

# CARLTON CLUB – MAY 2022

## THE CARLTON CLUB RULES

### 1. Name and Qualification for Membership

The Club shall be known as the “CARLTON CLUB” and is a Social Club, open to members of both sexes of the age of 18 upwards and upwards.

### 2. Trustees

All the funds and property of the Club shall be vested in the Trustees. The funds and property, the subject of the Trust, shall be subject to the disposition of the Committee, the orders in writing of whom signed by the Chairperson for the time being and attested by the Secretary, shall be obligatory upon, and indemnify the Trustees for any sale, purchase, disposition or act done by them in pursuance of such orders.

If at any time the Club, in General Meeting, shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow money for the purpose of the Club, and such amount of money, either at one time, or from time to time, and at the rate of interest, and in such form and manner and upon such security as shall be specified in such resolution, and thereupon the Trustees shall, at the discretion of the Committee, make all such dispositions of the Club property, or any part thereof, as the Committee and Trustees may deem proper for giving security for the amount so borrowed and interest in exchange. All members of the Club from the passing of the resolution, and all members becoming members thereafter shall be deemed to have assented to the same as if they had voted in favour of the said resolution, provided always that the Committee may, and are hereby empowered within the authority of such resolution, obtain temporary loans, or overdrafts with or without security in the ordinary course of the management of the Club. The Trustees shall be appointed from time to time by the Committee.

### 3. Nomination of Candidates

Every Candidate for membership (other than Honorary Members) shall be nominated by two (2) Members of the Club to whom the Candidate must be known personally and who shall be considered responsible for the eligibility of the said Candidate for membership. The nomination of a Candidate shall be sent in writing on the form provided by the Committee, to the Secretary duly signed by the Proposer, Seconder and the Candidate.

### 4. Posting of Nominations

The Secretary, upon receipt of a Candidate’s nomination form, duly completed, shall forthwith post such nomination form on the Club Notice Board at least fourteen days prior to the date of the ballot. No nomination form shall be so posted unless it is countersigned by the Secretary.

### 5. Election of Members

The election of candidates to membership of the Club, which shall be probationary for three (3) months, shall be by secret ballot of the Committee and shall take place on such days and at such time as the Committee shall from time to time appoint. Two (2) objections shall exclude.

### 6. Temporary Members

Candidates for Temporary Membership must be proposed and seconded and sign the nomination form in the usual way as for full membership. They may, however, be elected by any two members of the Committee and may assume temporary membership after a lapse of at least two days from the time that the nomination form is handed to the Secretary. Temporary Members shall have no voting rights at any meeting, no right to nominate candidates, serve on any Committee and Temporary Membership shall be confined to a maximum period of three (3) months in any one period of twelve (12) calendar months.

The A.G.M. of 20.5.14 agreed until further notice that Temporary Members shall be such for an indeterminate period, with natural wastage allowing them to become Full Members and their attendance monitored.

Temporary Members are permitted to sign in 2 (two) guests.

### **7. Honorary Membership**

The Committee may elect as Honorary members of the Club such persons as they shall in their absolute discretion deem fit. Honorary Members, at least two days after election, shall be entitled without payment of subscription, to all the privileges of the Club.

### **8. Rejected Candidates**

No rejected candidate shall be proposed again to enter as a guest into the Club until the expiration of six (6) calendar months from the date of the rejection. If the rejected candidate be again proposed, notice of the previous rejection shall be given by the Secretary to the Committee.

### **9. Conduct**

The Committee shall have the power to warn, suspend or terminate the membership of any Member and exclude any visitor whom it considers guilty of a breach of Club Rules or of misconduct or offensive behaviour to any other Member, visitor or member of staff whether on the Club premises or elsewhere. The Member shall have the right of appeal, in writing, to the Secretary within fourteen (14) days giving the grounds for appeal which should consist only of information or details not available to the Committee previously or argument as to why the penalty imposed is considered inappropriate. Any such appeal shall be heard by an appeals Panel made up of two Club Trustees, two Past Presidents and two Club Members. The result of the appeal shall be notified, by the Secretary, in writing within fourteen (14) days.

### **10. Joining Fee**

The Committee may have power in their absolute discretion, to impose a Joining Fee. Should the Committee impose such Joining Fee it shall apply to all Members who are elected during the ensuing period of one (1) year and shall continue until a formal minute of the Committee shall withdraw the Payment of a Joining Fee.

### **11. Subscription**

The annual subscription, payable by Members, shall be as determined at an Annual General Meeting and shall be payable in advance on the 1st day of April in every year.

The annual income from the subscriptions from full members and temporary members should cover at least 50% of the basic running costs of the Club. The basic running costs shall be determined from the annual accounts – that is, the total of administrative expenses, excluding wages, payroll expenses, functions, subscription TV and depreciation. The Membership to decide the amount of increase to ensure that the basic running costs are covered by annual subscription income.

Any proposal to change the level of subscription should be proposed and seconded with at least the required 14 days' notice (similar to proposals for rule changes).

### **12. Subscription - When to be Paid**

The Joining Fee (if any) and annual subscription shall be payable in advance upon election and the annual subscription is renewable on the 1st day of April in every year. Any candidate elected as a Full Member after the 30th September or the 31<sup>st</sup> December in any year shall pay one half ( $\frac{1}{2}$ ) or one quarter ( $\frac{1}{4}$ ) of the subscription levied for that year, as the case may be.

Temporary Membership subscription, to be set at the discretion of the Committee, shall be payable in advance. If any Member shall be a Debenture Holder he shall, in certain circumstances, be exempt from an annual subscription as follows: If he be the holder of one Debenture of £50 he shall be exempt from his personal subscription. All such exemptions shall be for such time only as a Member be a Debenture Holder and are personal to that Member and not transferable.

### **13. Redemption of Debentures**

In the event of the death of a Debenture Holder, his legal beneficiary, at the discretion of the Committee, shall be reimbursed by the Club, providing the profit of the Club permits. Such payments shall not exceed two (2) redemptions in any one (1) Club financial year. Any Debenture redeemed in this way may be purchased by the Club or disposed of.

### **14. Newly Elected Members**

No newly elected Member shall be permitted to use the Club premises until the Joining Fee (if any) and first (1st) subscription be made. In default of payment within one (1) month of the date of election, the election of such Member, shall, if the Committee so decides, become null and void.

### **15. Penalties**

No Member shall be entitled to vote until he/she shall have paid his/her subscription for the current year. If any Member shall fail to pay his subscription by 1st May then he/she shall cease to be a Member and shall be advised by the Secretary accordingly unless otherwise decided by the Committee.

### **16. Ex-Members**

No ex-Member shall have any claim upon the Club nor shall he/she be entitled to have any part of his/her subscription for the current year returned to him/her.

### **17. Constitution of Committee**

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and a Committee of seven (7) members plus the immediate Past President who becomes a member of the Committee for the year following the end of his/her Presidential year. No Committee Member, excluding the President, Vice President, Secretary and Treasurer, shall serve for a term of more than five (5) years continuously. Six (6) members of the Committee shall form a quorum.

### **18. The Annual General Meeting and Election of Committee**

The Annual General Meeting of the Members of the Club shall be held before the end of May every year or until government guidelines allow large social gatherings. Notice of such meeting shall be posted on the Club Notice Board and a copy sent to every member of the Club at least fourteen (14) days prior to such meeting. The business of the Annual General Meeting shall be:

- (1) To receive from the Committee a report and a certified statement of accounts for the preceding year.
- (2) To elect a President, Vice-President, a Secretary, and a Treasurer.
- (3) To elect the Committee as aforesaid.
- (4) To consider any resolution concerning the affairs of the Club, of which notice has been given to the Secretary, in writing, at least fourteen (14) days before the date of the meeting and posted on the club notice board. Nominations for Officers or Committee, duly proposed and seconded, must be handed to the Secretary no later than 8pm on 30th April. Nominations will be displayed on the Club Notice Board for a period of fourteen (14) days prior to the date of the Annual General Meeting. At a General Meeting of the Club voting must be confined to Members present and all Members must be entitled to vote and have equal voting rights.

### **19. Duties of Committee, Vacancies, etc.**

All the concerns of the Club shall be managed by the Committee which may appoint such sub-Committees from amongst the Members as it may deem fit and shall have the power to co-opt such members as it deems fit. In the event of any vacancy occurring in the Committee after election at the Annual General Meeting, the

Committee itself shall have the power of filling that vacancy but such vacancy shall not invalidate any acts of the Committee meanwhile. The President, or in his/her absence, the Vice President, a Past President serving on the Committee or either of the other two Club Officers, shall preside/chair at any Club meeting or at any Annual General Meeting or Extraordinary General Meeting of the Club.

The President, or Chairman for the time being, shall have a casting vote in addition to his own vote, wherever there may be an equality of votes. The Committee shall hold a meeting at least once (1) in every month to transact business.

#### **20. Extraordinary General Meeting.**

The Committee may call an Extraordinary General Meeting of the Club by posting a notice (signed by eight (8) members of the Committee) on the Club Notice Board fourteen (14) days prior to the date of such meeting. Such notice shall specify, in the form of a resolution, the object of the meeting. A copy of such notice shall be sent to every Member of the Club. The Committee shall in a like manner, if required to do so by any twenty (20) Members (not being members of the Committee) call an Extraordinary General Meeting and such resolution shall distinctly specify the object for which the meeting is to be called and shall be in writing, signed by the twenty (20) Members and lodged with the Secretary. The business at an Extraordinary General Meeting shall be confined specifically to the object or objects specified in the notice and no resolution shall be submitted unless having reference to the same. At any Extraordinary General Meeting each question shall be decided by a majority of two-thirds (2/3) of those present and voting, and a quorum shall be nine (9).

#### **21. Introduction of Guests**

Members, or their spouse/partner, may introduce friends or guests in their company into such room or rooms as shall from time to time be made available for that purpose by the Committee. The introduction of such guests shall be subject to such regulations as may be made by the Committee from time to time, who may at any time suspend this Rule if the Committee deem it necessary. Members, or their spouse/partner, introducing guests must write their names in the Visitor's Book and sign the entry on entering the Club. Under no circumstances may guests be permitted to remain in the Club if the Member, or their spouse/partner, introducing him or her has left.

#### **22. Opening and Closing of the Bar**

The bar may be opened for sale of intoxicating drinks within the normal licensing hours except that any extension of the permitted hours for the sale of intoxicating drinks may be authorised in pursuance of the provision of the Licensing Act 2003, as amended, or extended by subsequent legislation which the Licensing Authority may from time to time, grant to licensed premises within their jurisdiction. Members of visiting teams and their guests and persons attending bona-fide functions held on the Club premises may purchase liquor for consumption on the premises. The Club house and grounds shall be open during such hours and on such days as the Committee may from time to time decide. In the event of a Private Hire of the Club the Sponsoring Member must always be present at the function in its entirety and be responsible for the conduct of any guests.

#### **23. Cadet Members**

The Committee may elect, in the same manner as full membership, a limited number of Cadet Members. Such Cadet Members must: (1) Be of fourteen (14) years of age and less than eighteen (18) years. (2) Be related to a Full Member. (3) Cadet Members may use the Club premises, excluding the bar, for such hours and for such purposes as the Committee may decide. Cadet Members cannot bring in guests. The Annual subscription shall be as determined by an Annual General Meeting. Upon attaining eighteen (18) years of age, a Cadet Member may apply for Full Membership and, upon acceptance, will be exempt from the Joining Fee.

#### **24. Admission of Children**

Children of Members under Fourteen (14) years of age are permitted to be on the premises provided they are accompanied by an adult Member, who will be responsible for their conduct.

## **25. Bye-Laws**

The Committee may make Bye-Laws for the better administration of the Club. Such Bye-Laws shall have the full force of a Rule and shall be exhibited on the Notice Board provided for that purpose. Any Bye-Law in existence at the A.G.M. shall be an agenda item.

## **26. New Rules**

No new Rule (or alteration of an existing one) shall be made without the sanction or authority of a General or Extraordinary General Meeting, at which not less than 20 members must be present and at which two thirds majority will be required.

## **27. Dress**

Members should dress to a standard acceptable in a Private Members Club - the minimum being clean and casual, except when a form of dress is stipulated for a particular function. Singlets, string vests or sleeveless T-shirts as outer garments are not permitted - with the exception of those engaged in sporting activities on the Club premises. Members are responsible for their guests in this regard.

## **28. Major Club Functions**

The major Club functions, i.e. President's Dinner, Christmas Dinner, Summer Ball and New Year's Eve, and an additional maximum of two other club functions to be determined by the committee, will be 'Ticket Only' functions. The Club will therefore be closed to non-ticket holders for the duration of these functions.

## **29. Membership Level**

- (a) The membership total to be maximised at its present level of three hundred and twenty five (325).
- (b) Any desire by this or any future Committee to increase the membership beyond its present level must first be ratified by the said membership at the Annual General Meeting.

## **30. Membership Cards**

Membership Cards are issued to all Club members as a means of identifying present members. The cards must be presented, when purchasing, to obtain Members' benefits. The cards are not transferable and cannot be used by any person other than the Member named thereon. Lost cards can be replaced at cost price to the Member. A Member's spouse/partner can purchase a card at cost price. The Membership card is to be used for entry into the Club.

The new members' card to have the facility for a member to make a prepayment on the card to cover purchases made over the bar. The prepayment will be on a voluntary basis, as will the amount of money a member wishes to put on the card. A prepayment as part of the payment for the annual subscription may also be permitted if determined by a proposition on level of subscriptions at an AGM.

The use of the membership Card cannot be further extended than its present use, without a vote from the Membership.