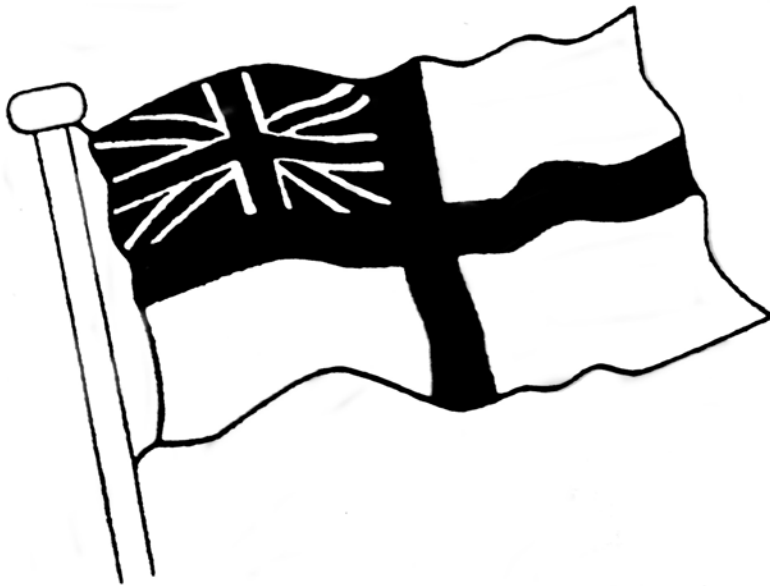


Exeter White Ensign Club

Rules of the Club

As amended April 2012



Chairman Mr G Teal

Secretary Mr Ian Ley

Exeter White Ensign Club Rules

APRIL 2012 (To include amendments March"2005, 2006, 2008 and April 2012)

1. **NAME**

1.1 The name of the Club is the Exeter White Ensign Club

2. **OBJECTIVES**

2.1 The objectives of the club are:

- a. To provide facilities for social entertainment and discussing matters of common interest and to represent the Royal Navy at functions where considered necessary or desirable.
- b. The provision and maintenance of the club house at Trinity House formerly known as Trinity Church South Street Exeter.

3. **OFFICERS**

3.1 The officers of the club shall consist of the President, Chairman, Secretary and treasurer each of whom shall have been a member of the club for a minimum of 3 years before being eligible for office.

4. **MANAGEMENT COMMITTEE**

4.1 The management committee shall be formed and run as follows:

- a. The management of the club shall be entrusted to a committee consisting of the President [non-voting] Chairman, vice-chairman, honorary secretary, assistant secretary, honorary treasurer, assistant treasurer, membership secretary, social secretary bar manager and three other members elected annually at the Annual general meeting by those members of the club entitled to vote.
- b. The committee will meet at least once a month and at such times as the Chairman shall determine and at all meetings of the committee five shall form a quorum.
- c. The committee shall have power from time to time to fill any casual vacancy among the officers or members of the committee. Any officer or member so appointed shall hold office only until the following annual general meeting but shall be eligible for re-election.

5. **MEMBERSHIP**

5.1 There shall be two classes of membership as follows;

5.2 **Full membership:**

- a. A full member is defined as “any person who makes an appropriate application to join the Exeter White Ensign Club and having completed the full procedure for election to membership as *prescribed* in the club rules.
- b. Such persons shall be entitled to use and enjoy, in common with other members, the club premises, all things therein and shall be entitled to vote at all general meetings of the club

5.3 **Life membership:**

- a. Life members can be elected by the committee from within full membership of the club. They shall be deemed to have provided exceptional service to the club. They shall be relieved of all liability to ‘pay subscriptions; they ’ are fully entitled to vote at General meetings of the club.

6. **ELECTION TO MEMBERSHIP**

6.1 The procedure for election to membership shall be as follows:

- a. Every candidate for membership shall be proposed and seconded by full members of the club. The proposal shall be submitted on prescribed forms and passed to the membership secretary.
- b. The membership secretary shall cause the nomination form to be displayed on the club notice board for at least 48 hours. Objections to the nomination from other members of the club must be submitted to the membership secretary in writing within that 48 hour period
- c. Election to membership shall be by the Management committee and the decision is final. No reasons for rejection of an application shall be given except upon written application by the candidate.
- d. No person shall be admitted to either group of membership without an interval of at least 48 hours passing between nomination and admission. New members liable to pay a subscription shall pay the agreed sum to the membership secretary before admission is deemed complete.

7. **SUBSCRIPTIONS**

- 7.1 The annual subscription for members other than honorary members shall be decided at the Annual General Meeting.
- 7.2 Annual subscriptions shall be due on 1st February each year.
 - a. If any member should fail to pay their subscription within one month after it has become due, the matter shall be discussed at the next committee meeting and shall be at the discretion of the committee whether or not to send a reminder.
- 7.3 Applicants for membership being accepted after the commencement of annual subscriptions renewal date shall be charged the following rates: 1st March to 30th September **100%**; Applications received on or after 1st October to 31st January **60%**.

8. **ADMISSION TO THE CLUB**

- 8.1 Admission of members to any part of the club shall normally be on production of a current membership card.
- 8.2 Exceptions shall be
 - a. On those occasions declared "ticket only" by the management committee, entry to all parts of the club will be permitted on production of the authorised ticket for that occasion.
 - b. On recognised activity nights e.g. bingo; skittles darts etc, then the prescribed entrance fee shall be paid at the door by all those that are not members but are actively participating in those activities.

9. **MEMBERS PROPERTY**

- 9.1 The club shall not be responsible for any loss or damage that may occur to any property of members, guests or visitors however caused.

10. **BAR COMMITTEE**

- 10.1 The purchase for the club and the supply by the club of intoxicating liquor shall be at the absolute discretion of a sub-committee of not less than 3 members being members of the club appointed for that purpose.
- 10.2 In the event of any member for any reason ceasing to be a member of the club they shall automatically cease to be a member of the sub-

committee and another member of the club shall be appointed in their place.

11. BAR SALES

11.1 No person shall at any time be entitled to receive at the expense of the club, or any member thereof any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the club, nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the club to members or guests apart from any benefit accruing to the club as a whole and apart also from any benefit which a persons derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the club.

11.2 Intoxicating liquor shall not be supplied or intended to be supplied to members on the premises otherwise than by or on behalf of the club.

11.3 Intoxicating liquor shall not be sold to, or consumed by any persons under the age of eighteen years.

12. FOOD AND DRINK

12.1 No food or drink privately purchased from outside shall be brought into the club for private consumption within the club at any time by anybody.

EXCEPTIONS For special occasions i.e. birthday; wedding; old years' night; retirement parties or association meetings within the club may provide reasonable light foodstuffs for buffet purposes having been sanctioned in advance by the committee.

13. PROFITS

13.1 No money or property of the club or any gain arising from the carrying on of the club shall be applied otherwise than for the benefit of the club as a whole.

14. ACCOUNTS

14.1 Full accounts of the financial affairs of the club, duly sanctioned by independent auditors shall be displayed on the club notice board prior to the Annual general meeting.

15. ANNUAL GENERAL MEETING

- 15.1 An Annual General Meeting (AGM) of the club shall be held in March each year and 15 months shall not elapse without a general meeting. .
- 15.2 At least 14 days notice shall be given to all members stating the business to be transacted at such meeting.
- 15.3 At the Annual General Meeting the following business shall be conducted:
 - a. The presentation and if accepted, the passing of the accounts for the previous financial year ended on the last day of January prior to the meeting which accounts shall first have been audited by independent auditors.
 - b. The election of the officers of the committee.
 - c. Such other business as shall have been communicated to the secretary and included in the Notice of the meeting

16. **EXTRAORDINARY GENERAL MEETING**

- 16.1 An extraordinary general Meeting may be convened at any time and shall be convened within 21 days either by the committee on the requisition of 1/5"of the members of the club for the time being or 30 members whichever is the less. Such requisition must state the purpose for which the meeting is required.

17. **NOTICES AND QUORUM**

- 17.1 The honorary secretary shall, at least 14 days before any General Meeting, display on the notice board of the club a notice of the meeting stating the time and the place where it will be held and the business to be conducted.
- 17.2 The quorum for any general meeting shall be 1/8"of the total of the fully paid up members.

18. **VOTING**

- 18.1 At all meetings of the club each subscribing full member shall have one vote.

19. **CHAIRMAN**

19.1 The chairman of the club shall preside at all meetings of the club but if he shall not be attending within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting the members present shall choose one of their members to be chairman of that meeting.

20. **EXPULSION**

20.1 If the committee propose to expel any member of the club because in its opinion his/her conduct renders him/her unfit for membership the honorary secretary shall give him/her 7 days written notice to attend a meeting of the committee and shall inform him/her of the complaint made against him/her.

20.2 No member shall be expelled without first having an opportunity of appearing before the committee and answering the complaint and he/she may appeal against the committees' decision to a board of inquiry of 5 members who shall not be committee members.

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22. **GUESTS**

22.1 Any full or honorary member shall be entitled to introduce 4 guests into the club.

22.2 No person whose membership has been terminated under Rule hereof or whose application for membership has at any time been rejected shall be admitted as a guest.

22.3 The member introducing a guest shall enter the name and address of the guest together with his own name in a book which shall be kept for that purpose at the club house.

22.4 The guests shall be permitted to purchase intoxicating liquor in the club for consumption on the premises only.

23. **THE WHEELHOUSE**

23.1 Persons other than members shall be allowed to be admitted to the club premises for functions held in the upper floor room provided that:

a. The function is approved by the management committee.

- b. The club on the whole derives benefit from the event
- c. Such functions do not exceed 12 in any calendar year
- d. Such functions are notified in writing to the Chief Officer of police for Exeter not less than 48 hours beforehand.
- e. Intoxicating liquor may be sold by or on behalf of the club for consumption on the premises by persons admitted in accordance with this rule.

24. **PERMITTED HOURS**

24.1 The permitted hours for the supply of intoxicating liquor shall be;

Monday to Saturday 11.00 am to 11.00 pm

Sundays and Good Friday 12.00 Noon to 10.30 pm

Christmas day 12.00 Noon to 03.00 pm and 7.00 pm to 10.30 pm

25. **CLUB AND BAR HOURS**

25.1 The club premises shall be open for such hours as the management committee shall from time to time determine.

25.2 The bar opening and closing times shall be determined by the management committee, within the permitted hours and shall be advertised as such.

25.3 The opening and closing hours shall be:

Monday to Saturday 11.00 am to 2.30 pm and 7.00 pm to 11.00 pm

Sunday Christmas Day and Good Friday 07.00 pm to 10.30 pm

25.4 Requests for alterations to those advertised hours within 25.3 above may only be approved by the management committee.

26. **TRUSTEES**

26.1 There shall be not more than four trustees of the club. The first trustees shall be appointed by the committee and the property of the club (other than cash which shall be under the control of the treasurer) shall be vested in them to be dealt with by them as the committee shall from time to time direct by a resolution (of which an entry into the minute book shall be conclusive evidence).

26.2 The trustees shall be indemnified against risk and expense out of the club property.

26.3 The trustees shall hold office until death or resignation or until removed from office by resolution of the committee who may for any reason which may seem sufficient to the majority of them present and voting at any meeting remove any trustee whereupon the committee may appoint replacement trustees.

27. **POWERS**

27.1 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 for the purposes of the club, such amount of money either at one time or from time to time and at such rate of interest and in such form and manner and upon such security as shall be determined in the resolution and thereupon the trustees shall at the discretion of the committee make all such dispositions of the club property or any part thereof and may enter into such agreements in relation thereto as the committee deem proper for giving security for such loans and interest.

27.2 All members of the club and all persons becoming members of the club after the passing of such resolution shall be deemed to have assented to the same as if they had voted in favour of such resolution.

28. **ALTERATION TO RULES**

28.1 No alteration to these rules shall be made except by a resolution carried by a majority of the members present at a general meeting the notice of which shall have contained particulars of the proposed alteration or addition.

28.2 The honorary secretary shall as soon as possible and in any case within twenty eight days of making such alteration or addition to these rules give written notice to the clerk of the justices, the police and the secretary and solicitor to Exeter City Council.