

SWALECLIFFE AND CHESTFIELD COMMUNITY ASSOCIATION CENTRE CONSTITUTION AND RULES

6th July, 2023

- 1.** The name of the centre shall be the Swalecliffe and Chestfield Community Association Centre, (Thereinafter referred to as "The Centre")
- 2.** The objects of the centre shall be to promote and provide facilities for social intercourse and recreation for the benefit of its members within distinction of sex, politics, religion, or other opinions.
- 3.** Memberships of the Centre shall be open to all members of Swalecliffe and Chestfield and surrounding areas.
- 4.** All members shall pay such subscription as the Centre committee's may from time to time determine. All subscriptions must be paid by 31st January each year.
- 5.** A record of the names and addresses of Centre members shall be maintained on the Centre's premises.
- 6.** All paid up members of the Bar shall have the right to vote on any matter raised at any General meeting of members.
- 7.** The policy and general management of the Centre shall be directed by the Centre's Committee, consisting of
 - (a) The honorary officer of the Centre i.e. The Chairman, Secretary and Treasurer.
 - (b) Up to six members elected at the A.G.M.
 - (c) Members of the Centre co-opted to the main Committee, but not exceeding three in number. Employees or former employees may neither be elected nor co-opted to the Committee or any Sub-Committee.
- 8.** Election to the main Committee or the Bar Committee shall be open to any paid up member of the Centre who has been regularly proposed and seconded by bar members.
 - (a) The exception to this rule is for the election of Chairman or Secretary for both Committees, the proposed member must serve, or have served in the past, at least one year on either Committee to be eligible for the post of Chairman or Secretary. Partners do not serve on the same Committee.
- 9.** Honorary officers elected at an A.G.M. may include such officers as decided by the members at an A.G.M. All officers are ex-officio members of all sub-committees. Any replacement of any officer during the three year period of office shall be by the Committee who shall see ratification at the next general meeting of members.

Under section 8(a) the officers shall be elected at an A.G.M. for a period of three years.

Committee members are elected individually for a period of three years, one third of the total retiring each year. Those retiring shall be eligible for re-election.
- 10.** A bar Committee of no more than six members shall be a sub-committee of the main Committee, its members being entirely elected by the Bar membership. It will be responsible for the purchase and supply of all intoxicating liquor used by the Club.
- 11.** The A.G.M. shall be called in April of each year, with at least fourteen days notice being given to all members, the AGM will not be advertised in any newspapers. Special (EGM) or General Meetings may be called at any time by the Committees or at the request of at least fourteen members.
- 12.** The Committee may appoint sub-committees as it deems desirable. The bar Committee shall normally meet monthly. A quorum consisting of four members.
- 13.** To become a member of the Centre each person applying must complete an application form. The Committee has the right to refuse membership.
- 14.** Each member may bring into the Centre none members, whose names and addresses must be entered in the visitor's book and signed in by a member, a small entrance charge will be made. Each member will be responsible for the behaviour of his/her guests, and on leaving the premises said guests must leave with

the host member. Guests may be supplied with, but are not allowed to purchase intoxicating liquor. Only fully paid up members are allowed to play on our card or gaming machine, or buy tickets for the Treasure chest. All gaming machines will be turned off if there is a private function in the bar.

No smoking or vaping is allowed on the premises, or directly outside the main doors.

No seats can be reserved by any member.

No children under the age of 12 are allowed in the bar after 9.00 p.m. and children under the age of 16 are not allowed to sit or stand at the bar at any time.

15. The Centre shall be conducted with the provisions of the Licensing Act of 1983 so far as it relates to Clubs.

16. Under no circumstances will persons, directly or indirectly, derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Centre to members or guests, apart from the benefit accruing to the Centre as a whole.

17. A Committee member may suspend from the Centre, any member guilty of misconduct prejudicial to the interests of the Centre. Members, so suspended shall have the right of appeal to the Committee within fourteen days, the decision of the Committee shall be final and binding on the member.

18. Finance

(a) All monies for or on behalf of the Centre shall be applied to further the objects of the Centre.

(b) The treasurer shall keep proper accounts of the Centre's finances.

(c) The accounts shall be audited at least once a year by auditors appointed at the A.G.M.

(d) An audited statement of accounts for the previous financial year and a balance sheet shall be submitted by the Committee, duly signed by the accountants.

(e) The financial year of the Centre shall be from the first day of January to the last day of the following December, or for any period decided by the Committee.

(f) The Centre shall appoint professional stock takers who will be responsible for reporting the bar stock situation to the Bar Committee at intervals of not greater than three months.

19. The Association Committee shall have powers to pass and revoke bye-laws from time to time, concerning the general management and administration of the Centre, provided that such bye-laws shall not be inconsistent with these rules. It shall be sufficient notice to members of the passing or revocation of any bye-laws if notice is displayed on the Centre premises notice board for at least seven days continuously following the passing or revocation of such bye-laws.

20. Any proposal to alter this constitution of these rules must be delivered in writing to the Centre Secretary not less than fourteen days prior the date of the meeting before which it will be considered first. Notice of such meeting must have been given in accordance with normal procedure but not less than fourteen days prior to the meeting, and must give the effective wording of the proposed alteration. Any alteration will require the approval of two thirds majority of individual members present and voting at that meeting. No alteration of any of these rules shall be effective until notice of the amendments has been given as required by these rules.

21. Members are required to dress in a smart/casual manner, no dirty overalls, boots etc, no sleeveless T-shirts, singlet's or vests to be worn by our male members or guests at any time.

22. If the Committee by a simple majority decides at any time, that on grounds of expense or otherwise, it is advisable to dissolve the Centre it shall call a meeting of the members of the Centre who have power to vote on the Committees recommendations. Not less than twenty-one days notice which states the terms of the resolution to be put shall be posted in a prominent place and advertised in a newspaper circulating in the area.

23. There are three Trustees who roles are to oversee the financial running of the Centre and to arbitrate between the Committees if required to do so.