

# **ANNESLEY WOODHOUSE WMC MODEL RULES**



**2025**

**Constitution of *Annesley Woodhouse Working Men's Institute Club* adopted on the .....day of .....**

**1.Name**

The name of the Club is the *Annesley Woodhouse Working Men's Club* or other such name as the Management Committee may from time to time decide.

**2. Administration**

Subject to the matters set out below the Club and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee set in clause 6.

**3. Objects**

Its objects shall be non-sectarian and nonpolitical and to afford opportunity for mutual advantage recreation, improvement and (subject to by-laws made by the Management Committee) for supplying members with refreshments.

**4 Powers**

In addition to the objects but not otherwise the Management Committee may exercise the following powers;

**4a** Power to raise funds and to invite and to receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

**4b** Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

**4c** Power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club;

**4d** Power subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed;

**4e** Power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;

**4f** Power to co-operate with other clubs, voluntary bodies and statutory authorities engaged in furtherance of the objects and to exchange information and advice with them;

**4g** Power to support any charitable trusts, associations or institutions formed for all or any of the objects;

**4h** Power to do all such lawful things as are necessary for the achievement of the objects.

**4j** Member's annual subscriptions shall be such amounts as the Management Committee from time to time determine and shall be paid in such times and in such a manner, as the Management Committee shall direct.

## **5 Members and Membership**

**5a** Any person male or female wishing to become a member of the Club must not be less than 18 years of age complete an application form that shall give the applicants name and address, Email address and or Phone number. The application must be handed onto the Committee for scrutiny. The appropriate subscription fee must be paid in advance with the application form. If the application is acceptable then he or she will be accepted as a full member and be supplied with a membership card for the year and supplied with a membership identification number and if requested supplied With a copy of the current rules. If the application is not accepted, then the fee will be returned to the failed applicant. Members can apply for a door key-fob if desired.

**5b** the membership fee shall only make the member eligible between Jan 1<sup>st</sup> to 31<sup>st</sup> December of each year. The member has from January 1<sup>st</sup> to March 31<sup>st</sup> of any year to renew the membership after that a penalty fee will be charged (new member fee).

**5c** Member's annual subscriptions shall be such amounts as the Management Committee from time to time determine and shall be paid in such times and in such a manner, as the Management Committee shall direct.

**5d** Upon attaining the age of 65 with 3 years of membership members will be eligible to become honorary members of the Club.

**5e** A 'Visitor or visitors shall subscribe to become an associate member for the day. They must sign the visitor's book and pay the appropriate subscription for that day's membership. Upon signing in the visitor(s) shall receive a subscription receipt, which must be always available during that day for scrutiny. Once they become members for the day they must abide by the rules of the Club. A member for the day will be allowed the same facilities as a full member. This allows them to purchase drinks from the bar. The visitor(s) shall be allowed to participate in any of the Club's activities for that day and receive parity of a full member if successful in any of the Club's gaming facilities. They must however be able to produce their subscription ticket to claim any prize if asked to do so. Associate members shall have no voting rights in any capacity. No person who has been refused application for membership and whose admission the Committee shall have objected to will be allowed as a 'Visitor.

## **6 Management Committee and Trustees**

**6a** the management of the Club shall be in the hands of the Management Committee up to a maximum of nine, three of which shall retire annually, along with the President, Secretary, Treasurer and Vice President who shall be elected annually. Their term of office shall commence and terminate on January 1st each year. The retiring members of the Management Committee shall be eligible for re-election. No person shall be allowed to serve on the Management Committee for more than three years without being re-elected unless there are insufficient serving Management Committee persons to meet the requirement of nine (9)

**6b** If there are not enough to form a Management Committee of nine, then the business of the Club shall be determined by the existing members of the Management Committee. If after the annual nominations are received the Management Committee is still less than nine (9), then annual elections for the Management Committee shall not be necessary. Each Management Committee person shall be allowed to continue in his or her position until such time that an election is necessary. Until that occurs the three, (3) year rule for elections is superseded. If there are no nominations received for the posts of President, Secretary and Treasurer, then the existing officials are eligible to continue serving in their positions without an election.

**6c** The Management Committee may unanimously and for good reason terminate the membership of any individual, provided that the individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend or representative, before the final decision is made.

**6d** All members of the Management Committee, President, Secretary and Treasurer must be full current members of the Club in their own right for 3 years.

**6e** the proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

**6f** No person shall be appointed as a member of the Management Committee who is aged under 21 or who would if appointed be disqualified under the provisions of clause 7

**6g** The Committee meetings may be attended by all the existing Management Committee, Secretary, Treasurer the Trustees plus (3) member representatives if elected by the Management Committee. The member representatives shall be allowed to attend and oversee the Committee meetings; they will have the right to put forward suggestions to the Committee meetings on behalf of the membership. The member's representatives and trustees shall not be allowed a vote at the meetings.

**6h** Two (2) Trustees shall be appointed annually by a vote of the members present at the Annual General Meeting. Trustees shall be members of the club and be eligible for re-appointment. Trustees shall be allowed to attend Committee meetings at any time but shall not take part in any vote. Trustees shall be allowed to scrutinise the Club accounts at any time if desired. The Trustees of the Club shall be provided with indemnity insurance the cost of the insurance premium to be met by the Club. If a Trustee resigns or is prevented from carrying out his or her responsibilities during their year of office a Special Meeting shall be called under Rule 13 to appoint a replacement Trustee.

## **7 Determination of Membership of the Management Committee**

A member of the Management Committee, President, Secretary, Treasurer shall cease to hold office if he or she:

**7a** Ceases to be a full current member of the Club; or

**7b** Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs; or

**7c** Is absent without permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated; or

**7d** Fails to observe and contravenes the code of Conduct; or

**7e** Gives to the Management Committee notice that he or she wishes to resign with effect from a date at least one month after the date of the notice (unless there are exceptional reasons for shorter notice), but only if at least five members of the Management Committee remain in office when the notice of resignation is to take effect.

## **8 Management Committee Members not to be Personally Interested.**

**8a** Subject to the provision of sub-clause 8b no member of the Management Committee shall acquire any interest in property belonging to the Club (otherwise than as a trustee for the Club) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

**8b** Any member of the Management Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Management Committee to act in a professional capacity on behalf of the Club, provided that at no time shall a majority of the members of the Management Committee benefit under this provision and that a member of the Management Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

## **9 Meetings and Proceedings of the Management Committee**

**9a** The Management Committee shall hold at least four ordinary meetings each year. A special meeting may be called at any time by the President, Secretary or by any three members of the Management Committee upon not less than seven days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include appointment of a co-opted member then not less than 21 days' notice must be given. All notices must be given in writing.

**9b** The President shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the members of the Management Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

**9c.** If the Secretary is absent from any meeting, the members of the Management Committee present shall choose one of their number to be Secretary of the meeting before any other business is transacted.

**9d** There shall be a quorum when at least one-third of the members of the Management Committee for the time being or not less than three members of the Management Committee, whichever is the greater, are present at the meeting.

**9e** The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.

**9f** The Management Committee may appoint one or more advisory or sub-committees consisting of three or more members of the Management Committee or President, Secretary, Treasurer for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the Management Committee.

**9g** The Management Committee shall ensure that at all times the club and its members shall comply with all legal requirements in force from time to time and any rules appertaining to the conduct of the activities being undertaken.

## **10 Receipts and Expenditure**

**10a** the funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Club at such bank or building society as the Management Committee shall from time to time decide. The Club may operate more than one bank account.

**10b** The Committee shall cause the accounts of all business carried on by the Club to be entered into proper books. They shall cause a statement of accounts with all necessary vouchers up to the end of the month of November in each year to be laid before the auditors not less than 10 or more than fifteen days before each Annual General meeting of the Club. There shall be laid before such a meeting such a balance sheet signed by the Auditors showing receipts and expenditure, the assets, and liabilities. The Auditors shall make to such meetings a report on the balance sheet so laid before them and in case they do not adopt the same or any part thereof shall specially report thereon to such a meeting. Any member of the Club desiring to see the books of the Club may do so on applying to the Secretary stating the object of his application.

## **11 Property**

**11a** Subject to the provisions of sub-clause 11b of this clause, the Management Committee shall cause title to:

- (a)** all land held by or in trust for the Club; and
- (b)** all investments held by or on behalf of the Club; and
- (c)** all assets of the Club other than land and investments; to be vested in not less than two individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee. Provided that they act only in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for acts and defaults of its members.
- (d)** Trustees shall be allowed to scrutinise the Club accounts at any time if desired. The Trustees of the Club shall be provided with indemnity insurance the cost of the insurance premium to be met by the Club.

**11b** The Management Committee shall have power at its sole discretion to vest the whole part of the property of the Club, in trustees upon such trusts and subject to such as to the management or otherwise and with such powers of disposition for the purpose of sales, exchanges, mortgages or leases or otherwise as the Committee may think fit and may direct the acquisition or disposal of any property required or not required for the purpose of the Club and in every case where at the foot of any deed or document it is certified by three persons appearing to be the Secretary and two members for the time being of the Committee of the Club that the document has been executed in accordance with the directions of the Committee or a resolution of the Club such certificate shall, in favour of any person acquiring any interest in property for valuable consideration in money or money's worth, and subject only to express notice to the contrary, be conclusive evidence that the contract is binding on the Club and every member thereof

## **12 Annual General Meeting (AGM)**

**12a** There shall be an annual general meeting of the Club which shall be held each year within four months of the end of the Club's financial year or as soon after as is practicable. The business of the annual general meeting shall be to receive the account or accounts and balance sheet or balance sheets as audited if required, and the report of the auditor on the revenue account or accounts and balance sheet. At the annual meeting a report for the year shall be presented by the management committee. At each annual general meeting the purpose of the meeting shall be to consider such other business as may be submitted by the management committee or any motion to be proposed by a member of which at least fourteen days' notice has been given to the secretary in writing. On receipt of such notice the secretary shall add it to the agenda posted in the club.

**12b** Every annual general meeting shall be called by the Management Committee. The Secretary shall give at least 21 days' notice of the annual general meeting posted on notice boards in the Club. All members of the Club shall be entitled to attend and vote at the meeting.

**12c** Any Proposed motion or rule change must be presented to the Secretary at least 14 days before the AGM.

**12d** Any amendment or counter proposal to a proposed motion or rule change must be presented to the Secretary at least 7 days before the AGM

## **13 Special General Meetings (SGM)**

The Management Committee may call a special general meeting of the Club at any time. If at least 10 members, request such a meeting in writing stating the business to be considered. The Secretary or other person specially appointed by the Management Committee shall call such a meeting. At least 14 days' notice must be given. The notice calling the meeting must state the business to be discussed.

## **14 Procedure at Special General Meetings**

**14a** The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Club.

**14b** There shall be a quorum when at least 10 members of the Club, are present at a Special general meeting.

## **15 Notices**

Any notice required to be served on any member of the Club shall be in writing and shall be served by the Secretary or the Management Committee on such member either personally or by sending it through the post in a prepaid letter addressed to the member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

## **16 Voting**

Every member shall have one vote on any resolution on which he or she is entitled to vote. Every resolution shall be decided by a majority of votes by those present and entitled to vote on the question but in the case of a tied vote the President\Chairman of the meeting shall have a second and casting vote.

## **17 Alteration to the Constitution**

The constitution may be altered by a resolution supported by the majority of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

## **18 Behaviour**

**18a** Members must always be courteous to the bar staff and must not be abusive in any way. If members have any complaints about the staff, then the complaint must be raised with the bar manager or a Management Committee person or Member representative. Members shall not complain to the bar staff.

**18b** Any member or visitor/s becoming intoxicated or misbehaving and are annoying or being abusive to staff or members, or who are otherwise causing a disturbance will be liable to expulsion. The Bar manager/ or his/her servant/ Management Committee member is empowered to expel or remove any such person from the Clubroom and the premises at the time of such misconduct or by the officials or Management Committee upon such notice of misconduct and serve a suspension on decisions made by the Management Committee.

**18c** All disputes between a Member and an Officer of the Club shall unless the Management Committee elect to refer the matter directly to a SGM, be settled by the Management Committee. An Officer who is on the Management Committee must not vote or act as a Managing Committee member if any dispute concerning him/her personally. The decision of the Management Committee shall be final.

**18d** Gaming betting and the use of bad language are STRICTLY prohibited and the Management Committee most earnestly urges all members to aid them in enforcing this rule.

**18e** All damages done to the property of the Club shall be paid for by the offending member/visitor. No member shall take away from the Club or injure or destroy newspapers, books, periodical, or other article being the property of the Club.

**18f** Children will be allowed in the Club Concert Room on arranged nights. They must be accompanied by an adult member/visitor. The adult shall be always responsible for the child/children in the Club. Children are not allowed at the bar at any time. The Club will not be responsible for any child leaving the Club unaccompanied by the adult Member/Visitor

**19 Smoking and Vaping Regulations**

**19a** Smoking is strictly prohibited within the premises of the club in accordance with UK legislation. It is imperative that you are aware that smoking in the club’s entrance is not permitted.

**19b** Vaping is permitted on the club’s premises. However, any antisocial vaping behaviour will not be tolerated. E.g. big cloud.

**20 Car Park and Parking**

**20a** the car park is open to visitors and members of the club during opening hours.

**20b** the club assumes no liability for the safety or security of visitors or members’ vehicles. All vehicles are left at the owners’ risk.

**20c** Please be advised that all vehicles left on the premises after closing time may be immobilised until the next opening time.

**20d** Vehicles left in the car park for an extended period exceeding five (5) days will be deemed abandoned and reported to the appropriate authorities for removal.

**21 Dissolution**

If the Management Committee decides that it is necessary or advisable to dissolve the Club it shall call a meeting of all members of the Club, of which not less than 28 days’ notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is supported by two-thirds of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other institution or institutions having objects similar to the objects of the Club as the members of the Club may determine

**This constitution was adopted on the date mentioned above by the persons whose signatures appear at the bottom of this document. These Model Rules supersedes all previous rules.**

Signed .....

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