

**EARLEY HOME GUARD SOCIAL CLUB**

FOUNDED **1944**

22 PITTS LANE

EARLEY

READING

BERKSHIRE RG6 1BT

TEL: 0118 926 5936

[www.ehgsc.co.uk](http://www.ehgsc.co.uk)

ehgsc@hotmail.co.uk

**RULES**

REVISED FEBRUARY 2024

1. **Name**

The club shall be called the Earley Home Guard Social Club.

1. **Address**

The Club shall consist of land, club, building and outbuilding at 22 Pitts Lane, Earley, Reading, Berkshire, or such other place as the majority of members may determine.

1. **Status**

The Club shall be a Members Club and shall be under the control of the Management Committee, elected annually for the purpose. No member shall be elected to the Management Committee unless he or she is a full member and eligible for election. Election to club membership shall be vested solely in the Management Committee and shall consist of males and females not under the age of eighteen years.

1. **Objects**

The objects shall be to carry on the business of a Social Club for its members and their immediate family and shall be non-political and non-sectarian.

1. **Trustees**

Four members of the Club shall be trustees.

1. **Officers**

The Officers of the Club shall consist of President, Chairman, Vice Chairman, Secretary and Treasurer.

1. **Committee**

The Management committee shall consist of the Officers of the Club together with up to ten other members elected at the Annual General Meeting.

1. **Membership**
	1. **Full Membership**

Applicants for full membership must not be under eighteen years of age and shall sign a nomination form, which should be signed by one full member as a proposer and seconder who must have been full members for a period of at least one year and be willing and able to vouch for the candidates’ fitness for membership. In the absence of such a member a member of the Management Committee can complete the form.

The Committee will require the attendance of the candidate and their proposer or seconder, where available to answer any such questions as may be put to them at an interview.

All new full members being elected to membership will be required to pay the annual subscription fixed at an Annual General Meeting and will be issued with a membership card. New members will pay a proportion of the subscription depending on the month of joining. This shall be produced at the request of any member of the Management Committee or staff member

Partners of members will be required to pay an annual subscription in their own right or a joint membership at a reduced rate. Seniors and their partners will be required to pay an annual subscription of no more than 80% in their own right or a joint membership at a reduced rate.

All full members can attend meetings, stand for election to the Management Committee or vote on Club Matters.

Members` sons or daughters can apply to become full members at the time of their eighteenth birthday. If they do not choose to become a member, they can only be permitted entry to the Club as a guest

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**b. Life Membership**

This is awarded by the Committee of the day to members who have performed valuable service to the Club. Such persons shall be entitled to all the privileges of membership but shall be relieved of all liability to pay subscriptions.

 **c. Honorary Membership.**

The Management Committee may admit to honorary membership, widows of past members and persons that they consider qualify by virtue of their services to the Club or for any other reason agreed in Committee.

 On request a membership card will be issued to each honorary member.

Such members shall not be entitled to attend meetings, vote, or stand for election.

The number of honorary members must not be in excess of fifteen per cent of the number of full members.

 They may sign in guests

**d**. **Staff Members**

Members of staff will automatically become temporary honorary members but that will cease when they are no longer employed by the Club. They may bring in guests and sign them in when they are not on duty.

The Steward or Bar Manager may not be a full member of the club unless they were a member prior to appointment.

**Normal club rules apply to all membership categories**

**e. Members Conduct**

If in the opinion of the Committee the conduct of any member, either inside or outside the Club, is such as to cause injury to the Club`s reputation or is against the interests of the members they may, as they think fit, suspend that person from membership or warn the member as to their future conduct. Where the membership is suspended, the Secretary shall send notice of the suspension to the home address of the member and shall summon them to attend before the Committee to explain their conduct. If the committee on hearing any evidence that may be called, and after affording the member a fair and honest hearing, may reinstate the suspended member, or if it decides that the offence is of a serious nature, they may either suspend that member for a period of not less than three months, or more than twelve months, or immediately terminate that person’s membership without refund of their subscription.

Should the member fail to appear before the Committee or give suitable reason for their non-appearance, their case can be proceeded with and dealt with by the Committee in their absence.

The decision of the Committee shall be notified by the Secretary in writing to the member within seven days.

Any person, whose membership is terminated under this Rule, shall immediately be excluded from the Club premises, and shall have no claim against the Club, the Committee, or any member thereof.

The decision of the Committee under this rule shall be final, unless any member who is expelled or suspended under this Rule, shall, within twenty-eight days of having been notified in writing of the decision of the Committee, lodge a written appeal to the Secretary.

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1. **Membership is Terminated**
2. On resignation
3. On non-payment of subscription
4. On expulsion - Rule 8e

**9. Subscription**

(a)Annual subscriptions, inclusive of VAT, shall be payable on election to membership and subsequently each year on November 1st.

All senior citizens over State Pension Age will pay a reduced rate of no more than 80% of the full membership fee.

(b) Any member failing to pay their subscription by November 30th in the year in which that subscription is due shall cease to be a member except in exceptional circumstances and at the discretion of the Management Committee.

(c) For life and honorary members there shall be no subscription.

(d) New members shall pay a proportion of the annual subscription depending on the month of joining.

(e) A suspended member shall remain liable to pay their subscription when due but shall not be permitted to use any of facilities of the Club nor take part in the affairs of the Club.

(f)Every member shall produce their card whenever called upon to do so by any person authorised by the Committee.

(g) A record of members will be kept on the Club premises and membership will be updated annually with a receipt.

(h) Change of address shall be given to the Secretary in writing, and until such notice is given, all communications sent to last address shall be deemed to have been served.

**10. Committee**

The Management Committee shall have the entire control of the management of the Club, except in those matters reserved under the Rules of the Club in General Meetings.

 The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce rules, impose fines, and make such by-laws and vary or revoke such by laws (not consistent with these rules) for the regulation of the internal affairs of the Club and the conduct of members. Until revoked all by-laws shall be binding on the members.

 The Management Committee may obtain advances of money for the purpose of the club from members and others. The Committee may take any such bond or loan on such terms as to the rate and manner of repayment as it thinks fit, subject to Trustees approval.

 The social, bar and finance, house and such other sub- committees as may be deemed necessary, shall be formed from the Management Committee; the Officers being ex-officio members of each sub-committee.

 The Management Committee shall meet as often as may be necessary and the quorum shall be one half of the total current committee.

 Any member failing to attend three consecutive meetings of the Committee without an apology shall be deemed to have resigned.

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**11. Election of Committee**

Election of Officers and other members of the Committee of Management shall be at the Annual General Meeting of the club.

 Every candidate for office shall be proposed and seconded by two members entitled to vote. They must have been a member of the club for at least one year. Their current subscription must have been paid. Nomination forms will be sent during October and should be returned to the Secretary by 30th November.

All existing committee members must publish on the main notice board their intention to stand, or not stand for election at the subsequent Annual General Meeting by 1st November.

Members seeking re-election need no proposer or seconder; a notice will be posted at the end of January and before the Annual General Meeting showing their attendance at meetings during the past year.

 All elections shall be by secret ballot; each member of the Club attending the Annual General Meeting shall be given a numbered ballot paper containing the names of all nominees for election.

 No post or proxy votes will be allowed.

 Three scrutineers shall be appointed at the Annual General Meeting, no Officer of the Club, member of the Committee or candidate may be appointed as a scrutineer.

In the case of a tie between any two or more candidates, the names of such candidates shall be written on paper and the Chairman of the meeting shall draw as many names as there are vacancies to be filled. The names thus drawn shall be declared

**12. General Meetings**

The Annual General Meeting shall be held on the 1st Tuesday in February each year. At least one month`s notice in writing shall be given to each member of the date, time and place. An open forum will take place at the end of the Annual General Meeting.

 The minutes of the previous meeting will be considered as read, subject to a copy of said minutes being given to each full member prior to the meeting.

 The Management Committee may at any time convene an Extraordinary General Meeting for any specific purpose and shall give not less than seven days’ notice in writing to each member.

The Secretary shall summon a General Meeting if required to do so by written request signed by no less than one sixth or thirty members (whichever is the smaller). Upon receipt of such a request the Secretary shall cause such meeting to be summoned

 by a notice displayed on the Club notice board within twenty-four hours of receipt of the request. The meeting should be held as soon as possible after the expiry of seven days from the display of such notice.

Attendance at a General Meeting is restricted to full members only. Each full member of the Club shall be entitled to vote either in a show of hands or by ballot.

**13. Trustees**

Four members of the Club shall be Trustees of the Club in whom all property of the Club, other than cash and stock which shall be under the control of the Management Committee shall be vested. The Trustees of the club will not under normal circumstances be Treasurer or Secretary of the Management Committee at the same time.

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 They shall deal with the property of the Club as directed by resolution of the Committee (of which entry in the Minute Book shall be conclusive evidence), and they shall be indemnified against risk or expense out of the Club property.

 They may attend Management Committee meetings but not vote. Every vacancy shall from time to time be filled by election at the Annual General Meeting or Extraordinary General Meeting next after the occurrence of such a vacancy.

 Any trustee may be removed from office by a resolution passed by a majority vote at such meetings. They will remain a trustee until they resign or cease to be a member of the club.

 In the removing of a Trustee, fourteen days’ notice shall be given, sent by the Secretary to all members, and to the Trustees, and by a notice posted in the Club.

**14. Visitors and Guests**

Full members, and honorary members may introduce up to five guests at one time Any such guest admitted shall be liable to an entrance fee of such sum as the Management Committee may from time to time decide. This is payable by the member/person introducing the guest.

 The member or person introducing the guest shall be responsible for the conduct of the guest whilst in the Club.

 No guest who has had their membership terminated under Rule 10(c) or refused membership shall be admitted to the Club.

 Resignation or failure to pay subscriptions see rules 10 (a) and 10 b) by an ex member shall not prevent them from visiting as a properly signed in and paid for guest.

 Members of visiting sports teams competing in events against

 Club teams and their supporters shall, on the day of such events, be permitted entry to the Club premises. While on the Club premises, they may purchase intoxicating liquor.

 Any employee or Officer of the Club who has been dismissed for any reason whatsoever may not be admitted to the Club as a guest of any member.

 The Committee reserve the right to refuse admission to any guest, visitor, or supporter at their own absolute discretion.

**15. Excisable Articles**

The purchase and custody of all excisable articles shall be the responsibility of the Management Committee who shall arrange for the purchase therefore on behalf of the Club and for the supply to members at such prices, as they shall determine from time to time.

**16. Alterations to Rules**

No new rule shall be made, nor any of the rules herein contained, or hereafter to be made, shall be amended, altered or rescinded, unless with the consent of a majority of three fourths of the members present voting at a General or Extraordinary General Meeting called for that purpose.

Propositions for amendments of rules must be submitted in writing to the Secretary twenty-one days prior to the date of such meeting and shall be posted on the Club notice board at least fourteen days before the meeting. Amendments by the Committee shall be posted on the notice board at least fourteen days before the meeting.

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 No proposition shall be taken into consideration unless supported by twenty members who shall attach their signatures to such notice.

 Written notice of any new or amended rules must be given by the Secretary to the Clerk to the Justice, the Chief Officer of Police, and the Clerk to the Local Authority within twenty-eight days of the adoption thereof.

**17. Misconduct**

No betting (except that permitted under the current Gaming and Betting Act), drunkenness, breach of the dress code, bad language or disorderly conduct shall be allowed on the Club premises.

 Any infringement of the rule will render the member offending liable to be dealt with by the Management Committee under Rule 9. Members are responsible for the behaviour of their guests.

 The conduct of any Club servant or employee will be dealt with by the Management Committee and not made a matter of reprimand by any member.

**18. Accounts**

A statement of accounts for the year ending on the 31st of October shall be presented to the Annual General Meeting.

**19. Auditors**

Independent Examiner. That an Independent Examiner be appointed by the Management Committee to review the club accounts each year and report thereon to the Officers of the Club.

**20. Club Funds**

These shall be paid to an account in the name of the Club at a suitable venue approved by the Trustees, and such portion thereof as the Trustees and the Management Committee shall determine, shall be invested to the best advantage of the Club.

 **21. Dissolution**

Three fourths of the members shall have the power to dissolve the Club and take the necessary steps to accomplish this end should such a course be desirable.

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