

**RULES OF THE MUDEFORD AND
DISTRICT MEN'S CLUB AND
INSTITUTE (CHRISTCHURCH)
LIMITED.**

161 Stanpit, Mundeford, Christchurch, Dorset, BH23 3LY

JULY 2024

The Co-operative and Community Benefit Societies Act 2014

RULES OF THE MUDEFORD AND DISTRICT MEN'S CLUB AND INSTITUTE (CHRISTCHURCH) LIMITED

Register No 10683 R

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(All previous rules rescinded)

1 NAME AND OBJECTS

- 1.1 The name of the Society is the "Mudford and District Men's Club and Institute (Christchurch) Limited" (**the Club**). Its registered office shall be at 161 Stanpit, Mudford, Christchurch, Dorset, BH23 3LY.
- 1.2 The objects of the Club are to carry on the business of a club by providing for the use of its members, the means of social intercourse, mutual helpfulness, mental and moral improvement, rational recreation and the other advantages of a club.

2 SEAL

The Club shall have its name on a seal bearing the device of a circle having the word "Limited" in the centre and the remaining words of the name of the Club in the margin. The seal shall be in the custody of the Secretary, or such other Officer as the Committee appoint, and

shall be used only under the authority of a resolution of the Committee, the date whereof shall be mentioned on the instrument to which the seal is attached, and shall be attested by the signatures of two members of the Committee and the Secretary

3 SHARES

- 3.1 Shares shall not be withdrawable or transferable and shall be of the value of 5p.
- 3.2 No member shall hold more than one share, and no interest or dividend shall be paid upon it. A member shall forfeit their share on ceasing from whatever cause to be a member.

4 SUBSCRIPTIONS

- 4.1 Every member shall pay to the funds of the Club an annual subscription set by the Main Committee and due on the first day of January every year and no later than the 31st January, otherwise the member will be deemed to be "lapsed".
- 4.2 The Committee, on receiving information that any member is unable to pay their subscription owing to want of work or other good cause, may at its discretion in writing, excuse payment of such member's subscription for such period as they think fit and the member shall not forfeit the privileges of membership.

5 MEMBERS

5.1 Election of Members

- 5.1.1 Membership of the Club shall be open to any person over 18 years of age. Every candidate for membership shall be proposed by one member and seconded by another member.
- 5.1.2 The candidate shall:
 - a) complete an application form and may be interviewed by the Membership committee. Applicants' names and outline details will be displayed for all members to read for two weeks prior to admission to the Club. Any member who has an objection to an applicant will be requested to contact the Secretary with the relevant details.

- b) pay a non-returnable deposit set by the Committee for one share.
- c) sign such (if any) declaration of their concurrence with, and adherence to, the purposes of the Club as shall be required by the Committee.

5.1.3 The Committee has power to accept or decline any application by a majority.

5.1.4 Every member on election shall

- (a) be informed of where they may obtain a copy of the full Club rules
- (b) Pay the annual subscription for the year of their joining the Club set under rule 4. The subscription must be paid before the member is entitled to any of the privileges of the Club.

5.2 Life Members

The Committee may in their discretion grant life membership to any member who has rendered special service to the Club, or who in their opinion is deserving of the distinction. Life members shall not be liable to pay subscriptions under Rule 4, but shall be entitled to all the rights and privileges of Club membership.

5.3 Temporary Affiliates

5.3.1 The Committee shall have power to elect Temporary Affiliates over 18 years of age for a period of 4 weeks at a nominal rate per week set by the Committee providing the candidate is proposed and seconded by permanent members. The number of persons admitted to membership under this rule shall not result in them being significant in proportion to the total.

5.4 Former Lady Affiliates

Following the coming into force of the Equality Act 2010 on 1 October 2010, all former Lady Affiliates of the Club are full members of the Club.

5.5 Rules regarding Affiliates

A Temporary Affiliate shall have the rights and obligations of a

member of the Club save that they:

- (a) shall not be eligible to hold office or serve as a member of the Committee
- (b) shall not be entitled to attend general meetings of the Club or vote at elections
- (c) shall not be entitled to propose or second candidates as members or as Officers or members of the Committee
- (d) shall not hold a share
- (e) shall not be regarded as a member of the Club for the purposes of dissolution under Rule 11.6
- (f) shall be subject to such regulations as the Committee may from time to time make regarding Temporary Affiliates.

5.6 Cessation of Membership

Members and Affiliates shall cease to be members by:

- (a) Non-payment of subscription 31 days after it has become due. Any person whose membership has ceased from this cause shall not again be elected to membership unless they pay such fee or fine as the Committee may in its discretion determine
- (b) Expulsion (as set out in rule 5.7 below)
- (c) Resignation of not less than three months given in writing to the Secretary unless waived by the Committee
- (d) Death
- (e) Becoming a full-time employee of the Club

5.7 Expulsion of Members

5.7.1 In case the conduct of any Member, either within or without the Club premises shall in the opinion of two thirds of the Committee present at a meeting specially called to consider the case, be injurious to the character and interests of the Club, they may, by resolution of the Committee be permanently or temporarily excluded from Membership.

5.7.2 The member concerned shall have the right to appear before the Committee to state their case.

5.8 Settlement of Disputes

- 5.8.1 All disputes between a member (or a person aggrieved who has for not more than 6 months ceased to be a member) and the Club (or an Officer and the Club) shall, unless the Committee elect to refer the matter directly to a special meeting, be settled by the Committee.
- 5.8.2 Where the dispute relates to a particular Officer of the Club on the managing Committee, they must not vote or act as a Committee member in any dispute concerning them personally.
- 5.8.3 The decision of the Committee shall be final unless any aggrieved party shall within 7 days produce to the Secretary a requisition satisfying the conditions mentioned in Rule 9.2.1(b) whereupon the decision shall be reviewed by a special meeting and its decision shall be binding.

5.9 Register of Members

- 5.9.1 The Club shall keep at its registered office a register of members in which the Secretary shall enter the following particulars:
- (a) the names and postal address of the members
 - (b) The electronic address and the purposes for which it has been notified (if such an electronic address has been notified)
 - (c) the date at which each person was entered in the register as a member, and the date at which any person ceased to be a member
 - (d) the names and postal addresses of the Officers of the Club and every member of the Committee, with the offices held by them respectively and the dates on which they assumed office
 - (e) a statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member
 - (f) a statement of other property in the Club, whether in loans, deposits or otherwise, held by each member

- 5.9.2 The Register shall be constructed so that the details at Rule 5.9.1 (a), (b), (c) and (d) can be inspected independently of the rest of the Register.
- 5.9.3 Every member shall within 14 days give notice to the Secretary of any change in their address. Correspondence sent to a member's last known postal address shall deemed to have been received

5.10 Guests

- 5.10.1 A member may bring guests to the Club's premises.
- 5.10.2 The Committee may decide to refuse or terminate admission to any guest

5.11 Employees

No full-time employee of the Club shall be eligible to become a member. A member who becomes a full-time employee of the Club must surrender their membership.

6 POWERS

6.1 General

The Club shall have full power to do all things necessary or expedient for the accomplishment of all objects specified in its rules including but not limited to the power to deal with land and property

6.2 Application of Profits and Funds

- 6.2.1 The profits of the Club may be applied in any of the following ways:
- (a) In promoting mutual intercourse and united action between members and others interested in improving the conditions of the people of the United Kingdom.
 - (b) In prompting education by the establishment of lectures, classes, examinations, and scholarships.

- (c) For any other, lawful purpose determined by the Committee or any general or special general meeting subject to Rule 6.2.2.

6.2.2 Except by the dissolution of the Club no profits or funds of the Club shall be distributed amongst the members.

6.3 Borrowing Powers

6.3.1 The Club shall have power to borrow money for the purposes of the Club, and to issue loan stock and to secure the repayment of any money borrowed by mortgaging or charging any of its property, provided that the amount of money borrowed for the time being remaining undischarged shall not exceed £500,000 and that the interest paid or to be paid in respect of any money borrowed (except money borrowed by way of bank overdraft, or by way of mortgage of the Club's premises) shall not exceed 5 per cent per annum, or 1 per cent per annum above the base lending rate of the bank used by the Club, whichever is the greater.

6.3.2 Subject to the provisions relating to loan stock at rule 6.5, the Committee shall have power to determine from time to time the terms and conditions upon which money is borrowed or loan stock is issued and to vary such terms and conditions.

6.4 Deposits

The Club may receive any sums of money within the total limit mentioned in rule 6.3.1 from members or others on deposit, repayable on such notice being not less than 14 clear days, as they arrange from time to time, provided that such deposits shall be received in instalments of not more than £100 in any one payment, or more than £400 in all from anyone depositor.

6.5 Loan Stock

6.5.1 The following provisions shall apply to the loan stock:

- (a) Loan stock shall be issued in multiples of £1 and shall be transferable as hereinafter provided
- (b) Application for loan stock shall be made in such form as the Committee may determine, which shall contain a statement

of the terms and conditions of issue of the loan stock

- (c) Payment may be made for loan stock by instalment or otherwise
- (d) Interest shall be payable thereon half-yearly at such rate as may have been agreed not exceeding the rate mentioned in rule 6.3
- (e) Loan stock shall not confer a right to demand repayment of the principal from the Club unless interest thereon is in arrears for two consecutive years, or in the event of the dissolution of the Club
- (f) Loan stock shall be secured by certificates of indebtedness under the hands of two members of the Committee and the Secretary stating the amount of the loan stock
- (g) The Committee may, in its discretion, from time to time apply Club monies which it cannot profitably invest to pay off loan stock holders in the order in which they entered in the register, or in such order as the Committee may determine. If a loan stock holder, who has received notice, or to whom notice has been sent at their address registered in the books of the Club, that the Committee is prepared to repay the amount of their loan stock, leave the sum to be thus repaid in the hands of the Club, they shall not be entitled to any thereon after the expiration of the time named in the notice of repayment

6.5.2 Loan Stock may be transferred by a form containing such particulars as the Committee direct. A fee of £15 shall be paid by the transferor upon each transfer. A register of transfers, containing such particulars as the Committee direct, shall be kept, but no transfer shall be registered unless it is properly stamped, or if made by a member indebted to the Club, without special order of the Committee; and until the transfer of loan stock is registered, no right shall be acquired against the Club by the transferee, nor shall any claim of the Club on the transferor be affected.

6.6 Investments

The Committee may invest the funds of the Club at such rate of

interest and on such terms as they see fit in any of the following Investments:

- (a) With its members or others upon the security of real property.
- (b) In the shares or in the security of any society registered under the Co-operative and Community Benefit Societies Act 2014, or under the Building Societies Act, or of any company registered under the Companies Acts or incorporated by Act of Parliament or by charter provided that such society or company has its liability limited.
- (c) In any investment in which trustees are, for the time being by law, authorised to invest funds

7 COMMITTEE

7.1 Powers and Number of Committee

7.1.1 The Committee shall consist of:

- (a) The President
- (c) Vice-president
- (d) Treasurer
- (e) The Entertainment Secretary
- (f) 10 Other Committee members

7.1.2 The Committee shall control the management of the Club and shall have exclusive power to engage or dismiss a steward and other servants. It shall have power to purchase such articles and do all such things as it may deem necessary for the carrying out of the objects of the Club. It shall have due regard to any resolution or recommendation of a general meeting, but shall not be bound to give effect to the same if in its judgement such action would be injurious to the best interests of the Club.

7.1.3 Nothing in these rules shall enable the Committee to declare any dividend or make any monetary grants to the members, or to apply

the Club funds, except for the purposes of the Club itself, and for the purposes specified in Rule 11.1.

7.1.4 The Committee shall have power to purchase such articles and do all such things as it may deem necessary for the carrying out of the objects of the club.

7.1.5 The Committee shall meet not less than once a month or as may be agreed from time to time by the Committee and not less than one half of the total of the Committee shall form a quorum.

7.2 Conduct of Elections

7.2.1 Nominations

The election of Officers and Committee members shall be by ballot. At least 3 weeks before the day fixed for any ballot a nomination sheet shall be posted in the Club by the Secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until at least 10 pm on the day following the closing of the general meeting. No member shall be eligible for nomination unless they have been a member for at least 6 calendar months prior to nominations closing, and has been proposed and seconded by 2 members, who must themselves sign the sheet. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination. No candidate shall be nominated for more than one position, and if nominated shall be deemed to have resigned from their present position.

7.2.2 Scrutineers

The arrangements for ballot shall be carried out under the direction of the Secretary by scrutineers appointed by the general meeting, who shall not be candidates, Committee members or Officers. The scrutineers so appointed shall remain as scrutineers until their successors are appointed.

7.2.3 Ballot When Held

Ballots shall be held during the week following the annual meeting or in the succeeding week. Ballots shall remain open during not less than two hours on the evenings of not less than three consecutive days to be fixed by the Committee, and the result shall

be made known by the posting of a notice in the Club signed by the scrutineers, recording the number of votes polled by each candidate, and indicating which of the candidates are elected.

7.2.4 Who May Vote

Each member shall have one vote for each vacancy but no member may give more than one vote to anyone candidate.

7.2.5 Tie

The candidates receiving the highest number of votes shall be declared duly elected. In the event of two or more candidates receiving an equal number of votes for the last vacancy or vacancies, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the President, or in his/her absence, some person appointed by the scrutineers, shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

7.2.6 Scrutiny

The scrutineers shall, at the conclusion of the ballot, seal up the ballot papers and hand them to the Secretary who shall retain them for 7 days. A scrutiny shall take place if a written demand be presented to the Secretary within 7 days from the close of the ballot signed by not less than one-tenth of the members and the scrutiny shall be carried out by fresh scrutineers, to be named by the Committee and their decision shall be final.

7.3 Retirement, Vacation, or Cessation of Membership

7.3.1 Any Officer or Committee member not attending for three consecutive meetings shall, unless they send an explanation which the Committee consider satisfactory, cease to be a member of the Committee and in the case of an Officer shall also be removed from office.

7.3.2 Any Committee member or Officer who shall cease to be a member for whatever reason shall cease to be a member of the Committee or an Officer.

- 7.3.3 Any Committee member or Officer who shall be disqualified from being a director pursuant to The Company Directors Disqualification Act 1986 shall cease to be a member of the Committee or an Officer.
- 7.3.4 Any vacancy so occurring, or by any other cause, shall be filled by resolution of the Committee. Those Committee members elected before the date of the last election, shall retire at the elections held after the annual meeting, but shall be eligible for re-election. Any Committee members selected to fill a casual vacancy shall hold office for the remainder of the term for which the vacancy has arisen.

7.4 Removal or Resignation

Any member of the Committee may be removed by the votes of two thirds of the members present at a special general meeting called for that purpose. In the event of the removal or the resignation of the whole or the majority of the Committee, the Secretary shall obtain nominations and appoint scrutineers and arrange for holding a ballot. Three days shall be allowed for nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the Club.

7.5 Finance Committee

- 7.5.1 The Committee shall, at the first meeting following each election, select a sub-Committee, to be called the Finance Committee which shall meet weekly. It shall consist of a minimum of three Committee members/Officers.
- 7.5.2 It shall be the duty of the Finance Committee to oversee the accounting records of the Club and to report to the whole managing committee each month an analysis of the income and expenditure for the previous month and for the year to date. These records, duly made up to date, shall be laid upon the table at each managing committee meeting. The proceedings of the Finance Committee shall be recorded by the Secretary in the minutes of the management committee meetings

7.6 Officers

7.6.1 The Club shall have the following Officers

(a) President and Vice-President

The President, or in his/her absence, the Vice-president, or in the absence of both such Officers, an elected chairman shall take the chair at all general meetings and managing Committee meetings of the Club.

(c) Treasurer

The Treasurer shall pay all monies received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct, and further, shall keep such accounts in accordance with section 75 of the Co-operative and Community Benefit Societies Act 2014 and pay such debts of the Club as the Committee shall direct, and shall, when required to do so, render to the Committee, or a general meeting, an account of any monies received and expended by him/her.

(d) Secretary.

The Secretary shall be the executive Officer of the Club. He/She shall keep upon the Club premises the Register of Members referred to at Rule 5.9 and a subscription book, in which shall be recorded the payments of such members. He/she shall carry out the directions of the Committee, and subject to such directions, shall receive monies on account of the Club, and pay them to the Treasurer; and keep such accounts as the Committee may direct. He/she shall attend all meetings of the Committee and Finance Committee or any other sub-Committee if so directed, take minutes of the proceedings, prepare accounts and balance sheets, and submit them to the auditor.

(e) Entertainment Secretary.

The Entertainment Secretary shall administer the Entertainments budget and, working with The Entertainments Committee, provide regular events for the entertainment of members and ensure that members are kept suitably informed.

- 7.6.2 The Officers shall be elected by ballot for a term of two years at elections held following the annual meeting and shall remain in office until their successor is appointed.
- 7.6.3 Any of the Officers shall be removable at any time provided two-thirds of the members present at a special meeting called for that purpose shall vote in favour of such removal.
- 7.6.4 In the event of a vacancy arising amongst the Officers by death, resignation, or other cause, apart from suspension or expulsion the vacancy shall be filled, the Committee having power to appoint a member to fill the vacancy. Any member so appointed shall hold office for the unexpired period for which their predecessor was elected. This provision shall not apply to the office of Secretary. In the event of a vacancy arising in the office of Secretary, the same shall be filled by ballot. The scrutineers last appointed shall obtain nominations and arrange for holding a ballot under the supervision of the President. Seven days shall be allowed for nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the Club.
- 7.6.5 Any Officer shall vacate office if suspended from membership under Rule 5.6 or upon ceasing membership from any cause. A vacancy occurring on the suspension or expulsion of an Officer shall not be filled until the hearing of any arbitration appeal made in accordance with the rules.
- 7.6.6 The Committee may decide to remove from office, an Officer who is bankrupt, or incapable through disorder or disability of mind in managing his/her own affairs.
- 7.6.7 The Officers of the Club shall receive such honorarium, if any, or in the case of the Secretary such salary, as the Committee or a general meeting may from time to time determine. Every Officer dealing with Club monies shall be insured with a recognised

guarantee society for the due performance of their duties in such sum as the Committee or a general meeting may determine.

8 ANNUAL RETURN AND AUDIT

8.1 Annual Return

8.1.1 The Secretary shall send to the Financial Conduct Authority once in every year, within the time allowed by legislation, an annual return relating to the Club's affairs for the period required by the Co-operative and Community Benefit Societies Act 2014, to be included in the return, together with a copy of the report of the auditor on the Club's accounts for the period included in the return and a copy of each balance sheet made during that period and of any report of the auditor on that balance sheet.

8.1.2 The annual return shall be made up for the period beginning with the date of registration of the Club under the Co-operative and Community Benefit Societies Act 2014 or with the date on which the Club's last annual return was made up, whichever is the later, and ending with the date of the last balance sheet published by the Club. The annual return must be made in the form prescribed by the Financial Conduct Authority and contain such particulars as may from time to time be required to be in the return.

8.2 Copies of Annual Return, Balance Sheet and Inspection of Books

8.2.1 A copy of the last annual return, together with a copy of the report of the auditor on the accounts and balance sheet contained in the return shall be supplied gratuitously on demand to every member or person interested in the funds of the Club.

8.2.2 A copy of the account or accounts and balance sheets covering the period included in an annual return, as audited, and the report of the auditor on the balance sheet and accounts, shall be posted in the registered office and shall be kept always hung up in a conspicuous place at the said office.

8.2.3 Any member or person having an interest in the Club funds may at reasonable times inspect all books and accounts including the particulars in the register of members except those mentioned in paragraphs 5.9.1 (d) and (e) at the registered office or any place

where they are kept, and it shall be the duty of the Secretary to produce them for inspection; but no person, unless an Officer of the Club or specially authorised by a resolution thereof, may inspect the loan or deposit account of any other member without their written consent.

8.3 Audit

- 8.3.1 An audit, where necessary in law or where the membership require, will be carried out by a registered auditor or two or more lay auditors where the condition for appointing lay auditors apply.
- 8.3.2 Save as provided in Rule 8.3.3 every appointment of an auditor shall be made by resolution of a general meeting of the Club.
- 8.3.3 The Committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Club.
- 8.3.4 An auditor appointed to audit the accounts and balance sheet of the Club for the preceding year of account (whether by a general meeting or by the Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing them has been passed) unless:
- (a) a resolution has been passed at a general meeting of the Club appointing somebody instead of him/her or providing expressly that he/she shall not be re-appointed or
 - (b) they have given to the Club notice in writing of their unwillingness to be re-appointed or
 - (c) they are ineligible for appointment as auditor of the Club for the current year of account or
 - (d) they have ceased to act as auditor of the Club by reason of incapacity. Provided that a retiring auditor shall not be automatically re-appointed by virtue of this rule if notice of an intended resolution to appoint another person in their place has been given in accordance with Rule 8.3.4 and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

- 8.3.5 A resolution at a general meeting of the Club (i) appointing another person as auditor in place of a retiring auditor or (ii) providing expressly that a retiring auditor shall not be re-appointed shall not be effective unless notice of the intention to move it has been given to the Club not less than 28 days before the meeting at which it is moved. On receipt by the Club of notice of the intention to move any such resolution the Club shall give notice of the resolution to the members and to the retiring auditor in accordance with the Co-operative and Community Benefit Societies Act 2014, and shall give notice to the members in accordance with that Section of any representations made or intended to be made by the retiring auditor
- 8.3.6 None of the following persons shall be appointed as auditor of the Club:
- (a) an Officer or servant of the Club
 - (b) a person who is a partner of or in the employment of or who employs an Officer or servant of the Club
- 8.3.7 The auditor shall in accordance with the Co-operative and Community Benefit Societies Act 2014, make a report to the Club on the accounts examined by them and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which they are appointed.
- 8.3.8 The auditor shall have a right of access at all times to the books, deeds and accounts of the Club and to all other documents relating to its affairs, and shall be entitled to require from the Officers of the Club such information and explanations as they think necessary for the performance of the duties of the auditors.

9 GENERAL MEETINGS

9.1 Ordinary Meetings

- 9.1.1 There will be an annual meeting to be held not later than the 30 April on a date to be fixed by the Committee. At least 14 days' notice of every annual meeting, with a copy of the agenda, shall be posted in the Club. 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 Committee. At each ordinary general meeting the purpose of the meeting shall be to consider such other business as may be submitted by the Committee or any motion to be proposed by a member of which at least 7 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.

- 9.1.2 The auditor shall be entitled to attend any general meeting of the Club and to receive all notices of and other communications relating to any general meeting which any member of the Club is entitled to receive and to be heard at any meeting which they attend on any part of the business of the meeting which concerns them as auditor.

9.2 Special Meetings

- 9.2.1 A special meeting shall be called by the Secretary in the following cases:

- (a) Upon the direction of the Committee, and in accordance with such direction.
- (b) On a requisition signed by one-fifth of the total number of members entitled to attend and vote at a general meeting or 30 such members, whichever is the less, stating the special object thereof. Such meeting shall be held within not less than 14 and not more than 21 days from the date of the receipt by the Secretary of the requisition.

- 9.2.2 Notice of any special meeting, and of the object for which it is called, shall be posted by the Secretary in the Club at least 14 days prior to the date of the meeting. Should the Secretary not convene a special meeting in manner required within 14 clear days after a duly signed requisition has been delivered to them, any of the requisitionists may call such a meeting, giving such notice as is provided by this rule.

- 9.2.3 No business other than that named in the notice shall be brought before a special meeting.

9.3 Quorum

A general meeting may proceed to business if there are in total at

least one greater than the number of members of the Committee as provided by Rule 7.1.1 within an hour after the time fixed for the meeting, otherwise the meeting, if convened on the requisition of the members, shall be dissolved, but if a meeting convened by order of the Committee, it shall stand adjourned to the week following, at the same time, and the meeting so adjourned may proceed to business whatever be the number of members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.

9.4 Adjournment

Any general meeting duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

9.5 Voting

Each member present shall be entitled to one vote on each motion.

10 RULES

10.1 Supply

The Secretary shall be supplied by the Committee with copies of the rules and shall be bound to deliver a copy to any member, if so requested, at no cost.

10.2 Amendment

These rules may be amended only at a general meeting called for that purpose. Notice of any proposed amendment shall be posted in the Club for at least 14 clear days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least two-thirds of the members present at such meeting. No amendment of rules is valid until registered in accordance with the Co-operative and Community Benefit Societies Act 2014.

10.3 Bye-Laws

The Committee shall have power to make such bye-laws as it may consider necessary for the good government and order of the Club, provided that no such bye-laws shall conflict with any of the rules. A copy of all such bye-laws shall be posted in a conspicuous place within the Clubhouse.

11 MISCELLANEOUS

11.1 Nominations and Proceedings on Death or Bankruptcy

11.1.1 Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member the Club shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

11.1.2 A member may in accordance with the Co-operative and Community Benefit Societies Act 2014, nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of their property in the Club at the time of their death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination the Club shall if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder.

11.2 Statutory Applications to the Financial Conduct Authority

11.2.1 Any 10 members of the Club , each of whom has been a member for no less than 12 months immediately preceding the date of the application, may apply to the Financial Conduct Authority to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to section 105 of the of the Co-operative and Community Benefit Societies Act 2014.

11.2.2 On the application of at least 10% of the Club's members (or if less 100 members) may pursuant to section 106 of the Co-operative

and Community Benefit Societies Act 2014 apply to the Financial Conduct Authority to:

- (a) appoint one or more inspectors to examine into and report on the Club's affairs
- (b) call a special meeting of the Club

Such application must be supported by evidence to show that the applicant has good reason for requiring the examination or meeting as the FCA directs and that the motives for such examination or meeting are not malicious. An inspector may require the production of any or all of the Club's books, accounts, securities, documents and may examine, under oath, its Officers, members, agents and employees in relation to its business.

11.3 Hours of Opening and Closing of the Club Premises

The Club shall be opened and closed at such hours as may from time to time be fixed by the Committee, and as posted in the Club.

11.4 Supply of Alcohol and the Provision of Regulated Entertainment

The permitted hours and conditions for the supply of alcohol by or on behalf of a Club member for consumption on Club premises only and the provision of regulated entertainment (including the exhibition of a film, an indoor sporting event, a performance of live music, any playing of recorded music and entertainment facilities for dancing) shall be such as may from time to time be determined by the Committee in accordance with the provisions of the Licensing Act 2003 and any Premises Certificate issued to the Club thereunder.

11.5 Value Added Tax

Where under any of the provisions of these rules or any amendments thereto for the time being in force any sum of money is payable to the Club by a member whether by way of subscription or otherwise and such payment attracts Value Added Tax then, unless any rule specifically provides to the contrary, a member shall in addition pay to the Club such further sum as shall be equal to the amount of Value Added Tax at the rate for the time being in force attributable to such sum.

11.6 Dissolution

The Club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form provided, or by winding up in a manner provided by Part 9 of the Co-operative and Community Benefit Societies Act 2014. Subject to those rules the remaining assets after the payment of all liabilities shall be distributed amongst the members in equal shares.

11.7 HR disciplinary procedure

Any Officer, Committee member or employee undertaking HR activities or investigatory processes within the Club, must seek and follow the advice and guidelines of the Club's HR Consultants. In the event of said person failing to seek or follow such advice:

- i. They will be deemed to have acted outside of the Club's rules and will be liable for disciplinary action.
- ii. Should the Club suffer any financial losses as a result of this failure to follow the correct procedure, it may pursue any means available within the law to recover said losses from the individual or individuals concerned.

Signatures of Applicants for Registration



Member: Ian Davis



Member: Sharon Morgan



Member: Geoff Cossey



Secretary: Richard Leyshon



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Co-operative and Community Benefit Societies Act 2014

Acknowledgement of registration of a rule amendment

This document acknowledges the registration of the amendment of the attached rules under Co-operative and Community Benefit Societies Act 2014 for:

Society: Mudeford and District Men's Club and Institute (Christchurch) Limited

Registration number: 10683 R

Date: **24 July 2024**

