

RULES OF THE CLUB Proposed

1) Name

WEST END (ESHER) SPORTS AND SOCIAL CLUB ("WESSC") is the operating entity for the Oakley Institute.

2) Object

WESSC (hereinafter called 'the Club') will provide a base for social and sporting activities on behalf of its Members and the Community. It is to provide facilities including the lease and maintenance of the West End Village Green for these sports and pastimes comprising, inter alia, Cricket, Football and Pigeon Racing and Golf. These activities are individually managed and controlled by their respective Committees. The Club will pay a yearly rental to the Oakley Institute though a licence to occupy agreement.

3) Members

- a) There must be lodged with the Membership Secretary an application stating the name and address and correspondence details of such person using the designated mechanism to do so.
- b) The Membership Secretary shall keep a register of Members
- c) The Officers shall have the right to refuse membership
- d) A Member shall cease to be a Member:
 - i) if he or she gives to the Secretary written notice of resignation of his or her membership: or
 - ii) if he or she fails to pay any subscription within six months after the due date of payment: or
 - iii) if, the Member having committed some act or been guilty of behaviour inconsistent with membership of the Club, the Committee resolves by a majority of three quarters to remove him or her from membership.
- e) Only Members and their guests are entitled to any of the privileges of the Club.
- f) All members to abide by the code of conduct

4) Honorary Members

On the recommendation of the Committee, Honorary Members may be elected at any general meeting of the Club. A two-thirds majority of Members present and voting shall be necessary to ensure election. Honorary Members may be elected for life or such a period as the general meeting may deem expedient. They shall be entitled to all the privileges of membership. There shall be no more than 30 Honorary Members at any one time.

5) Subscriptions

- a) Every Member (other than Honorary or Life Members) shall pay such annual subscription as is proposed by the Committee
- b) Subscriptions shall be paid in advance as to the initial subscription on election and as to subsequent subscriptions on 1 January of each year.

6) Officers

The officers of the Club shall be a Chairman, a Treasurer, a Secretary, a Welfare Officer and must be Members of the Club and shall be elected for 2 years at the

AGM. The Chairman of the West End Sports and Social Club Committee will also serve as Chairman of the Bar Committee.

7) The Committee

- a) The Elected Members of the committee will be elected at the AGM by a simple majority of attendees at the AGM with the current chairman having the casting vote.
- b) All elected members shall be proposed and seconded by the membership
- c) The Committee shall consist of the officers and the following
 - i. Cricket Representative (Appointed)
 - ii. Football Representative (Appointed)
 - iii. Pigeon Club Representative (Appointed)
 - iv. Social Secretary – Voted in at AGM
 - v. Membership Secretary - Voted in at AGM
 - vi. Facilities Manager, i.e. anything to do with the structure and maintenance of clubhouse, out buildings and car park, the patio area and common. Voted in at AGM. The cricket and football clubs will be responsible for their respective playing areas in co-ordination with the Facilities Manager. Note that Facilities Manager will have the power and budget to subcontract many aspects of this role. This is a supervisory role and committee will agree on working budget
 - vii. A person responsible for HR related matters – Voted in at AGM. If no candidates, Chairman to have the power to outsource
- d) All members of the Committee (subject to Section 6) shall retire at the end of each annual general meeting but shall be eligible for re-election at that meeting.
- e) Any person who fails to attend three consecutive meetings of the Committee without giving a reason acceptable to the Chairman shall cease automatically to be a member of the Committee and the committee is empowered to appoint a replacement.
- f) The Committee shall manage all the affairs of the Club and shall have power to do everything necessary for the purpose.
- g) In the event of a vacancy on the committee, the committee/officers shall have the power to appoint a replacement.
- h) The quorum of the Committee shall be six consisting of at least two officers.
- i) Committee meetings will be held as required at regular intervals and at the discretion of the Committee now in office. A minimum of 4 meetings per year will be held.
- j) Not less than three days written or oral notice shall be given by the Secretary to members of the Committee of every 3 monthly meeting but in an emergency at the discretion of the Chairman and Secretary additional meetings may be called on not less than 24 hours notice.
- k) Decisions at meetings of the Committee are made by a simple majority and in the event of equality of voting the Chairman (or the acting chairman of that meeting) shall have a casting vote.

8) Bar Committee

- a) The Bar Committee will operate as a sub committee of The Committee

- b) The Bar Committee shall consist of the following:
 - i) The Head of the Bar Committee (voted in at the AGM and will also serve as the Chairman of the WESSC.
 - ii) Head of the Club Cafe'
 - iii) Bar Manager
 - iv) Cricket Club Representative
 - v) Football Club representative
 - vi) A member of the West End Sports and Social club holding no other elected role voted in at the AGM
 - vii) The Treasurer of the WESSC.

9) Purchase and Supply of Liquor

- a) The supply of intoxicating liquor is prohibited to any persons under the age of 18 years and will be compliant with UK Licensing Laws in all respects.
- b) The purchase and the supply of intoxicating liquor by West End Sports and Social Club and the fixing of the permitted hours for the supply and consumption thereof shall be in the absolute discretion of The Bar Committee

10) Annual General Meeting

- a) An annual general meeting shall be held in June in every year and fifteen months shall not elapse without a general meeting.
- b) The business of the annual general meeting shall be:
 - i) To receive the Chairman's report of the activities of the Club during the preceding year.
 - ii) To receive and consider the accounts of the West End Sports and Social Club for the preceding year, the Auditor's report and the Treasurer's report on the financial position of the Club.
 - iii) To elect officers and other committee persons.
 - iv) To remove and elect the Auditor or to confirm that he or she remains in office.
- c) Such business as shall have been communicated to the Secretary and shall be included in the notice of the meeting sent by the Secretary to the Members. Such notice will be issue at least 21 days prior to the AGM.

11) Extraordinary General Meeting

- a) An extraordinary general meeting may be convened at any time upon either a resolution of the Committee or a requisition setting out the resolution or resolutions to be proposed thereat. The requisition must be signed by whichever is the lesser of 30 Members or (not less than) one tenth of the Members/a minimum 30 members served on the Secretary by personal delivery. If the Secretary does not give notice of the meeting pursuant to the requisition on or before the expiry of 14 days from service of the requisition the requisitionists or any one or more of them on behalf of the others may give notice of the meeting.
- b) The business which may be conducted at an extraordinary general meeting may be any one or more of:
 - i) Removing all or any of the officers, other committee persons and auditors of the Club and filling the vacancies thereby caused
 - ii) Altering these rules
 - iii) Dissolving the Club or

- iv) Such business as shall have been communicated to the Secretary and shall be included in the notice of the meeting. sent by the Secretary to the Members or if the Secretary does not give notice of the meeting pursuant to the requisition as aforesaid then in the notice of the meeting sent by the requisitionists.

12) Proceedings at Annual and Extraordinary General Meetings

- a) Not less than twenty one days prior notice in writing setting out the resolutions to be proposed at the meeting shall be displayed at the Club premises.
- b) Resolutions at annual general meetings shall be passed by a simple majority of votes entitled to be cast by the Members present at the meeting.
- c) Resolutions at extraordinary general meetings shall be passed by a majority of three-quarters of the votes entitled to be cast by the Members present at the meeting.
- d) Each Member shall have one vote on every resolution.
- e) Voting shall be decided by a simple majority except as otherwise provided in these rules and, in the event of a tied vote, the motion shall be deemed to be lost.
- f) Nominations of persons for election to any office must be made in writing to the Secretary not less than fourteen days before the meeting at which elections for that office are intended to be proposed.

13) Commission

No person shall at any time be entitled to receive at the expense of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by WESSC nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of WESSC to Members of the Club or guests apart from any benefit accruing to the Club as a whole and apart also 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.

14) Guests and Visiting Teams

- a) Any member shall be entitled to introduce guests to the Club provided that no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest. The Member introducing a guest shall enter the name and address of the guest together with his own name in a book which shall be kept at the Club. The Member introducing a guest shall be responsible for strict observance by such guest of these rules and shall not leave the Club premises prior to the departure of such guest.
- b) The sale of intoxicating liquor will be permitted to the bona fide members of visiting sporting teams, their officials and supporters.

15) Accounts, Income and Property

- a) The financial year of the WESSC shall end on 30 April in every year to which day the accounts shall be balanced and drawn.
- b) As soon as is practicable after the end of the financial year there shall be prepared a statement of the assets and liabilities of the WESSC at the end of the financial year and a statement of income and expenditure during that year

which statements shall be audited by the Auditor not less than 28 days before the annual general meeting.

- c) Copies of the audited statement of accounts shall be displayed at the Club premises at the same time as the notice referred to in Clause 11(a).
- d) The Auditor shall be a person suitably qualified for that purpose. He shall be appointed by each annual general meeting and shall hold office until the end of the next following annual general meeting.
- e) All monies received by the Club shall be paid into an account in the name of the Club at bankers appointed by the Committee and cheques and other instruments drawn on and directions to the bankers shall be signed by not less than two officers
- f) No action involving expenditure in the name or on behalf of the Club shall be taken and no undertakings which would commit the Club to expenditure or other liability shall be made without the prior authority of a resolution of the Committee.

16) Indemnity

- a) Members of the Committee shall not be liable (otherwise than as Members) for any loss suffered by the Club as through the discharge of their respective duties on its behalf, except such loss as arises from their respective wilful default, and they shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities incurred by them in the discharge of their respective duties.
- b) The Committee may from time to time make vary and revoke bye-laws not inconsistent with these rules for the regulation of the internal affairs of the Club and the conduct of the Members. All bye-laws shall, until revoked by the Committee, be binding on the Members.

17) Dissolution

- a) The Club may be dissolved by a resolution passed under rule 11(b)(iii).
- b) The dissolution shall take effect from the day when the resolution is passed and the Committee shall be responsible for the winding up of the assets and the liabilities of the Club.
- c) If any property remains after the discharge of all debts and liabilities of the Club, it shall be distributed to recognised and properly registered charity or charities.