

ALVINGHAM SOCIAL CLUB

RULES (revised Nov 2015)

1. The name of the club is Alvingham Social Club.
2. The objectives of the club are to provide opportunities for recreation, social intercourse and refreshment for the benefit of its members at Alvingham Village Hall.
3. Candidates for membership must supply their full name and address on a membership application form to any member of the Committee for discussion at the next meeting. The applicant shall then be proposed and seconded by members of the Committee and until such time as elected as a member shall not be entitled to any of the privileges of the club.
4. Candidates for membership shall be over 18 years of age and elected by the Committee at its sole discretion.
5. The management of the club shall be entrusted to a Committee consisting of the Chairman, Secretary, Treasurer and other members of the club elected annually at the Annual General Meeting.
6. **The Committee shall meet once per calendar month, or at such other times when a quorum of 6 can be met.**
7. The Committee shall have sole discretion to fill any casual vacancy among the officers and the Committee. This must be a unanimous decision. Any officer or member of the Committee so appointed shall hold office only until the next Annual General Meeting and shall then be eligible for re-election.
8. The annual subscription shall become due in January each year. Persons elected to membership for part of the year will be charged the annual subscription pro rata. If any member fails to pay his/her subscription within 14 days of it becoming due, a Committee member will issue a reminder. If he/she fails to pay the subscription the Committee shall be entitled to withdraw his/her membership without further notice.
9. The purchase for the club of intoxicating liquor shall be at the discretion of the Bar Manager, Chairman and/or Treasurer. Any changes in ordering policy must be discussed and adopted at a full Committee meeting.
10. No profits or commission arising from the club activities shall be used other than for the benefits of the club, charitable purposes, or reasons chosen by resolution of a General Meeting.
11. Full accounts of the financial affairs of the club, duly audited, shall be delivered to every member with the notice convening the Annual General Meeting.
12. An Annual General Meeting of the club shall be held in the month of November; this not being possible, fifteen months shall not elapse without a General Meeting. At this meeting the following business shall be conducted:

- a) The presentation and (if accepted) the passing of accounts for the previous financial year ending 30th September.
 - b) The election of the officers and Committee.
 - c) Any other business included in the notice of the meeting sent to the members.
13. An extraordinary General Meeting may be convened at any time on the request of a minimum of 30 members. Such request must state the purpose for which such a meeting is required.
 14. The Committee will ensure that a notice of the Annual General Meeting stating full details including the business to be conducted shall be sent to every member a minimum of 14 days prior to the meeting.
 15. The Committee shall have the right at its sole discretion to withdraw the membership of any person whose conduct, in the opinion of the Committee, renders him/her unfit for membership. The said member shall be informed of the complaints made against him/her not less than seven days before the next meeting of the Committee in order that he/she may attend to answer the complaints. At least two thirds of the Committee present must vote in favour of his/her expulsion and no membership shall be terminated without first having the opportunity of appearing before the Committee.
 16. The Chairman of the club shall preside at all meetings. In the event of inability to be present, the vice Chairman will preside over the meeting.
 17. Any member shall be entitled to introduce a maximum of 2 guests on any one day. The same guests shall not be admitted more than 6 times in any year. No person whose application for membership has been declined or who has been expelled shall be introduced as a guest. The member introducing the guest shall enter the name and address of the guest together with his/her own name in the guest book which shall be kept in the club house. A guest fee will be charged. **For specified events e.g Open Mic night, guests will be signed in 'on block'.**
 18. **The Club shall be open on Friday and Sunday** of each week in accordance with permitted hours and as authorised by Law.
 19. The Committee shall consist of a minimum of 70% members from Alvingham and North Cockerington.
 20. No alteration or addition to these rules shall be made except by a resolution of at least two-thirds of the members present at a General Meeting. Any alteration or addition to the rules will be made available for inspection by the members prior to the General Meeting.
 21. Wage levels for bar staff will be set by a wages committee comprising of 3 responsible business orientated persons – not necessarily members of the Alvingham Social Club. The persons proposed will be elected /re-elected by the Alvingham Social Club Committee at the first committee meeting after the Annual General Meeting.

22. Employees of Alvingham Social Club Bar:

- a) Employees of Alvingham Social Club operating the bar during the opening hours directed by the committee or licensee's, shall not be financially liable for any inadvertent, or wrongful opening hours: any financial penalty incurred would be settled using Alvingham Social Club funds.
- b) Employees of Alvingham Social Club operating the bar **outside** the hours directed by the committee and licensee's shall be held personally responsible for any financial penalty imposed thereof.

23. Children

- i) Children are welcome in Alvingham Social Club under the following conditions
- ii) **Children under the age of 18 are not permitted in the BAR AREA at any time, except for events pre-specified by the Committee**
- iii) Each member may sign in up to 2 guest children (in addition to their own). The guest book will be kept behind the bar..
- iv) Children must be visually supervised at all times by the member concerned
- v) **Supervising members cannot sit in the bar area if their child is under 12 years old.**
- vi) **Supervising members can sit in the bar area if their child is over 12 years old.**
- vii) The safety of the children is paramount, therefore the Car Park is strictly out of bounds and children must be visually supervised within the patio/lawned area.
- viii) Rule contraventions will be tactfully pointed out to the supervising member by a member of the Committee, repeat offenders will be dealt with according to the rules.
- ix) Members proven to be incapable of correct supervision will lose the privilege to bring their own and/or guest children to Alvingham Social Club

24. Membership Numbers

Membership is limited to 300 Adult Members comprising no more than 33% OUTSIDE members (i.e. persons who do not live in Alvingham or North Cockerington) However should a limit of 300 be reached, anyone from Alvingham or North Cockerington who are not already a member will still be allowed to join Alvingham Social Club.

25. Grievance Procedure

Should any member have a grievance, they are requested to put it in writing to the Committee and deliver the letter to the Chairman or leave with the Bar Manager on a normal opening night. The Chairman will read out the letter in open meeting at the next scheduled committee meeting. The committee will then reply in writing to

the member with its deliberations. **Members must not air their grievance directly to any committee member either in the club or outside the club.** Committee members serve on a voluntary basis and should not be harassed over club matters. More importantly any grievance delivered in the correct manner will be heard by ALL the committee members at the same time and dealt with properly.