



LEA HALL SOCIAL CLUB

RULES AND BY-LAWS

30th JUNE 2024

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RULE BOOK

LEA HALL SOCIAL CLUB

1. NAME

The name of the Club is **LEA HALL SOCIAL CLUB**
Registered as a Limited Company with Companies House
Company Number 02705898

2. OBJECTS

The Club is formed for the promotion of social intercourse, mutual helpfulness, mental and moral improvement, rational recreation and for the support of charitable activities of Lea Hall Miners Welfare Centre.

3. CONSTITUTION OF THE CLUB

The management of the Club is vested in the Directors of Lea Hall Social Club Limited. Directors shall be elected by vote at the A.G.M. Directors appointed by vote at the A.G.M. under this clause may be replaced by ballot. Any member nominated to serve as a Director must be approved by the existing Directors. Meetings may be called when necessary, by two Directors. Directors appointed by vote at an A.G.M. may be replaced by ballot.

4. THE DIRECTORS TO PROVIDE CLUB PREMISES AND PAY ALL EXPENSES

The Directors will provide the Club with premises and everything reasonably necessary for carrying on the Club in accordance with its' objects and these Rules and will be solely responsible for all expenses and for the engagement and payment of employees and all other matters involving expenditure of money.

5. RIGHTS OF MEMBERS

Every member of the Club shall be entitled to use and enjoy the Club premises and the furniture fittings, and all things provided by the Directors for the use of the Club.

6. MEMBERSHIP

- a) Qualification to apply to Lea Hall Social Club for membership is by those persons who are in general sympathy with the aims and objects of the Club.
- b) Only persons who are current members of Lea Hall Social Club are entitled to use the equipment and facilities provided by Lea Hall Miners Welfare Centre.
- c) The Club consists of Ordinary Members, Life Members, and existing Honorary Members

7. LIFE MEMBERS

On the recommendation of the Management Committee, Ordinary Members may be elected Life Members for service to the Club. These life members shall be entitled to any privileges of membership without paying the yearly subscriptions or any special payment of such life membership.

8. MEMBERSHIP FEE

The fee payable by a member, on acceptance of their membership application, shall be determined by the Management Committee. The Management Committee may demand membership fees of varying amounts.

9. MEMBERS ABROAD

A member abroad for the whole of any year shall pay such subscriptions as may from time to time be determined by the Management Committee.

11. DATE OF PAYMENT OF SUBSCRIPTIONS

- a) Annual rolling subscription.
- b) A member can join the club any day of the year and their membership will remain valid for a full twelve months.

12. APPLICATION FOR MEMBERSHIP AND PROPOSAL OF CANDIDATES

Any person over 18 years old wishing to become a member must submit a current membership application form giving all the information that is required by the Directors. The form is signed to the effect that they will be bound by the rules and by-laws of the Club if accepted. Members must provide the Membership Secretary with any relevant changes to this information during the term of membership.

13. APPROVING APPLICATION FOR MEMBERSHIP

The Directors or a person elected by the Directors shall scrutinise every application and approve their application or not. No reason will be given for the refusal of an application. The application form of the successful applicant will be forwarded to the Membership Secretary who will record the details.

14. NOTIFICATION OF MEMBERSHIP ACCEPTED

The Membership Secretary will issue a membership card to the member. This serves to inform the applicant that their membership has been accepted.

15. PAYMENT OF MEMBERSHIP FEE CONSTITUTES MEMBERSHIP

- a) When a member has paid their membership fee, they shall be a member of the Club and entitled to all the privileges of membership.
- b) On payment of the annual subscription the candidate shall be deemed to have agreed to be bound by these rules and all by-laws.
- c) The Secretary shall deliver to every member, on demand, a copy of the Rules on payment of a charge currently fixed by the Management Committee.
- d) Every member shall undertake to contribute to the assets of the Club in the event of winding up. This amount will be limited to a maximum of one pound.

16. SUBSCRIPTION IN ARREAR

If any members' subscription is in arrear, they shall cease to be a member and forfeit all rights of membership. The Management Committee shall remove their name from the register. The Management Committee may at any time, in their discretion, restore them to membership upon payment of arrears of subscription due.

17. RESIGNATION OF MEMBER

A member may resign their membership at any time by correspondence to the Directors but shall be liable for their subscription for the year which they resign.

18. MISCONDUCT

Misconduct is behaving in an improper manner which includes; fighting, gambling (other than gaming carried on as an activity of the Club), swearing, drunkenness or any other offensive behaviour which is prejudicial to the interest of the Club.

- a) A Management Committee Member, the Steward(ess) or the Secretary may expel/suspend immediately from the premises any person whose conduct is in their opinion such as to disturb the quiet peaceful enjoyment of visitors to the Club. They shall not re-enter the Club premises until the Management Committee have dealt with the case.
- b) A suspended member shall forfeit all their rights and privileges under these rules.
- c) If the suspended member is an Officer or member of the Club's Management Committee, they shall vacate their office or seat.
- d) Suspension of a member is to be confirmed in writing by the Secretary at the earliest possible moment.
- e) The suspended member must meet the Management Committee before being allowed back onto the premises.
- f) The suspended member must apply in writing for an interview with the Management Committee.
- g) On receipt of the application from the suspended member to meet the Management Committee a meeting is to be arranged at the earliest convenient date to allow the suspended member to explain their conduct.
- h) The Management Committee may suspend, for a period of time, lift the suspension or expel from the Club the suspended member after they have been interviewed.
- i) The decision of the Management Committee in the matter shall be final and conclusive and they shall not be required to explain the reasons for any decision to suspend or expel a member.
- j) A suspended member shall forfeit all their rights and privileges under these rules.
- k) A non-member who is asked to leave the premises due to conduct which is prejudicial to the interest of the Club may not become a member without first meeting the Management Committee.

19. MEETINGS

- a) Meetings shall be held on the premises unless the Management Committee (either generally or in a particular case) decide otherwise.
- b) Seven days notice of a Management Committee meeting must be issued by notice to be affixed in a prominent position.
- c) The Chairman of the Management Committee or in their absence, the Vice-Chairman, shall preside at the meeting. If the Chairman or the Vice Chairman is not present within 5 minutes after the time appointed for holding the meeting, the meeting shall choose its own Chairman.
- d) The Chairman shall allow free and proper discussion of all items on the agenda.
- e) Quorum is five members.
- f) If within half an hour from the time appointed for a meeting a quorum is not present the meeting shall stand adjourned to such time and day, (not more than seven days forward), as the Members present may agree or, failing such agreement, as the Chairman may determine.
- g) If a quorum is not present at an adjourned meeting within half an hour from the time appointed, the meeting, if convened upon the requisition of members, shall be dissolved, but in any other case the members present shall be a quorum. Notice of an adjourned meeting shall be posted during the period of adjournment as in the case of an original Meeting.
- h) The Chairman of any meeting may, with the consent of the meeting adjourn the same from time to time. No business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- i) Minutes of all meetings shall be recorded.
- j) Every motion submitted to a meeting shall be decided in the first instance by a show of hands, and if the votes are equal the Chairman shall, both on show of hands and at any poll, have an additional or casting vote.
- k) At any meeting, unless a poll is demanded by a majority of the members present, a declaration by the Chairman that a resolution has been carried out by a particular majority or lost, and an entry to that effect in the book containing the minutes of the meeting, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded, in favour of, or against the resolution.
- l) If a poll is demanded, it shall be taken in such manner as the Chairman of the meeting shall direct, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll is demanded.
- m) The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which the poll is demanded.
- n) No poll shall be demanded on any question of adjournment.
- o) The Chairman's decision as to the result of the voting on any question shall be final and an entry in the minutes signed by the Chairman of the meeting within seven days of the holding of the meeting shall be conclusive of the terms of any resolution of its being passed.

- p) The Management Committee may, (if at any time it shall appear to them that it is desirable to ascertain the views of persons who use the trust premises, concerning any matters relating to the use and enjoyment of the premises), convene a meeting, of such persons.

20. SPECIAL GENERAL MEETINGS

- a) Special General Meetings may be called at any time by the Management Committee by giving seven days' notice to members specifying the object of the proposed meeting. No business other than that specified in the notice shall be transacted at a Special General Meeting.
- b) Every member of the Club shall be entitled to be present and to have one vote and no more upon every question, provided that in case of equality of votes the Chairman of the meeting shall have a second or casting vote.

21. ANNUAL GENERAL MEETING

- a) An Annual General Meeting of the Club shall be held once in every year to be held at the Club premises on a day to be appointed by the Management Committee.
- b) Fourteen days notice of the meeting shall be given specifying the business to be transacted.
- c) The auditors shall be re-appointed or other auditors appointed at the A.G.M.
- d) Officers and members to serve on the Management Committee shall be appointed at the AGM. Members shall be elected to hold office for three years in place of the retiring members. *(A year shall mean the interval between one Annual General Meeting and the next following Annual General Meeting).*
- e) If the Management Committee does not call an Annual General Meeting any twenty members may call the meeting. This is to be signed by the members and posted on the Club premises notice board, not less than twenty-one days before the date appointed by them for the meeting.
- f) Every member of the Club shall be entitled to be present and to have one vote and no more upon every question, provided that in case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- g) Notices of motion for the Annual General Meeting must be received by the Secretary seven days before. Copies of any notices of motion must be notified to members with the notice convening the meeting and notice of any amendment to any such motion. The Secretary shall not, less than seven days before the meeting, post any such notice of amendment.
- h) No business other than that specified in the notice shall be transacted at an Annual General Meeting.
- i) No business other than the appointment of Officers and members to serve on the Management Committee shall be transacted at the Annual General Meeting unless at least ten members are present.
- j) The Annual General Meeting shall not be adjourned to any subsequent day if a quorum of ten members is present.

22. MANAGEMENT COMMITTEE

- a) The Management Committee shall consist of not more than twelve members.
- b) The Management Committee shall meet on days and at an hour as may be agreed from time to time.
- c) Directors shall be ex-officio members of the Management Committee in addition to the twelve members permitted by this rule.
- d) Appointment to the Management Committee shall be the subject to the prior approval of the Directors with such consent not to be unreasonably withheld.
- e) The Chairman and Vice-Chairman of the Management Committee shall be elected by the Management Committee from amongst members (including ex-officio members) of the Management Committee and both shall be eligible for re-election at the AGM.
- f) The day-to-day conduct of the Club is delegated to the Management Committee by the Directors.
- g) The Management Committee shall exercise the powers given to it by these rules and act to enforce these rules in the interests of the proper conduct of the Club.
- h) The Management Committee shall have power to settle and adjudicate upon disputes between members, arising in the Club, of a kind which are usually referred to the Committee of a members' Club. The Management Committee shall also consider all suggestions made to them in writing and shall reply stating what action, if any, is being taken.
- i) No member of the Management Committee shall be paid or receive any remuneration whatever (whether directly or indirectly) by reason of or in connection with such membership.
- j) The proceedings of the Management Committee shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualifications of any member.
- k) Neither the Secretary nor the Treasurer shall be eligible for membership of the Management Committee.

23. SUB-COMMITTEE

- a) The Management Committee may appoint sub-committees and delegate to them any of its powers, except those relating to the election and expulsion of members. Membership of any such sub-committee shall consist, as two-thirds of its number, of elected members of the Management Committee, except in the case of a sub-committee having less than four in number, when all shall be elected members.
- b) The terms of reference of any sub-committee and the basis of its constitution shall be clearly stated at the time it is established and every sub-committee shall in all respects be subject to control by the Management Committee.
- c) Where a sub-committee is established to deal with the day-to-day administration of the Club/Centre as a whole, or of any section thereof which includes the bar, it shall be the duty of the members of that sub-committee to observe the law in force as to the sale or supply of alcohol or drugs; betting and gaming; and public music and dancing.

24. THE SECRETARY

- a) must be a member.
- b) shall be nominated by the Management Committee at every Annual General Meeting, when they shall be eligible for re-appointment.
- c) shall be the correspondent of the Management Committee
- d) shall keep copies of all letters and other correspondence in a manner approved by the Management Committee which shall be deemed to be the rightful owner of such records.
- e) shall keep, at all times, a list of the names and addresses of the members and a record of the latest payments of their subscriptions. Such record shall be open to inspection by any member at any time whilst the premises are open.
- f) may also act as Treasurer.
- g) The Secretary and the Treasurer, or Secretary/Treasurer, shall be elected by a majority of the members of the Clubs Management Committee and shall hold their office(s) during the pleasure of the Management Committee and may be removed by the resolution of the Management Committee.
- h) shall attend all meetings
- i) shall record correctly the names of those present, and the minutes of the proceedings.
- j) shall keep the accounts, documents and papers of the Club. They shall prepare all returns and other documents required.
- k) shall on all occasions in the execution of their office act under the superintendence, control and direction of the Directors.
- l) The Secretary of the Club may also be appointed Company Secretary of the Lea Hall Social Club Ltd.

25. THE TREASURER

- a) shall take charge of the un-invested funds of the Club and shall pay all demands when ordered to do so by the Chairman.
- b) shall not pay any money without the authority of the Chairman and Secretary, or, in case of incapacity of the Chairman or the Secretary, by such other officer as may have been appointed by the Management Committee to give such authority.
- c) shall produce all books, documents, property, and money of the Club in their possession and render a full and clear account at each audit and whenever required by resolution of a Management Committee.
- d) shall give up all books, documents, moneys, and property of the Club in their possession when required to do so by any such resolution or direction by the Management Committee.

26. EXPENSES OF OFFICERS AND MANAGEMENT COMMITTEE

All expenses of the Officers and Management Committee reasonably incurred on behalf of the Club for stationery, printing, postage and other things shall be paid by the Company.

27. SUPPLY OF ALCOHOL

In this rule "the premises" means the premises in respect of which the Club is registered under the Licensing Act 2003.

- a) The supply of alcohol shall be under the sole control of the Directors.
- b) The Directors shall arrange for the purchase, and for the sale of alcohol at such prices as they shall from time to time determine.
- c) Alcohol may be sold or supplied to persons who have attained the age of eighteen years by or on behalf of the Club for consumption on the premises.
- d) Alcohol shall not be supplied for consumption off the Club premises except to a member in person.
- e) Persons being sold or supplied alcohol must not have been subject to the Club's Misconduct Rule.

Additional Rules for the Supply of alcohol in The Games Room

Persons being supplied alcohol in this 'Members Only' area of the Club:-

- (i) must be a member of the Club
- (ii) may be a guest of a member but may not be introduced more than twice in any year as a guest. The Member must sign the guest in a book provided, enter the date, guests name and address and their own name. The Member will be responsible for their guests' behaviour. *(No member shall introduce a guest to the premises, when licensed premises in the locality are not open for the sale of intoxicants to the public).*
- (iii) may be a player/official of any recognised team providing they are visiting Lea Hall Miners Welfare Centre or the Club to participate in an official pre-arranged match or fixture against an opposing team and also to the bona fide guests of such persons. This shall only apply on the day of such official pre-arranged match or fixture.
- (iv) may be a bona fide member of any Miners Welfare Club on production of current evidence of such membership.
- (v) may be employees of the Coal Industry Social Welfare Organisation, or the Trustees and/or appointed agents of that Organisation.

28. PERMITTED HOURS

The permitted hours for the supply of alcohol shall be fixed and may be varied from time to time by the Directors in accordance with the statutory provisions in force and as approved by the Trustees of Lea Hall Miners Welfare Centre.

29. ACCOUNTS

- a) shall be made up and balanced to the 30th June in each year.
- b) shall be prepared in the form of a balance sheet and income and expenditure account or in such other form as may be directed or approved by the Management Committee.

- c) As soon as practicable after the end of each accounting period the Directors shall cause the said accounts to be audited by an auditor (which expression includes a firm of auditors) holding such qualifications as they may approve for this purpose and shall obtain from the auditor a report upon the accounts which shall include statements on the following matters: -
- (i) Whether the auditor has obtained the information and explanations which to the best of their knowledge and belief were necessary for the purpose of the audit.
 - (ii) Whether in their opinion proper books of account have been kept by the Directors so far as appears from their examination of those books.
 - (iii) Whether the balance sheet and income and expenditure account (or other form of accounts approved) agree with the books of account and whether, in their opinion, the said accounts give a true and fair view.
 - in the case of the balance sheet, of the state of affairs as at the end of the accounting period.
 - In the case of the income and expenditure account, of the surplus or deficiency for the accounting period.
- d) Where other forms of accounts have been approved, the Directors may specify the information which should be included in the report of the auditor.
- e) As soon as the accounts have been audited, a copy, with the report of the auditor attached, shall be supplied to the Directors and a further copy with the said report shall be posted at a conspicuous and suitable place on the premises.

30. INSPECTION OF BOOKS

- a) The Directors shall cause the books to be available for inspection by any member, or person having an interest in the funds of the Club, at all reasonable hours at any place where the books are kept, and it shall be the duty of the Secretary to produce them accordingly.
- b) It shall be the duty of the Directors to keep a copy of the last annual balance sheet together with any special report of the auditor affixed in a prominent place.

31. INSURANCE – Lea Hall Miners Welfare Centre and Social Club

- a) Policies taken out under the provisions of this clause shall be with such insurance company or underwriters and for such sum and in such form as approved by the Trustees of Lea Hall Miners Welfare Centre on behalf of Lea Hall Miners Welfare Centre and Lea Hall Social Club Ltd.
- b) The Trustees shall jointly take out and maintain a policy covering their legal liabilities to make compensation to employees and to all other persons for bodily injury and for damage to property arising out of the use of the Club.

32. APPLICATION OF LEA HALL SOCIAL CLUB LTD FUNDS

- a) All moneys received on account of bar sales, membership fees, hire of equipment, games machines, or sale of rules shall be paid into a Business Account in the name of Lea Hall Social Club Ltd and shall require 2 signatories for all transactions.
- b) All moneys received shall be applied in the first instance to settle bills incurred in the operation of the Club. Any profits will be transferred in full to Lea Hall Miners Welfare Centre to support the Trustees in carrying out the objects of the Centre's scheme.
- c) Any persons misapplying funds shall repay the amount misapplied and be excluded from membership of the Club without prejudice to their liability to prosecution for such misapplication.

33. PRIVATE BENEFIT NOT TO ACCRUE ON PURCHASE ETC OF LIQUOR

No person shall at any time be entitled to receive at the expense of the Club, or of any member, any commission, percentage or similar payment on or with reference to purchases of alcohol by the Club; nor shall any person, directly or indirectly, derive any pecuniary benefit from the supply of alcohol, by or on behalf of the Club members or guests, apart from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

34. NOTICES

All notices required by these rules and by-laws to be given to members by notice affixed in a prominent position and maintained for a period of fourteen days.

35. SETTLEMENT OF DISPUTES

- a) Any dispute or difference, which may arise:
 - as to the meaning or interpretation of these rules or by-laws
 - as to the powers of the Officers or Chairman
 - the validity of any election or proceeding of the Management Committee shall be determined by the Directors, whose decision shall be final and binding upon all Members and/or visitors to the Club. The Directors shall not be required to give reasons for its decision.
- b) Disputes arising between:
 - a Member or visitor claiming through a Member or Non-Member.
 - any person aggrieved who has ceased to be a Member
 - any person claiming through such person aggrieved, and the Club's Management Committee or any Officer of the Centreshall be decided by reference to arbitration. Three arbitrators shall be elected at a Club Management Committee Meeting, none of them being Members of the Club. The complaining party to a dispute, or someone appointed by him shall draw by lot in the usual way the name of the arbitrator to decide the dispute, and their decision shall be final.

36. AMENDMENT OF RULES

- a) The rules of Lea Hall Social Club may from time to time be made, amended, or rescinded by a resolution passed at a Special Management Committee Meeting or the Annual General Meeting.
- b) All changes must be approved by the Directors and by the Trustees of Lea Hall Miners Welfare Centre.
- c) No new rules shall be made, amended, or rescinded except with the consent of a majority present of which notice has been given specifying the intention to propose such new rule, amendment, or rescission.

37. BY-LAWS

- a) The Management Committee, subject to the approval of the Directors, may from time to time make, vary, and revoke by-laws not inconsistent with these rules for the regulation of the internal affairs of the Club and the conduct of members. All by-laws shall, until revoked by the Management Committee, be binding on the members.
- b) A copy of such by-laws shall be posted in a conspicuous place and shall be the subject of a minute recorded at a Management Committee meeting.
- c) By-laws shall not be changed or amended until at least six calendar months have elapsed from the date of acceptance.



LEA HALL SOCIAL CLUB LTD

BY-LAWS

1. CASUAL VACANCIES

If a casual vacancy occurs by the death or resignation of a member of the Management Committee in the first or second year of their tenure of office, the vacancy shall be filled by the election of another member appointed by the Management Committee at the first convenient Management Committee Meeting occurring after the vacancy. A member elected in this way shall retire when the member whose place they take would have retired and shall then be at once eligible for election for a term of three years.

2. PROPOSAL OF CANDIDATES

Candidates for election to the Management Committee must be proposed and seconded by members of the Club. The name of every candidate with the names of their proposer and seconder must be sent in writing to the Secretary 14 days before the meeting and shall be printed in the notice convening the meeting. It shall not be necessary for the proposer and seconder to be present at the meeting.

3. PROPOSALS IN DEFAULT OF NOTICE

If no name or an insufficient number of names of candidates eligible for election to the Management Committee be received before the meeting, candidates may be proposed at the meeting without notice.

4. ELECTION BY BALLOT

If the number of candidates duly proposed and seconded exceeds the number to be elected, voting shall be by secret ballot.

5. CASUAL SECRETARY VACANCY

A casual vacancy occurring by death or resignation during the year of office of the Secretary shall be filled by the Management Committee appointing one of their own number, or some other member of the Club to be Secretary until the then next Annual General Meeting.

6. PROCEEDINGS OF MANAGEMENT COMMITTEE

The Management Committee shall choose its own Chairman and regulate its own procedure.

7. MEETINGS OF MANAGEMENT COMMITTEE

Meetings of the Management Committee shall be called by the Chairman at least four times a year. Additional meetings may be called by the Chairman or any two members of the Management Committee.

8. FAILURE TO ATTEND MEETINGS

Any member of the Management Committee who fails to attend 3 meetings in a period of 12 months, without a bona fide apology, may, by a two thirds majority of members present be voted off the Management Committee.

9. VOTES

Every member of the Management Committee shall have one vote on every question. In a case of equality of votes the Chairman of the meeting shall have a second or casting vote.

10. MINUTES

The Secretary shall keep minutes of the proceedings of each meeting, which shall be read and confirmed at the next meeting.

11. SMOKING

Any person smoking on the premises, contrary to law, will in addition to any penalties laid down by law, be automatically suspended for a period of 6 months.

12. CHILDREN IN THE BAR

Children are allowed in the Bar with the following restrictions:-

- (a) They must re-locate to the Lounge or leave the premises at 7.00pm on Thursday and Saturday evenings
- (b) They must be accompanied by an adult at all times.
- (c) They must be supervised by an adult at all times.