened in the manner required hereby for seven clear days after a duly signed requisition has been delivered to the Secretary any of the requisitionists may call such meeting giving such notice as is provided by this Rule. No other business than that named in the Notice shall be brought before a Special General Meeting.

## (3) *Quorum*

A General Meeting may proceed to business if ten members are present within an hour after the time fixed for the meeting otherwise the meeting if a Special General Meeting convened on the requisition of the members shall be dissolved; but if an Ordinary Meeting or a Special General Meeting convened by order of the Committee it shall be adjourned to the week following at the same time and the meeting so adjourned may proceed to business whatever be the number of members present. Every member present (and not disqualified by arrears or otherwise as mentioned in these Rules) shall have one vote and when the votes are equal the then presiding Officer shall have an additional or casting vote.

## 11. COMMITTEE

(1) The Committee shall be elected at each Annual General Meeting and shall consist of a President Chairman Treasurer and six Committeemen. The Committee shall be responsible for the management of the Club and shall have exclusive power to appoint and remove and fix the remuneration of the Secretary and the Steward and to engage or dismiss and fix the remuneration of any paid

servant. It shall have power to purchase such articles as it may deem necessary for the carrying out of the objects of the Club. It shall have due regard to any resolution or recommendation of any General or Special Meeting but it shall not declare any dividend or make any monetary grants to members or apply the Club funds for any purposes other than purposes of the Club itself. The Committee shall not enter into any bond or agreement binding the Club to purchase excisables from any person or persons or in any way part with its absolute control over the supply of excisables to the Club. The Committee shall meet at least once per quarter for general business and not less than half the total number of the Committee shall form a quorum and at least two of the President, Chairman or Treasurer must be present at a meeting of the Committee and the Chairman or in his absence the person appointed to act as Chairman of each meeting shall have an additional or casting vote in case of any tie. Any Committeeman who has not attended three consecutive meetings without giving an explanation which the Committee consider satisfactory shall cease to be a member of the Committee as shall any Committeeman who in the opinion of at least two-thirds of the Committee has broken the Rules of the Club. The Committee shall have power to co-opt members to maintain its strength and in the event of a vacancy arising amongst the Committeemen by death, resignation or other cause the Committee shall have power to elect a member to fill the vacancy until the next Annual General Meeting. The Committee or any member or members thereof except the President Chairman and Treasurer may be removed by the votes of two-thirds of the members present at a Special General Meeting called for that purpose. In the event of removal or resignation of the whole or the majority of the Committee the Secretary shall obtain propositions and appoint scrutineers and arrange for holding a ballot and the result shall be declared to a Special General Meeting called by the Secretary. The times and notices required by Rule 10



for Special General Meetings shall not apply to this case but three days shall be allowed for propositions the ballot shall be held on the succeeding three days and the Special General Meeting within three days of the close of the ballot.

(2) The Committee shall at the first Meeting following each election select three persons from their number to form a Finance Committee whose duty shall be to take stock not less than once per fortnight and to check all demands for payment with the order book of the Club and with the delivery notes and invoices and to report to the whole Committee at every meeting thereof and to see that vouchers are produced by the Secretary for all payments made by him or by order of the Committee and to see that the cash book has been duly made up each week and that the amount there shown as standing to the credit of the Club appears also in the Treasurer's book and in the pass-book of the Bank with which the current drawing account of the Club is kept in the name of the Club. These books duly made up to date shall be laid upon the table at each Committee Meeting.

(3) No officer of the Club shall by virtue of his appointment have power to order goods and dispose of the funds of the Club. No officer shall supply goods to the Club. No goods shall be supplied by nor any contract for work to be done for the Club be entered into nor any office of salary or profit be held by any member of the Committee but this shall not invalidate any payment made to the Secretary of the Club as honorarium for his services if he should be a member of the Committee.

## 12. THE OFFICERS

(1) The Officers of the Club shall consist of a President Chairman Secretary and Treasurer and any of them other than the Secretary shall be removable at any time by a majority of three-fourths of the members present at a Special General Meeting called for that purpose and in the event of a vacancy arising amongst the officers by death

resignation or other cause the Committee shall have power to elect a member to fill the vacancy until the next Annual General Meeting. The Officers of the Club, other than the Secretary, shall receive such honorarium (if any) as a General Meeting of the members may from time to time determine.

(2) The Treasurer shall be responsible for paying into the Bank all moneys received by the Club from all sources without any deduction for any purpose whatever to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct and 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 moneys received and expended by him.

(3) The Secretary shall in the event of intoxicants being consumed in the Club house keep upon the Club premises a list of the names and addresses of the members of the Club and a subscription book or books in which shall be recorded the payments of such members. He shall receive moneys on account of the Club and pay the same to the Treasurer, attend all meetings and take minutes of the proceedings, prepare accounts and balance sheets and annual returns and submit the same to the Auditor.

(4) Every year not later than March 31st he shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of the Friendly Societies as required by the Industrial and Provident Societies Act 1893, of the receipts and expenditure funds and effects of the Club. The annual return shall show separately the expenditure in respect of the several objects of the Club and shall be made up to the date of the Club's last published balance sheet provided that the date is not more than four months before or one month after December 31st then last, otherwise to December 31st inclusive, as audited and laid before the Annual Meeting.

In the case of the last annual return, where the Club is being terminated by an instrument of dissolution, the return shall be made up to the date of the said instrument. The Secretary shall send to the Registrar, together with the annual return a copy of the Auditor's report or reports and a copy of each Balance Sheet made during the period included in the return and such return shall state that the audit has been conducted by an approved Auditor appointed under the Industrial and Provident Societies Act 1893.

(5) The Secretary shall be supplied with copies of the last annual return and shall, on demand, supply a copy of the same gratuitously to every member or person having an interest in the funds of the Club.

(6) The Club shall not publish any balance sheet which has not previously been audited by the Club's Auditor and any copy of a balance sheet published by the Club shall incorporate any report made thereon by the Auditor.

(7) The Secretary shall in the month of January in each year supply to the Clerk of the Justices a return giving particulars required by the Licensing Act, 1953.

(8) It shall be the right of any member or person having an interest in the funds of the Club to inspect at the Registered Office or wherever they are kept, the minute book or books of account and books containing the names and addresses of the Members of the Club, including all the particulars in the duplicate Register of Members, at all reasonable times and it shall be the duty of the Secretary to produce the same for inspection accordingly.

### 13. AUDIT

One of the approved auditors appointed under the Industrial and Provident Societies Act 1893 shall be elected and may be removed by a General Meeting. Any casual vacancy in the office of Auditor may be filled by the Committee and the person appointed by them shall have full power to act until the next General Meeting

when the appointment shall be submitted for confirmation. He shall audit all the accounts of the Club and for that purpose shall have access to all the books deeds documents and accounts of the Club and shall examine the accounts and annual return of the receipts and expenditure funds and effects of the Club and verify them with the books deeds documents accounts and vouchers relating thereto and shall either sign them as found by him to be correct duly vouched and in accordance with law or shall especially report to the Club in what respects he finds them incorrect unvouched or not in accordance with law. A copy of the last balance sheet for the time being with the report of the Auditor if any shall be posted in the registered office at least two days before the said General Meeting and shall be kept always hung up in a conspicuous position in the said office. The Auditor shall not hold any office in connection with the Club.

#### 14. STATUTORY APPLICATIONS TO THE REGISTRAR

(1) Any ten members of the Club each of whom has been a member for not less than twelve months immediately preceding the date of application may apply to the Registrar in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to the Industrial and Provident Societies Act 1893.

(2) It shall be the right of one-tenth of the whole number of members, or if the number of members shall at any time exceed 1,000 it shall be the right of 100 members, by an application in writing to the Chief Registrar signed by them in the forms respectively prescribed by the Treasury Regulations:—

- (A) to apply for the appointment of an inspector to examine into the affairs of the Club and to report thereon; or
- (B) to apply for the calling of a special meeting of the Club.

## 15. DISSOLUTION

The Club may at any time be dissolved by the consent of three-fourths of the members testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations in that behalf or by winding up in manner provided by the Industrial and Provident Societies Act.

## 16. CONDUCT OF ELECTIONS

The Elections of Officers (other than the Secretary) and Committeemen shall be by ballot. At least three weeks before the day fixed for any ballot the nomination sheet shall be posted in the registered office of the Club on which the names of all candidates for any office must be entered and such sheet shall remain open until twenty-four hours preceding the General Meeting. Any member shall be eligible for nomination and must be proposed and seconded by two members who must themselves sign the sheet. No member shall hold more than one office. The ballot shall be held at the Annual General Meeting and shall be scrutinised by three scrutineers appointed by the General Meeting who must not be candidates, members of the Committee or officers, and the result of the ballot shall be made known by the posting of a notice in the Club signed by the scrutineers showing number of votes polled by each candidate and stating which candidates were elected. Each member of the Club shall have one vote for each vacancy and no member may give more than one vote to any one candidate. In the event of a tie the President shall have an additional or casting vote and shall appoint the successful candidate by exercising such vote.

## 17. MISCONDUCT OF MEMBERS

No gambling drunkenness bad language or other disorderly conduct shall be permitted on the Club premises and any member offending under this rule shall be dealt

with by the Committee under Rule 9. Intoxicating liquor required for consumption off the premises shall be supplied to members only whilst on the Club premises for their own use and not to guests. The Secretary or Steward shall have power to exclude from the Club premises any member who shall violate these rules and contravene the law in any respect whilst on Club premises until such member shall be summoned to come before the Committee as provided for in Rule 9.

#### 18. INTRODUCTION OF GUESTS

A member may introduce a guest into the Club not more than twice per month and no member may introduce the same guest more than twice if the guest is eligible for membership. A member's wife and children shall not be deemed guests and may accompany the members at any time. A member's wife shall not be served with any excisable articles until she has applied for membership and been accepted by the Committee as a member in the usual manner and thereafter she shall be entitled to all rights and privileges of membership. Any member introducing guests shall sign the visitors book as shall their guests and every member shall be fully responsible to the Club for the conduct of his guest whilst on Club premises. No guest shall make any purchase whilst on Club premises.

#### 19. HOURS OF OPENING AND CLOSING AND PERMITTED HOURS

The Club shall be opened at 7 p.m. and closed at 10.30 p.m. on weekdays, and on Sundays shall be open from 12 noon to 2 p.m. and from 7 p.m. to 10.30 p.m. The Committee of the Club shall have power on special occasions to vary these hours but no variation shall take place except by a resolution of the Committee at the Ordinary Meeting of such Committee preceding such variation. The supply of intoxicating liquors shall be permitted between

the hours of 7 p.m. and 10 p.m. on weekdays (provided that during any period covered by an order made under Section 101, sub-section (2) (a) of the Licensing Act 1953, by the Licensing Justices for the district, the permitted hours in the evening for the supply of intoxicants on weekdays shall be extended to 10.30 p.m.) and between the hours of 12 noon and 2 p.m. and 7 p.m. to 10 p.m. on Sundays, and between the hours of 7 p.m. and 10 p.m. on Christmas Day and Good Friday.

## 20. BORROWING POWERS

The Club shall not obtain or receive any advances of money or deposits whatsoever.

## 21. APPLICATION OF PROFITS

The profits shall be applied as follows:—

- (A) In the interests generally of the members at the discretion of the majority of the members present and voting at a general meeting.
- (B) In promoting mutual intercourse and united actions between members.
- (C) Any other lawful purpose authorised at an Annual or Special meeting provided always that except by the dissolution of the Club no profits or funds of the Club shall be distributed among the members.

## 22. INVESTMENTS

The Committee may invest the funds of the Club at such rate of interest and on such terms as they think fit in any of the following securities:—

- (A) in the Post Office Savings Bank
- (B) in the Public funds

- (c) in or upon any security in which Trustees are for the time being authorised by law to invest Trust funds.

### 23. NOMINATIONS

A member may nominate any property in the Club (including loans) in the manner provided in Section 25 of the Industrial and Provident Societies Act, 1893 as amended by Section 5 of the Industrial and Provident Societies (Amendment) Act 1913 and by Section 1 of the Industrial and Provident Societies (Amendment) Act 1954, and on the death bankruptcy or insanity of a member any such property shall be paid or transferred in accordance with the provisions relating thereto in the Industrial and Provident Societies Acts 1893 to 1954, as amended by the Industrial Assurance and Friendly Societies Act 1948.

### 24. AMENDMENT OF RULES

These Rules may be amended only at a General Meeting called for that purpose, but notice of any proposed amendment shall be posted in the Club for at least 10 days previous to the meeting to which the amendment is to be submitted, and any amendment shall require the assent of at least two-thirds of the members present at such a meeting. No amendment of Rules is valid until registered.

### 25. SUPPLY OF RULES

The Secretary shall be supplied by the Committee with copies of the Rules and shall be bound to deliver a copy to any person on demand on such payment (not exceeding two shillings) as the Committee may from time to time determine.

### 26. SEAL

The Club shall have its name engraven in legible characters on a seal which shall be kept in the custody



of the Secretary and shall be used only under the authority of a resolution of the Committee of Management, and the date of such authority shall be mentioned on the instrument to which the seal is attached and shall be attested by the signature of two members of the Committee and the Secretary.

P. Read,

C. Newman

} *three members*

G. Weldon.

J. Shinn

*Secretary*

Register No. 13783 R

Complete Amendment.

**INDUSTRIAL AND PROVIDENT SOCIETIES ACT, 1893.**

**Acknowledgment of Registry of Amendment of Rules.**

The foregoing amendment of the rules of the

Glemsford Social and Ex-Service Club Limited

is registered under the Industrial and Provident Societies Act, 1893,

this 17th day of January, 1961.

