

RULES OF THE
COULSDON BRANCH
COMRADES OF THE GREAT WAR
CLUB LIMITED



All previous Rules rescinded

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COULSDON BRANCH COMRADES
OF THE GREAT WAR
CLUB LIMITED**



1. Name and Objects

The Society (hereinafter called the "Club") shall be named the **Coulsdon Branch Comrades of the Great War Club Limited**, and its objects are to carry on the business of Club Proprietors by providing for the use of members the means of social intercourse, mutual helpfulness, mental and moral improvement, rational recreation, and the other advantages of a Club; also further to advance that comradeship which sprang up whilst serving their country.

2. Office

The Registered Office shall be in England and shall be at Comrades Hall, 194 Brighton Road, Coulsdon, Surrey CR5 2NF. In the event of any change in the situation of the registered office, notice of such change shall be sent within 14 days thereafter by the Secretary to the Registrar in manner and form provided by Treasury regulation.

3. Seal of the Club

The Club shall have its name engraved in legible characters upon a Seal.

The Seal shall be in the custody of the Secretary or such other Officer as the Committee appoint, and shall be used only under the authority of a resolution of the Committee; the date thereof shall be mentioned on the instrument to which the Seal is attached, and shall be attested by at least two officials and countersigned by the Secretary.

4. Use of Name

The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on, 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, invoices, receipts and letters of credit of the Club.

5. Power

The Club shall have full power to do all things necessary or expedient for the accomplishment of all objects specified in its rules, including the power to purchase, hold, sell, mortgage, rent, lease or sub-lease, lands of any tenure, and to erect, lease, sub-lease, pull-down, repair, alter, or otherwise deal with any building thereon.

ADMISSION OF MEMBERS

6. Shares

Shares shall not be withdrawable, and shall be of the value of 5p, 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 5p on ceasing from whatever cause to be a member.

7. Qualification for Membership

The following shall be eligible for membership:-

(1) All ex-Service personnel, serving Service personnel who have attained the age of 18 years and members of H.M. Reserve or Auxiliary Forces who have completed at least one term of engagement during which they have received not less than seven days' pay, hereinafter referred to as "(a) members".

(2) All non-ex-Service personnel, hereinafter referred to as "(b) members".

Every applicant for (a) or (b) membership must sign an Application form for one share of the value of 5p, and must sign such (if any) declarations of his concurrence with an adherence to the purposes of the Club as shall be required by the committee.

The present name, address, email address and occupation of each candidate, together with their last regiment (if Army), last ship (if Navy), or last unit (if R.A.F.) shall be supplied with the application and shall be posted up in the Club at least seven days prior to his name being submitted to the Committee for their election. Every member shall be supplied on election with a copy of the rules at cost price, or 10p, whichever is the less.

An applicant for membership must have received advice in writing or email from the Secretary that their application has been accepted by the Club before they can be deemed to be a member.

8. Temporary, Life, Associate, Overseas & Business Members

(1) TEMPORARY MEMBERS

Friends of members whose permanent residence is not less than

10 miles from the Clubhouse, and who are temporarily in the district, may, at the discretion of the Committee and subject to the approval of the members, be admitted to the Club for a period not exceeding one month on payment of such a fee as agreed by the Committee from time to time. Temporary members shall not be supplied with intoxicants for consumption off the premises. Temporary members shall have the same rights and privileges and be subject to the same rules and by-laws as other members, except that they must not attend any general or business meetings of the Club nor introduce visitors. The Committee have the power to refuse the admission of temporary members in such cases and to limit their admission at such times and to such part of the premises as they deem necessary to the interests of the Club, and notice of such limitations shall be posted inside the Club.

(2) LIFE MEMBERS

The Committee may, from time to time, at their discretion, elect as Life Members, any member who has been a member of the Club continuously for not less than 20 years and has reached the age of 65 years. The Committee may also recommend for acceptance as a Life Member to a General Meeting, any member who by act or deed has given service deemed to be worthy of special recognition. Life Members shall not pay annual subscriptions and shall retain all the privileges of their previous class of membership.

(3) ASSOCIATES – NON VOTING MEMBERS

An applicant may apply to be an associate of the club on Application proposed and seconded by two members and on payment of an annual subscription determined by the Committee from time to time the application must be posted up in the Club for at least seven days. The Committee must approve the associate and the applicant must be over 18 years of age.

Associates shall have the same rights and privileges and be subject to the same rules and by-laws as members except they must not attend Annual General Meeting or Special General Meeting nor are they allowed to participate in any matters concerning the management of the Club. Associates must not introduce guests.

Existing full members cannot transfer their Membership to become an Associate. An Associate can apply for full membership at any time under Rule 7 subject to them paying a joining fee and full subscription.

The number of Non-Voting Members shall not exceed 15% of the total membership.

(4) OVERSEAS VISITORS

Overseas visitors may be introduced by a member as a Temporary Associate for a period of three months at the discretion of the Committee on payment of such fee as agreed by the Committee from time to time.

(5) BUSINESS MEMBERS

The Committee can grant Business Membership to local members of the Business community allowing them restricted access to the Club. Applicants for Business Membership will be dealt with in the same way as full members. Access times to Business Members will be from 12 noon until 4pm Monday to Friday. Business Members have no access to the Club at any other time unless as a guest of a full member. Business Members have no voting rights and they cannot attend a General Meeting of the Club or hold an Office of the Club. Business Members can introduce guests under conditions set down in Rule 32. Business Members must obey all Rules and Bylaws of the Club whilst using the facilities of the Club. Business Members are required to pay an annual fee as determined by resolution of the Committee. Existing full members cannot transfer their membership to become a Business Member. Business Members can apply for full membership at any time under Rule 7.

9. Amount of Subscription

All (a) and (b) Members shall pay a joining fee and an annual subscription as determined by the Committee from time to time. The joining fee and the annual subscription 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 the annual subscription shall be payable on the first day of each January.

10. Arrears of Subscription

Any member who has not paid his subscription one calendar month after it has become due, shall cease to be a member. The Secretary shall post in the Registered Office, within five days, a list of the names of those persons who cease to be members. The Committee, on receiving information in writing addressed to the Secretary that any member has been unable to pay his subscription owing to want of work or other good cause, may at its discretion direct his name to be omitted from such list, in which case, such member shall not forfeit the privileges of membership.

11. 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 notify the Club of such change.

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.

12. Cessation of Membership

Members shall cease to be members:-

- (a) By non-payment of subscription.
- (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 subscription due up to the date of its taking effect.

13. Committee may Expel from Membership

The Committee shall have power to reprimand, suspend, for a period not exceeding six 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 them unfit for membership; but no member shall be suspended or expelled without being first summoned before the Committee to explain their conduct and opportunity given to advance a defence, nor unless a majority of two-thirds of the Committee then present shall vote for their suspension or expulsion.

Every member so summoned shall receive at least three clear days' notice in writing from the Secretary; such notice shall contain a statement of the charge brought against them.

A suspended member shall remain liable to pay their subscription.

14. Right of Appeal

A member suspended or expelled shall have the right to appeal only to an Extraordinary General Meeting under the conditions prescribed in Rule 30.

No appeal shall be heard unless application be lodged in writing to the Secretary of the Club within twenty-eight days after written notice of suspension or expulsion has been served upon the member, together with a deposit in the sum of £5.

The Extraordinary General Meeting shall have full power to alter or rescind such suspension or expulsion as they may think fit, and there shall be no appeal from their decision.

15. Meetings

GENERAL MEETINGS

(1) A General Meeting of the members shall be held in March in each year, on a date to be fixed by the Committee, of which at least seven days' notice, with an agenda of the business to be conducted at such meeting, shall be posted in the Club, to receive a Statement of Accounts and Balance Sheet and the Report of the Auditor if required by law for the previous twelve months 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, at least seven days before the date of such meeting; and at the Annual Meeting a Report by the Committee, for the year, shall be presented.

SPECIAL GENERAL MEETING: HOW TO BE CALLED

(2) A Special General Meeting shall be called by the Secretary in the following cases:-

(a) Upon the direction of the Committee, and in accordance with such direction.

(b) On a requisition, signed by one-seventh of the financial members or thirty such members, whichever is the less, stating the special object thereof, and accompanied by a deposit of an amount calculated at the rate of £5 for every person signing, to be paid by one of such persons. Such meetings shall be held within not less than 14 days and not more than 21 days from the date of the receipt by the Secretary of the requisition.

(c) As mentioned in Rule 17, Section (3).

NOTICE TO BE GIVEN

(3). Notice of any Special General Meeting, and of the objects for which it is called, shall be posted by the Secretary in the Club House at least ten days prior to the date of the meeting, except in the case of a Special General Meeting called by the Secretary under the provision of Rule 17, Section (3). Should the Secretary not convene a Special General Meeting in the manner required hereby for seven clear days after a duly signed requisition has been delivered to him, any of the requisitionists may call such meeting, giving such notice as is provided by this rule.

BUSINESS

(4). No other business than that named in the notice shall be brought before a Special General Meeting.

FORFEIT OF DEPOSIT

(5). If by a resolution of a Special General Meeting which has been called upon requisition, it shall appear that in the opinion of such meeting it has been called for a frivolous purpose, the deposit shall be forfeited to the funds of the Club or as the meeting shall direct, otherwise it shall be returned to the depositor.

QUORUM

(6). 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 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. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

ADJOURNMENT

(7). Any General Meeting, duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

RESCINDING RESOLUTIONS

(8). No resolution passed by a General Meeting or a Committee Meeting shall be rescinded, unless notice has been given at a previous General or Committee Meeting, as the case may be.

VOTING

(9). Every member present at a General Meeting (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.

16. Rules

SUPPLY

(1). 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, together with copies of registered partial amendments on such payment (not exceeding 10p) as the Committee may from time to time determine.

AMENDMENT

(2). 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 a majority of at least two-thirds of the members present at such a meeting. No amendment of the rules is valid until registered.

BY-LAWS

(3). The Committee shall have power to make such By-laws as it may consider necessary for the good government and order of the Club, provided that no such By-laws shall conflict with any of the Rules. A copy of all such By-laws shall be posted in a conspicuous place within the Club House.

17. Committee POWERS OF COMMITTEE

(1). The Committee shall consist of the President, one Vice-President, Treasurer and seven Committee members above 21 years of age. The Committee shall control the management of the Club, and shall have exclusive power to appoint and remove and fix the remuneration of the Secretary, and to engage or dismiss and fix the remuneration of any paid servants. It shall have the power to purchase such articles and do all such things 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 nothing in these rules shall enable the Committee to declare any dividend or make any monetary grants to the members, or to apply the Club funds except for the purposes of the Club itself, and for the purposes specified in Rule 24. 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 to part with its absolute control and that of the Club members over the supply of excisable articles to the Club; it shall meet fortnightly for general business and the President, or in their absence the Vice-President, or in their absence an elected Chairperson shall preside, and shall have a casting vote, in addition to their vote as a member, and not less than one-half of the total number of the Committee shall form a quorum. No resolution of the Committee shall be rescinded, unless notice to rescind has been given at the previous meeting of the Committee.

RETIREMENT, VACATION OR CESSATION OF MEMBERSHIP

(2). Any Committee member not attending for three consecutive meetings shall, unless they send an explanation which the Committee consider satisfactory, cease to be a member of the Committee. Any Committee member who shall cease to be a financial member, or whose name should properly appear in the list mentioned in Rule 10 of persons who have ceased to be members, or who is suspended under Rule 13, or who shall cease membership of the Club by any reason, shall vacate his seat. Any vacancy so occurring, or by any other cause, may be filled by the Committee. The senior Committee member, which shall mean those who were elected before the date of the last election, shall retire every twelve months, but shall be eligible for re-election. A Committee member accepting nomination for election as an Officer of the Club and any member selected to fill a vacancy shall retire with the senior part. Where this rule does not apply, the retiring Committee member shall be selected by ballot by the Committee.

REMOVAL OR RESIGNATION

(3). The Committee or any Member or Members thereof except the President, Vice-President and Treasurer may be removed by a majority of two-thirds of the members present at a Special General Meeting called for that purpose. In the event of the removal or the 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 to be called by the Secretary. The times and notices required by Rule 15 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.

FINANCE AND SUB-COMMITTEES

(4). The Committee shall, at the first meeting following each election, select a sub-Committee, to be called the Finance Committee. It shall consist of three persons exclusive of the honorary officers (who shall be entitled to attend this Committee and take part in the proceedings). It shall be the duty of the Finance Committee to take a record of the stock of goods held by the Club on the first convenient day of each month, either by themselves or by an agent duly appointed for that purpose; 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 whether such stock vouches the correctness of the returns made to the Club by the Steward, and whether the demands are in order and correct. It shall see that the vouchers are produced by the Secretary for all payments made by

him or by order of the Committee; and it shall especially be the duty of the Finance Committee to report to the next meeting of the whole Committee whether the Secretary's cash book has been duly made up each week and the amount there shown as standing to the credit of the Club appears also in the Treasurer's book or books, 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. The proceedings of the Finance Committee shall be recorded by the Secretary in a minute book kept for that purpose. All cheques drawn upon the Club's account shall be signed by at least one member of the sub-committee other than an honorary officer.

The Committee may appoint sub-committees as occasion requires. Such sub-committees shall be responsible to the Committee, and all moneys voted for the use of or received by the sub-committees shall be dealt with in accordance with Rule 18 (3).

ORDERS

(5). The Committee or any Officers authorised by them shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club; but nothing in this rule shall empower the Committee to incur expenditure except such as is consistent with the purposes for which the Club is established.

No officer of the Club shall by virtue of his appointment have power to order goods or dispose of the funds of the Club. No officer shall supply goods to the Club. No goods shall be supplied, nor any contract for work to be done for the Club entered into, nor any office of salary or profit be held by any member of the Committee, unless authorised at a General Meeting called within the provisions of Rule 15. But nothing in this rule contained shall invalidate any payment made to the Secretary of the Club by way of honorarium for his services, in the event of the Secretary being for any length of time (during which he performs the duty of Secretary) a member of the Committee.

18. Officers

The Officers of the Club shall consist of a President, Vice-President, Secretary and Treasurer. The President, Vice-President and Treasurer shall have been financial members for not less than five years and should have served a term on the Committee, at the date of nomination for election (Rule 29, Section (1)), elected by ballot in the week (or succeeding week) following the General Meeting held in March, and who shall remain in office until their successors are appointed. Any of the officers 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.

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 General Meeting. An officer shall vacate his office if suspended from membership under Rule 13, or on ceasing membership from any cause.

The officers of the Club, other than the Secretary, shall receive such honorarium (if any) as the Committee or a General Meeting of the members may from time to time determine. And every officer or servant dealing with the moneys of the Club shall enter into a bond with a recognised guarantee society for the due performance of his duties in such sum as the Committee or a General Meeting of the members may determine.

PRESIDENT

(2). The President shall take the chair at all meetings of the Club, or of any Committee held under these Rules, and have a casting vote, in addition to his vote as a member, in the event of equality of voting, as provided in Rule 17. In his absence the chair shall be taken as provided in Rule 17 (1).

TREASURER

(3). The Treasurer shall be responsible for the paying into the bank of 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.

SECRETARY: GENERAL DUTIES

(4). 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. The Secretary shall carry out the directions of the Committee, and, subject to such direction, shall receive moneys on account of the Club, and to pay the same to the Treasurer, and keep such accounts as the Committee may direct. The Secretary shall attend all meetings, take minutes of the proceedings, prepare balance sheets and submit the same to the Finance Committee.

19. Annual Returns

ANNUAL RETURN

(1). Every year not later than 30th September the Secretary shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to the Club's affairs for the period required by the Act to be included in the return, together with:-

- (a) a copy of the report of the Finance Committee on the Club's accounts for the period included in the return and
- (b) a copy of each balance sheet made during that period and the report of the Finance Committee on the balance sheet.

COPIES TO MEMBERS

(2). The Club shall supply gratuitously to every member or person interested in the funds of the Club on his application a copy of the last annual return of the Club for the time being together with a copy of the report of the auditor on the accounts and balance sheet contained in the return.

20. Inspection of Books by Members

It shall be the right of any member or person having an interest in the funds, to inspect at the Registered Office or wherever they are kept, the 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; but no person, unless an officer of the Club or specially authorised by a resolution thereof can inspect the loan account of any other member without his written consent. A member may, on giving seven days' prior notice of his reason in writing to the Secretary, inspect the Minutes of any meeting of the Committee. Such notice shall include the date of the meeting. No member, unless with the approval of the Committee, may inspect the Minutes of any meeting on more than one occasion.

21. Loans and Loan Stock

LOANS

(1). The Committee may obtain advances of money for the purposes of the Club from members or others upon the security of bonds, or agreements, or promissory notes, or from members only upon the security of certificates of indebtedness on account of loan stock as provided hereafter. The total amount so obtained shall be any amount not exceeding £150,000, as may from time to time be fixed by any General Meeting. The Committee may take any such loan on such terms as to the

rate and manner of repayment as it thinks fit; but the rate of interest agreed to be given on any such advance shall not exceed £5 per cent, per annum or £1 per cent, per annum above the Bank base lending rate, whichever is the higher (except monies borrowed by way of a Bank Overdraft or by way of a Mortgage of the Club's premises). Any bond of the Club may be made a specific charge upon the lands of the Club specified therein or in any schedule thereto, but a separate register shall be kept of all such bonds. All such securities shall be made in such form, and shall be signed on account of the Club by such persons as the Committee may from time to time direct.

LOAN STOCK

(2). Any amount of loan stock for sums of 50p, or multiples thereof, being within the total limit mentioned in the preceding rule, may be issued by the Committee to members only subject to the conditions following:-

- (a) It shall not confer a right to demand payment of the principal from the Club, unless the interest be not paid within one month of a demand made in writing.
- (b) It shall be secured by certificates of indebtedness under the hands of two members of the Committee and the Secretary, stating the amount of loan stock standing to the credit of the respective holders.
- (c) It shall bear interest at the rate prescribed in Section (1) of this rule.
- (d) The Secretary shall keep a register of the holders of loan stock for the time being, containing such particulars as the Committee may from time to time direct.

TRANSFER OF LOAN STOCK

(3). A certificate of loan stock may be transferred by a form containing such particulars as the Committee direct. A fee of 2½p shall be paid by the Transferor upon each transfer. A register of all transfers, containing such particulars as the Committee direct, shall be kept, but no transfer shall be registered unless it is properly stamped, or if made by a member indebted to the Club, without special order of the Committee; and until the transfer of loan stock is registered no right shall be acquired against the Club by the Transferee, nor shall any claim of the Club upon the Transferor be affected.

REPAYMENT OF LOAN STOCK

(4). Subject to the payment of, or a sufficient provision for, all subsisting claims on the Club, the Committee may from time to time

apply any moneys which they cannot profitably invest, to pay off the loan stock holders in the order in which they are entered on the register, or in exceptional circumstances in such order as the Committee may decide. If a loan stock holder, who has received notice that the Committee is prepared to pay him off, leaves the sum to be thus repaid in the hands of the Club, he shall not be entitled to any interest thereon after the expiration of the time named in the notice of repayment.

Deposits

(5). The Committee may receive any sums of money within the total limit mentioned in Rule 21 (1), from members or others on deposit at interest, repayable on such notice, being not less than 14 days clear, as they arrange from time to time, provided that such deposits shall be received in instalments of not more than £2 in any one payment, or more than £50 in all from any one depositor.

22. Audit

(1) The members shall vote annually, as allowed by the Deregulation (Industrial and Provident Societies) Order 1996, at the Annual General Meeting, to have, when necessary in law or where membership require, an Audit carried out by a registered auditor, or unaudited accounts where the conditions of such prevail and the preceeding year of accounts had a turnover and assets are within the threshold.

If a full audit or report is required, a person who is a qualified auditor under Section 7 of the Friendly and Industrial and Provident Societies Act 1968 shall be appointed.

The qualified or lay auditors, if so appointed, shall not be officers or servants of the Society and nor shall be partners of, or in employment of, or employ, an officer or servant of the Society.

Lay auditors shall be chosen by the Committee of Management from the general membership and/or others.

If the membership vote for unaudited accounts, the Societies' Income/Expenditure Ledger shall be scrutinised by the Secretary and Committee Members only and signed, as a true record by the Secretary and two committee members or such member as may be required by legislation. An Income/Expenditure report will be prepared to present to the Societies' members at each Annual General meeting.

23. Nominations and Proceedings on Death, or Bankruptcy

Upon a claim being made by the personal representative of a deceased member of the trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member

the Committee shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

A member may in accordance with the Act nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of his property in the Club at the time of his death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination the Committee shall if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder.

24. Profits

An Annual General Meeting may resolve to apply the whole or any part of the profits in any of the following ways:

- (a) For providing for the redemption of the loan capital.
- (b) In the interests generally of the members and of all ex-Service personnel.
- (c) In promoting mutual intercourse and united actions between members, or
- (d) for any other lawful purpose, subject to Rule 25.

25. Application of Funds

Except by the dissolution of the Club or as interest on loans, no profits or funds of the Club shall be distributed among the members other than in pursuance of the provisions of Rule 24.

26. Investments

The Committee may invest the funds of the Club in or upon any security, being a security in which Trustees are for the time being authorised by law to invest, for which purpose sections 1 to 6 of the Trustee Investment Act 1961 shall apply as if the Club were a Trustee and its funds were trust property; but not otherwise.

27. Statutory Applications to the Registrar

The Requisite number of members may, in accordance with the provisions of the Act apply to the Registrar;

- (1) For the appointment of an Accountant or Actuary to inspect the books of the Club and report thereon;
- (2) For the appointment of an Inspector to examine into the affairs of the Club and report thereon;
- (3) For the calling of a Special General Meeting of the Club.

28. 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 Acts.

ADMINISTRATIVE RULES

29. Conduct of Elections

NOMINATIONS

(1) The election of Officers and Committee shall be by ballot. At least two weeks before the date fixed for any ballot, a nomination sheet shall be posted in the Registered Office, by the Secretary, on which all candidates for any office must be entered, and such sheet shall remain open until the expiration of at least twenty-four hours following the general meeting. All members nominated for election shall supply the Secretary with a photograph at least 48 hours before the ballot takes place, for display during elections. Any members shall be eligible for nomination for Committee only after they have been a financial member for at least twelve calendar months' standing and must be proposed and seconded by two financial members, who must themselves sign the nomination sheet. A member of the Committee who accepts nomination for election as an officer of the Club shall retire with the senior committee members. No member shall hold more than one office. All (b) members shall be eligible for office or the Committee but shall not exceed the percentage pro-rata of the current membership.

Scrutineers

(2) The ballot shall be carried out under the directions of the Committee by three scrutineers appointed by the General Meeting, but who may not be candidates, members of the Committee or officers.

BALLOT - WHEN HELD

(3) Ballots shall be held during the week following the Ordinary General Meetings or in the succeeding week. Ballots shall remain open during at least three hours on the evenings of two consecutive days, and the result shall be made known by the posting of a notice in the Clubhouse, attested by the signatures of the scrutineers, regarding the number of votes polled by each candidate, and indicating which of the candidates are selected.

WHO MAY VOTE

(4). Each financial member of the Club shall have one vote for each vacancy, but no member may give more than one vote to any one candidate.

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(5). Should the ballot result in two or more candidates receiving an equal number of votes, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed and the President, or in his absence some person appointed by the scrutineers, shall then draw as many slips as there are vacancies to be filled, and the names so drawn shall be declared duly elected.

SCRUTINY

(6). Scrutineers shall, at the conclusion of the ballot seal up the ballot papers and hand them to the Secretary, who shall retain them for seven days. A scrutiny shall take place if a written demand be presented to the Secretary within seven days from the close of the ballot, signed by not less than one-tenth of the financial members of the Club, and a scrutiny shall be carried out by three fresh scrutineers, to be named by the Committee, and their decision shall be final.

30. Settlement of Disputes

All disputes between a member or person aggrieved, who has for not more than six months ceased to be a member, and any person claiming through such member or person aggrieved or under the rules, and the Club, or an official, shall be referred to an Extraordinary General Meeting to be called by the Secretary for that purpose only. The aggrieved person shall be given the opportunity of fully stating his grievance and any officer or member of the Committee and/or person involved shall have the right of reply and state his case. The members shall then vote on the matter and a majority decision shall be final and binding on all parties to the dispute.

31. Misconduct of Members

No gaming (other than that permitted by law), drunkenness, bad language, or other misconduct, shall be permitted on the Club premises. Any member offending under this rule shall be dealt with by the Committee under Rule 13. 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 visiting members. Any member, honorary member or visiting member who contravenes, or attempts to contravene this section, shall be excluded from membership of the Club. Any officer or elected member of the Committee shall have the power to order the

withdrawal of any member offending under any of the heads specified in this rule from the Club premises, and such member shall have no right of re-entry to the Club premises until summoned to meet the Committee as provided in Rule 13. If the next ordinary meeting of the Committee be within less than three days, such member may claim to appear before them and to have his case dealt with, waiving the length of notice required by the said Rule 13.

32. Introduction of Guests

A full member may personally introduce friends as their guests, but no person shall be introduced more than twice within three months, and no full member may introduce more than four friends at any one time. The visitor and full member introducing them shall sign their names in a book kept for that purpose and make payment of such sums as may be decided by the Committee. No full member shall be entitled to introduce a visitor to the Club during the hours when licensed premises are by law closed in the locality. These conditions shall not apply to the introduction by any full member of their established spouse/partner, the admission of whom shall be subject to such regulations as may from time to time be made by the Committee.

The following shall not be admitted as visitors:-

- (a) Former members who have ceased to be members under Clause (a) of Rule 12 other than those who have ceased to be a member under that rule for a minimum of 12 months
- (b) Former members who have been expelled
- (c) Persons who, having been nominated, have been refused membership.

Members must accompany guests introduced by them during the period of their stay in the Club, and no guest shall be permitted to make any payment of any kind whatever, directly or indirectly.

33. Guests and Excisable Articles

If at any time excisable articles shall be provided on the Club premises, then, should any guest pay for refreshment served to them, they shall at once be removed from the Club premises, and the member introducing such guest may be expelled from membership on the fact being duly proved, and it shall be the duty of any officer or member of the Club, becoming aware of such breach of the rules, to report it at once to the Secretary or Committee.

34. Hours of Opening and Closing and Permitted Hour

The permitted hours shall be fixed by the Committee or Bar Committee in accordance with the Licencing Act and posted in the Club.

Signatures of Three Members and Secretary for Registration

1. E. BOLINGBROKE
2. M. NEWLAND
3. D. CROOK
4. S. M. LEYLAND, *Secretary*

INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965

Acknowledgement of Registration of Amendment of Rules

Register No. 8728 R.

The amendment of the rules of the Coulsdon Branch Comrades of the Great War Club Limited to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

25, The North Colonnade, Canary Wharf, London E14 5HS

Date: 30th August 2014

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