

BLACKWELL CLUB RULES

1. NAME & CONSTITUTION

The Society is a Working Men's Club. It shall be called Blackwell Club and is hereinafter referred to as 'the Club'.

2. REGISTERED OFFICE

- i. The registered office of the Club shall be
 - a. 84, Linthurst Newtown, Blackwell, Bromsgrove, Worcs. B60 1BS
- ii. The registered office shall not be changed except by resolution of a Special General Meeting.
- iii. In the event of any change in the situation of the registered office, notice of such change shall be sent to the Registrar in the form prescribed by the Treasury Regulations

3. OBJECTS

- i. The Club is established for the purpose of providing for its' members, the means of social intercourse, mutual helpfulness, mental and moral improvement and rational recreation.

4. APPLICATION OF FUNDS

- i. All monies received on account of entrance fees, subscriptions, levies, fines, donations sale of rules, or otherwise and interest on investments, shall be applied in carrying out the objects of the Club in accordance with the rules.
- ii. Any officer misapplying the funds shall repay the amount misapplied and be excluded, without prejudice to his liability to prosecution for such misapplication or to his liability arising from any other legal action commenced in respect of his misapplication.

5. INVESTMENT

So much of the funds as may not be wanted for immediate use, or to meet the usual accruing liabilities, shall, with the consent of the Committee or of a majority of the members present and entitled to vote in general meeting, be invested by the Trustees in any of the following ways; namely:-

- i. In the purchase of land, or in the erection or alteration of offices or other buildings thereon, or in any investment in which Trustees are, for the time being by law, authorised to invest trust funds.
- ii. The Trustees, with the consent of a Special General Meeting, may hold, purchase or take on lease, any land and may sell, exchange, mortgage or lease any such land and erect, alter or pull down buildings on it and a purchaser, assignee, mortgagee or tenant, shall not be bound to inquire as to the authority for any sale, exchange, mortgage or lease by the Trustees, and the receipt of the Trustees shall be a discharge for all monies arising from, or in connection with such sale, exchange, mortgage or lease.
- iii. Mortgages or other assurances for securing money to the Club, may be vacated by a receipt endorsed or annexed, signed by the Trustees and countersigned by the Secretary, in the form contained in the Fourth Schedule to the Friendly Societies Act 1974 (_the Act_)

6. BORROWING

The Trustees, with the consent of a Special General Meeting, may borrow money for the purposes of the Club upon the security of any assets of the Club and shall have the power to execute all deeds or other documents which may be required for the purpose.

7. MEMBERSHIP

- i. The election of Members shall be vested solely in the Committee of Management.
- ii. a young person between the age of 16 and 18 years may be granted Provisional Membership, paying half of the Entrance Fee and half of the Subscription until attaining their eighteenth birthday, when they will pay full membership.
- iii. Young persons attaining Provisional Membership may attend the AGM but will not acquire the right to vote until they are full members and have paid a full Membership fee.
- iv. (As Amended 28:08:07) Candidates for membership must be proposed and seconded by two members, both of whom, together with the candidate, shall sign the nomination form, which shall be sent to the Secretary with an Entrance Fee and an annual subscription fee, the amount of which, shall be determined, from time to time, by the Committee of Management, after having gained a simple majority of members present at an Annual or Special General Meeting, for the new subscription proposed by the Committee. In the event of a candidate not being accepted, the Entrance Fee shall be returned. Both Proposer and Secunder must be members of not less than six month's standing.
- v. The name and address of the candidate and the names of his/her proposer and secunder shall be posted on the Club notice board at least seven days before the day on which his/her name is to be submitted for election at the next Committee meeting.
- vi. Any member who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary in writing, who shall communicate the objection to the Committee, who shall deal with it at their next meeting. No rejected candidate shall be again proposed for membership within a period of three months.
- vii. Honorary Members. For the purpose of interchange games, honorary members shall be made for the day only on which such games are placed.
- viii. Temporary Members. A candidate for membership duly sponsored in accordance with Rule 7(iii), may, if a committee meeting is not held within 48 hours after receipt of his/her nomination form by the Secretary, be admitted as a temporary member, on the distinct understanding that his/her acceptance as a full member is subject to the decision of the Management Committee at their next meeting.
- ix. Life Members. The Committee of Management may, at their discretion, grant life membership to any member of the Club who, in their opinion, has rendered special service to the Club, or is deserving of the distinction, Life members shall not be liable to pay subscriptions under rule 9(i) but shall be entitled to all the rights and privileges of Club membership, including the right to attend meetings, vote at elections and be nominated for Committee or other office.
- x. Visitors (as amended 13:01:00, 26:02:01, and 20:07:06) Visitors may be introduced by members, but not after the expiration of the permitted hours. The visitors and member introducing them shall sign their names in the book kept for that purpose and the payment, as determined by the Management Committee, shall be made to the Steward. No visitor shall be introduced, by any member, on more than three occasions in any quarter year. Visitors shall not attend the Annual General Meeting or Special Meetings.
The following shall not be admitted as visitors:
 - a. Former members who have been expelled
 - b. Former members who have ceased to be members under Rule 10(i), unless at the discretion of the steward/stewardess or the committee.
 - c. Persons who, having been nominated for membership, have been rejected.
 - d. Members who are under suspension

- xi. Every member of the club shall be considered as accepting its Rules and Byelaws, and as submitting himself to the restrictions and obligations which they enjoin.
- xii. Every member shall produce evidence of membership, when required to do so by an Officer, Committeeman or Steward on the Club premises.

8. YOUNG PERSONS

- i. (As amended 13:01:00) Young persons under the age of 18 are allowed admittance to the Clubroom and shall remain with and under the supervision of their parent(s) or member(s) admitting them who shall be responsible for their behaviour at all times. No person under the age of 18 shall consume alcohol on the Club's premises.
- ii. The use of Snooker and Darts facilities is not permitted to children below the age of 14. Young persons between the ages of 14 and 18 may only play Snooker and Darts under the supervision of a member and only when no member is waiting to play.
- iii. Any nuisance caused by young persons at any time and particularly after 9p.m. will bring the risk of disciplinary action being taken against the parent or member admitting them.
- iv. Very young persons are not allowed on the floor area used for snooker and darts.

9. SUBSCRIPTIONS

- i. All subscriptions which shall be due for payment on January 1st of each year, shall be paid to the Secretary, Treasurer or Steward not later than January 31st of such year.
- ii. (As amended 28:08:07) Every member of the Club (other than Honorary or Life Members) shall pay an annual Subscription, the amount of which shall be determined from time to time by the Committee of Management, after having gained a simple majority of members present at an Annual General Meeting or Special General meeting for the new subscription proposed by the Committee.
- iii. Note: Subscription £28, Entrance Fee £10

10. ARREARS (As amended 20:07:06)

- i. Any member who shall not have paid their subscription by January 31st. Shall be deemed to be in arrear and shall cease to be a member and their name shall be removed from the register of members.
- ii. If, however, the delay in payment can be accounted for, to the satisfaction of the Management Committee, the Committee may, in its discretion, excuse payment of such member's subscription for such period as they think fit and that member shall not forfeit the privileges of membership.
- iii. A member deemed to be in arrear shall not be allowed to vote at Annual or Special General Meetings

11. DISQUALIFICATIONS AND FORFEITURES OF MEMBERSHIP

- i. A suspended member shall not be re-admitted to membership of the club until all arrears to date of re-admittance are paid. The Committee shall have the power to remit or enforce payment of such arrears.
- ii. Cessation of Membership. Membership shall terminate: -
 - a. By resignation. Any member wishing to resign must send written notice to the Secretary, together with any subscription due up to the date of its taking effect.
 - b. By non-payment of Subscription as stated in Rule 9(i). Any member whose membership has ceased from this cause, shall not again be nominated for membership unless he previously pays all arrears due from him at the time of

ceasing to be a member and such additional fee or fine as the Committee may, in its discretion, determine.

- iii. On Expulsion, any member who has been expelled from the Club shall not be re-admitted.

12. CHANGE OF ADDRESS

- i. Any member changing his address, shall, within 14 days, give notice of such change to the Secretary.

13. MEETINGS

- i. The Annual General Meeting shall be held in March each year, on a date to be fixed by the Committee, and shall commence at 8.00p.m. of which at least 14 days' notice with an agenda of the business, shall be posted in the Clubroom. The business of each Annual General Meeting shall be to receive a Statement of Accounts and Balance Sheet, which shall be made up to December 31st each year, and the Report of the Auditors, and such other business as may be submitted by the Committee or by any member, who shall have given notice, in writing, of the motion he proposes to make, to the Secretary, at least 9 days prior to the date of such meeting. An amendment to a motion may be made by submitting the amendment, in writing, to the Secretary not less than 5 days before the meeting. No other amendments to motions will be accepted at an Annual General Meeting
- ii. At a General Meeting, 40 members shall form a quorum, otherwise the meeting shall be dissolved. It shall stand 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.
- iii. All general meetings shall be held at the registered office unless the Committee (either generally or in a particular case) otherwise decide.
- iv. At all general meetings of the Club, the Chairman, or if he is not present, the Vice-Chairman, shall preside.
- v. Special Meetings. A Special Meeting shall be summoned by the Secretary in the following cases: -
 - a. At the direction of the Management Committee.
 - b. Upon the request forwarded to the Secretary, signed by not less than 20 members, stating the special object of such meeting, which shall be held within not less than 14 and not more than 21 days from the date of the receipt of the request by the Secretary.
- vi. Notice of any Special General Meeting and the object for which it is called, shall be posted on the Club notice board by the Secretary a clear 14 days before the date appointed for such meeting.
- vii. No business other than that named in the notice shall be brought before a Special Meeting.
- viii. At a Special General Meeting, 40 members shall form a quorum, otherwise the meeting, if convened on the requisition of members, shall be dissolved; but if a meeting convened by the Committee, it shall stand 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.
- ix. No general meeting shall become incompetent to transact business from want of a quorum after the chair has been taken.
- x. Every member entitled to vote at a general meeting of the Club who is present at the point when a vote is taken, shall have one vote. To decide whether the necessary majority has been achieved, the number of votes in favour is to be compared with the total number of votes cast, excluding any spoiled votes.

14. OFFICERS

- i. (As amended 02:09:19) The Club shall have the following officers who shall form the Committee of Management (hereinafter called "the Committee"):-
 - a. Two Trustees, a Chairman, a Vice Chairman, a Treasurer, a Secretary and 7 Committee Members.
 - b. All officers shall be nominated prior to the AGM and their names shown on voting papers.
 - c. Members standing for posts of Secretary or Treasurer need to have been a member of the Club for at least 12 months.
- ii. No person who is a minor shall be elected to any office. A member shall not be elected to office who is in arrears with his subscriptions. The same person shall not be Secretary, nor Treasurer and a Trustee of the Club.
- iii. The Trustees shall hold office during the pleasure of the Club. All other officers shall continue in office until the next Annual General Meeting and at every such meeting, the said other officers shall be elected by a majority of the members present and entitled to vote, or, on failure of such election, those last appointed shall continue in office. The Treasurer and Secretary shall be elected by a majority of the members present and entitled to vote at an Annual or Special General Meeting.
- iv. Any officer may be removed by resolution of a Special General Meeting which may proceed to fill the vacancy.
- v. In case any officer, other than a Trustee, shall die, resign, be removed or become unfit or incapable to act, the Committee may at any time, appoint a person to fill the vacancy until the next Annual General Meeting, unless the vacancy is previously filled at a Special General Meeting.
- vi. In the event of a Trustee dying, resigning or being removed from office, another shall be appointed by resolution of a majority of members present and entitled to vote at an Annual General Meeting or Special General Meeting. Every resolution appointing a Trustee shall be entered in the minutes of the meeting at which he/she was appointed.
- vii. The Club shall notify the Registrar of the appointment of any Trustee in the manner required by section 24 of the Act.
- viii. At their first meeting following each Annual General Meeting, the Committee shall elect a sub-committee which shall be called the Finance Committee. It shall consist of 3 Committee members and any other officers who may be elected for the purpose. It shall be the duty of the Finance Committee to take a record of the stock of goods held on the first convenient day of each month, unless an agent has been duly appointed by the Committee of Management For that purpose, to check all demands for payment with the order book, delivery notes and invoices and report to the Committee of Management whether such stock vouches the correctness of returns made by the Steward and whether the demands are in order and correct. The Finance Committee shall also see that the vouchers are produced by the Secretary for all payments made by him/her and shall report at each meeting of the Committee of Management whether the Secretary's cash book has been duly made up and that the amount there shown as a standing to the credit of the Club appears also in the Treasurer's book or books and in the Club's bank passbook. These books, daily made up, shall be laid on the table at each meeting of the Committee of Management. All cheques drawn on the Club's bank account shall be signed by at least one of the Finance Committee and the Treasurer.
- ix. The Steward and other servants of the Club shall be appointed and be subject to dismissal by the Committee of Management.

- x. Every officer or servant, having the receipt or charge of money shall, before taking upon him/herself the execution of their office or service, give security to the Trustees through a Guarantee Society or by a bond in pursuance of the Act, in such sum as the Committee may direct, being not less than a sum sufficient to cover the maximum amount of cash which the Officer or servant is likely at any time to hold.

15. TRUSTEES

- i. All deeds, documents of title and securities for money, shall be held by the Trustees, who shall take such measures for the safekeeping and preservation thereof at the expense of the Club as they may think fit and they shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control and shall produce them for inspection by the auditors when required by them and whenever else required by a resolution of a general meeting or of the Committee.
- ii. The Trustees shall be the persons to be sued and be sued on behalf of the Club (iii) If any Trustee or ex-Trustee, being removed from office, refuses or neglects to assign or transfer any property of the Club as a General Meeting may direct, such Trustee shall, if he is a member, be expelled and cease to have any claim on the Club without prejudice to any liability to prosecution for breach of the criminal law, or to any other legal action.

16. TREASURER

- i. The Treasurer shall pay all moneys received by the Club, from any source whatever, 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 shall direct. He shall keep such accounts as the Committee shall direct. He shall produce all books, documents property and money of the Club in his possession and render a full and clear account at each audit and whenever required by resolution of the Club or of the Committee or by the Trustees. He shall also give up all books, documents, monies and properties of the Club in his possession when required to do so by a resolution of the Club, or of the Committee or by the Trustees. For his services he shall receive such sum as the Committee shall determine.

17. SECRETARY

- i. The Secretary shall attend all meetings of the Club and of the Committee and shall record correctly the names of the officers there present and the minutes of the proceedings, which he shall transcribe into a book to be authenticated by the signature of the Chairman as the proceedings of the meeting; he shall forthwith hand over all monies received by him to the Treasurer, other than moneys drawn from the bank as an imprest account. He shall produce all books, documents, property and money of the Club in his possession and render a full and clear account at each audit and whenever required by resolution of the Club, or Committee, or by the Trustees. He shall also pay over all the moneys and give up all the books, documents and property belonging to the Club, when ordered to do so, by a resolution of the Club, or of the Committee, or by the Trustees. He shall summon and give due notice of all meetings of the Club and of the Committee and keep all accounts, documents and papers of the Club in such a manner and for such purposes as the Committee may appoint and shall prepare all returns and other documents required by the Act or the Treasury Regulations and duly forward them to the Registrar. The Secretary shall, on all occasions, in the execution of his office, act under the superintendence, control and direction of the Committee. For his services he shall receive such sum as the Committee shall determine.

OTHER POSITIONS

18. PRESIDENT AND VICE-PRESIDENT

- i. The President and Vice-President shall be elected at a General meeting and remain in position at the pleasure of the Club. They shall not be part of the Committee of management but may attend meetings if they so desire.

19. COMMITTEE OF MANAGEMENT

- i. The Committee shall normally meet on the penultimate Monday of each month at 8.00p.m. and on such other days and hours as may be agreed from time to time. The Chairman or if he be not present, the Vice-Chairman, or designated person, shall preside. Any 5 shall form a Quorum and shall have full power to superintend and conduct the business of the Club according to the rules of the Club. Every question shall be decided by a majority of votes and if the votes are equal, the Chairman, or in his absence, the Vice-Chairman, shall have a casting vote in addition to his vote as a member. Any three of the committee may call a Special Meeting thereof by giving seven days' notice in writing to the Secretary, but at such a Special Meeting, no other business than that specified in the notice shall be taken into consideration.
- ii. The Committee shall have the power to appoint sub-committees, which shall not have the power to pledge the credit of the Club in any way without the authority of the Committee of Management. The Treasurer and Secretary shall be members of all sub-committees, which shall be required to render a report of their activities to the Committee of Management, when so directed.
- iii. The Committee shall have the power to reprimand, suspend or expel any member who shall infringe any rule or byelaw, or whose conduct shall, in their discretion, whether within or without the clubroom, render him/her unfit for membership of the Club, subject to the provisions of rule 24.
- iv. The Chairman and Vice-Chairman, together with the Secretary and Treasurer shall have executive powers between meetings of the Committee of Management.
- v. No resolution of the Committee shall be rescinded unless notice to rescind has been given at the previous meeting of the Committee of Management.
- vi. A copy of the monthly minutes of the Committee Meeting shall be published after gaining approval by the Committee and having been signed by the Chairman.

20. ACCOUNTS

- i. The Committee shall cause proper accounts of the Club to be kept by the Secretary in accordance with the requirements of section 29 of the Act.
- ii. It shall be the duty of the Committee to keep a copy of the last annual balance sheet and of the report of the auditor on the balance sheet if required, or such other report as may be required by statute, always hung up in a conspicuous place at the registered office of the Club.

21. INSPECTION OF BOOKS

- i. The Committee shall cause the books to be available for the inspection of any member, or person having an interest in the funds of the Club, at all reasonable hours at the registered office or at any place where the books are kept, and it shall be the duty of the Secretary to produce them accordingly.

22. AUDIT

- i. Subject to the following paragraphs of this rule, the Club shall in each year of account, appoint a qualified auditor or specified auditors to audit its' accounts and balance sheets for that year. For the purposes of this rule, "qualified auditor", means a person who is a qualified auditor under section 36 of the Act.
- ii. Paragraph (i) of this rule shall not apply to the Club if:
 - a. the receipt and payments of the Club in respect of the previous year of account did not in the aggregate exceed £5000 and
 - b. the number of its members at the end of that year did not exceed 500 and
 - c. the value of its assets at the end of that year did not, in the aggregate, exceed £5000 (or in each case, such other sum as may be prescribed by regulations then in force)
- iii. If, by reason of paragraph (ii) of this rule, paragraph (i) does not apply, the Club may, in respect of the current year of account appoint in that year, a qualified auditor or qualified auditors, or two or more persons who are not qualified auditors, to audit its accounts and balance sheet for that year, unless the Registrar directs it to appoint a qualified auditor.
- iv. Paragraph (i) of this rule shall not apply to the Club if the Club has power to disapply it under section 32A of the Act and that power is exercised in accordance with the provisions of that section.
- v. Save as provided in paragraph (vi) of this rule, every appointment of an auditor shall be made by resolution of a general meeting of the Club.
- vi. The Committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Club. Any auditor appointed by the Committee who is not a qualified auditor shall hold the appointment until the conclusion of the first or next Annual General Meeting as the case may be.
- vii. A qualified auditor appointed to audit the accounts and balance of the Club for the preceding year of account (whether by general meeting or by the Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing him/her has been passed) unless: -
 - a. a resolution has been passed at a general meeting of the Club appointing somebody instead of him/her or providing expressly that he/she shall not be re-appointed, or
 - b. he/she has given to the Club notice in writing of his/her unwillingness to be re-appointed or
 - c. he/she is ineligible for appointment as auditor of the Club for the current year of account, or
 - d. he/she has ceased to act as auditor of the Club by reason of incapacity or
 - e. a resolution has been passed at a general meeting of the Club appointing him/her as an "appropriate person" in accordance with section 39A of the Act. Provided that a retiring auditor shall not be automatically re-appointed by virtue of this Rule if notice of an intended resolution to appoint another person in his place has been given in accordance with paragraph (viii) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.
- viii. A resolution of a General Meeting of the Club
 - a. Appointing another person as auditor in place of a retiring qualified auditor or,
 - b. providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Club not less than twenty-eight days before the meeting at which it is moved. On receipt by the Club of the notice of the intention to move any such resolution the Club shall give notice of the resolution to the members in accordance with Section 34 of the Act.

The Club shall also give such notice to the retiring auditor in accordance with Section 35 of the Act and shall give notice to the members in accordance with that section of any representations made or intended to be made by the retiring auditor.

- ix. None of the following persons shall be appointed as auditors of the Club: -
 - a. an officer or servant of the Club
 - b. a person who is a partner of or in the employment of or who employs an officer or servant of the Club.
- x. The auditor shall, in accordance with Section 38 of the Act, make a report to the Club on the accounts examined by him/her and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed.
- xi. Whenever, at the end of the Club's year of account, a disapplication under section 32A(1) of the Act is in force in relation to the year and the Club's turnover in the preceding year of account exceeded £90,000 (or such amount as is specified in the Act for the time being) the Club shall obtain such reports, if any, as are required by section 39(A) of the Act.

23. ANNUAL RETURN

- i. Every year before 1st. August, the Secretary shall send to the Registrar an annual return relating to its affairs for the year of account for which the return is required to be sent. The return shall be made up for the period of 12 months beginning with 1st. January of the year preceding the year in which the return is required to be sent. The return shall be made in accordance with the provisions in section 43 of the Act and in the form prescribed by the Chief Registrar and shall contain such particulars as may from time to time be required by the form.
- ii. In respect of a year of accounts for which a disapplication under section 32 A (1) of the Act is in force the Club shall send with the annual return in respect of that year a copy of such reports, if any, as it is required to obtain under section 39A of the Act. Where a disapplication under section 32A(1) is not in force in relation to that year, a copy of the report of the auditor on the accounts and balance sheet contained in the return must be sent with the annual return.
- iii. On the application of a member or person interested in the funds of the Club, the Secretary, for the Club, shall supply to him, free of charge, either a copy of the last annual return or, a balance sheet or other document duly audited, containing the same particulars relating to the affairs of the Club as are contained in the annual return together with a copy of the report of the auditor on the annual return or his report on the balance sheet or other document supplied in lieu of the annual return. In respect of a year of account for which a disapplication under section 32A(1) is in force, the Secretary shall supply with the annual return or balance sheet a copy of such reports, if any, as the Club is required to obtain under section 39A of the Act

24. DISPUTES

- i. If any dispute shall arise between a member or person claiming through a member or under the rules, or any person aggrieved who has ceased to be a member, or any person claiming through such person aggrieved and the Club or any officer of the Club it shall be decided by reference to arbitration.
- ii. Five arbitrators shall be elected at a General Meeting, none of them being directly nor indirectly interested in the funds of the Club. The complaining party to a dispute or someone appointed by him shall draw three names out of the five by lot in the usual way and the three arbitrators whose names are first drawn shall decide the dispute.

- iii. In this rule the expression 'dispute' includes any dispute arising on the question whether a member or person aggrieved is entitled to be or continue to be, a member or to be reinstated as a member but, save as aforesaid, in the case of any person who has ceased to be member, does not include any dispute other than a dispute on a question between him/her and the Club or an officer thereof, which arose whilst he was a member or arises out of his previous relation as a member of the Club.

25. DISCIPLINARY CODE

- i. From time to time, it may be necessary to take disciplinary action in regards to complaints made against Members or their partners. When this arises, it will be dealt with as follows: -
- ii. All complaints and suggestions must be made in writing, signed by the Complainant and addressed to the Committee.
- iii. The Committee will meet to discuss the complaint.
- iv. The members making the complaint will be interviewed by the Committee.
- v. The member or their partner complained about will be informed about the nature of the complaint and be interviewed by the Committee regarding the complaint.
- vi. The Committee will then come to a judgement on the complaint. If they do not hold up the complaint they will inform both parties and the matter will end there.
- vii. If the Committee uphold the complaint, it may be dealt with in any of the following manners: -
 - a. No further action
 - b. A verbal warning as to future conduct
 - c. A written warning as to future conduct
 - d. A final warning as to future conduct
 - e. A temporary suspension of membership
 - f. An expulsion from the Club membership
- viii. Appeals Procedure
 - 1. Every member has the right to appeal against the following categories of disciplinary action:
 - a. Final warning
 - b. Temporary suspension of membership
 - c. Expulsion from Club membership
 - 2. When a member wishes to make an appeal, it must be lodged by the member with the Secretary in writing within 5 working days of the member being informed of the disciplinary action.
 - 3. The member's written appeal must state his/her reasons for appealing along with any new supporting evidence.
 - 4. An appeal panel will be made up of two committee members who were not involved in the original process.
 - 5. The member will be required to attend an appeal meeting and may be accompanied by another member. This must be requested at the time of the written appeal.
 - 6. The member accompanying the appealing member may ask questions but cannot answer questions on his/her behalf.
 - 7. Whenever practicable the appeal will be heard within ten working days of receipt of the appeal letter.
 - 8. The member will be informed in writing of the appeal panel's decision within 7 working days of the meeting.
 - 9. The decision of the appeal panel will be final, and the matter will then be closed.

26. APPLICATION TO THE REGISTRAR

- i. One fifth of the total number of members, or if the number of members is 1000 or more, then such number of members as is prescribed by the Act, by an application in writing to the Chief Registrar signed by them in the forms respectively provided by the Treasury Regulations in that behalf, may apply: -
 - a. for the appointment of one or more inspectors to examine into and report on the affairs of the Club
 - b. For the calling of a Special Meeting of the Club

27. VOLUNTARY DISSOLUTION

- i. The Club may at any time be dissolved by an instrument of dissolution approved by a special resolution of the Club.

28. DISTRIBUTION OF SURPLUS ASSETS ON DISSOLUTION

- i. Upon the dissolution of the Club by consent any surplus remaining, after payment in full of the Club's creditors, shall be divided in equal shares among those members who are members at the date the instrument of dissolution was approved by special resolution.

29. NOTICES

- i. All summonses and notices shall be deemed to have been duly served if delivered at or sent by post addressed to the last known address of the member or person for whom they are intended.

30. COPIES OF RULES

- i. The Secretary shall be supplied by the Committee with copies of these rules and shall deliver to every person, on demand, a copy on payment of a reasonable fee.

31. AMENDMENT OF RULES

- i. No new rule shall be made, nor shall any of the rules herein contained or hereafter to be made be amended or rescinded unless with the consent of a majority of those members present at a general meeting of which notice has been given, specifying the intention to propose such new rule or amendment.
- ii. No new rule or amendment of rule is valid until registered.
- iii. Propositions for amendments of rules must be submitted in writing to the Secretary who shall post them in the Clubroom at least 14 days prior to the General Meeting to which the amendment is to be presented.

32. HOURS OF OPENING AND CLOSING

- i. The Club shall be opened and closed at such hours as may from time to time be fixed by the Committee and posted in the Club premises.
- ii. The permitted hours shall be such as may from time to time be determined by the Committee in accordance with the provisions of the Licensing Act 1977 and as subsequently amended and as notified to the Magistrates Clerk.

33. INTERPRETATION

- i. In these rules, unless the contrary intention appears: -
 - a. Words in the singular shall include the plural and words in the plural shall include the singular.

- b. The Act' means the Friendly Societies Act 1974 (as amended by the Friendly Societies Act 1992) and any Acts or subordinate legislation (including the Deregulation (Industrial and Provident Societies) Order 1996) amending or substituted for it and for the time being in force and unless the context otherwise requires expressions used in these Rules which are in the Act shall have the same meaning as they have for the purposes of the Act
- c. 'The Rules' means these rules of the Blackwell Club