

Alcester Unionist Club
London House, 46 High Street, Alcester,
Warwickshire B49 5AB

MASTER RULE BOOK

(Master Rule Book updated – April 2025)

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All previous editions of these rules are hereby rescinded

Name and Registered Office

1. The Alcester Unionist Club Limited, being the Society, and hereinafter referred to as "the Club" shall have its registered office at London House, 46 High Street, Alcester, Warwickshire, or such other place as the majority of members shall determine. In the event of any change in the situation of the registered office, notice of such change must be sent by the Secretary within fourteen days thereafter to the Registrar in the form provided by the Treasury Regulation in that behalf.
2. The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on, in a conspicuous position, in letters easily legible, and shall be engraved in legible characters on its seal, and shall be mentioned in legible characters in all business letters of the Club and notices, advertisements, and other official publications of the Club, and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods, purporting to be signed by or on behalf of the Club, and in all bills, invoices, receipts, and letters of credit of the Club.

Seal of the Club

3. The Club shall have a common seal with the name of the Club engraved on it in legible characters, and such seal shall be entrusted to the care of the Secretary or such other Officer as the Committee shall appoint, and the affixing of such seal shall be accompanied by a resolution of the Committee authorising the act, and shall be affixed in the presence of and attested by the signatures of two members of the Committee, and countersigned by the Secretary.

A register shall be kept in which an entry shall be made on all occasions upon which the said common seal shall be used.

Objects of the Club

4. The objects of the Club shall be to carry on the business of a Club, and in so doing, to promote by all proper means the collective welfare and well-being of all the members as far as reasonably possible.
5. The Club shall have the power to do all things necessary or expedient for the accomplishment of the objects specified in its rules, including the power to hold, purchase, take on or lease in its own name, any land or building, and to sell, exchange, mortgage or lease the said land or buildings, or build upon the said land.

6. The Club shall be affiliated to and interaffiliated with the Association of Conservative Clubs Limited, subject to the rules and regulations thereof.

Shares

7. The capital shall consist of shares of 25p each which shall be neither transferable nor withdrawable. Except as provided in Rule 14(1), every person on election shall pay for one share. If any person shall cease to be a member of the Club for any cause whatsoever, the amount paid on that person's share shall be forfeited and the share shall be cancelled. Probationary members will not be entitled to hold a share until the satisfactory conclusion of the relevant probation period.
No member shall hold more than one share.

Membership Election

8. The election of members shall be vested solely in the Committee and shall be by ballot. Two votes against admission shall exclude a candidate.
9. Only persons of at least eighteen years of age shall be eligible for membership.
 - a. Any two members of not less than six months standing may propose and second a candidate for membership and shall be able from personal knowledge to vouch for the candidate's respectability and fitness to be a member and both of them shall sign the nomination form as shall the candidate, who by so doing, shall pledge to abide by the Rules of the Club, now or hereafter in force, in the event of being elected a member.
 - b. In the event that a prospective member is new to the Alcester area and is not known to the Committee or existing membership and so is unable to procure the appropriate nomination (whether proposer or seconder) that person may apply in person to the Committee and present themselves at the Club at an arranged date and time to introduce themselves to at least two Committee Members and provide evidence of their identity. If their application is accepted by the two Committee Members, the application shall be treated as if the provisions of Rule 9(a) had been satisfied. If the applicant is ultimately approved for election to membership, that person shall be elected as a probationary member for a period not less than six (6) months, during which time either the probationary member or the Committee can rescind the probationary member's election upon written notice:
 - i. From the Club to the probationary member's address as notified on the application form.
 - ii. From the probationary member to the Club for the attention of the Club Secretary at the Club's address stated in Rule 1.

whereupon the provisions of Rules 15 and 16 shall take effect.

Pending successful completion of the six month probationary period, the probationary member shall not be permitted to vote at an Annual General Meeting, nor a Special General Meeting. Following completion of the six month period, the probationary member can thereafter be elected to full membership status by resolution of the Committee.

- c. No paid employee of the Club shall be a member.
10. The names of each candidate, and the names of the proposer and seconder, shall be posted on the Club Notice Board at least seven days before the day on which the candidate's name is to be submitted for election.
11. Any member who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary in writing of the grounds for objection and the Secretary shall communicate the objection to the Committee.
12. The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if requested to do so, or send an explanation which the Committee (at its sole discretion) shall deem to be satisfactory for not doing so within four weeks, that application for election shall be rejected. In the event that a satisfactory explanation is received, the Committee shall discuss the next steps and notify its proposal to the proposer, seconder and their candidate. If either the proposer, seconder and / or their candidate remain(s) unwilling or unable to comply with the proposal of the Committee, the application shall be rejected.
13. No candidate, other than a candidate elected under Rule 14(1), shall be admitted to the privileges of membership, until having been:
 - a. formally elected by the Committee, and
 - b. notified of election by the candidate's proposer, and
 - c. paid the first subscription together with any entrance fee which may be determined by the Committee, and
 - d. shall have paid for and have been allotted one share duly registered in the register of the Club (subject to the allocation of such share having been held in abeyance pending the satisfactory completion of any probationary period as set out in clause 10(b)), and
 - e. in no circumstances shall a candidate be admitted to the privileges of membership until at least seven days shall have elapsed between nomination and election to membership.Membership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding and processing of relevant personal data for the purpose of the Data Protection legislation. Refer to Appendix B hereof for the Club's data protection policy

14. Special Classes of Membership

(1) Honorary Members

The Committee shall have power to elect from time to time as Honorary Members, without entrance fee or subscription, persons of distinction, or those who have rendered valuable services to the Club. An interval of at least seven days shall elapse between their election and admission as members.

One share shall be allotted without payment to any Honorary Member elected in accordance with this Rule which share shall otherwise be issued in accordance with the remaining provisions of Rule 7 of these Rules.

The Committee may terminate at any time the Honorary Membership of any member so elected if in their opinion it is desirable, either in the interests of the Club or the wider membership or if, in the reasonable opinion of the Committee, the said Honorary Member is deemed to have conducted themselves in a manner warranting such termination.

(2) Life Members

The Committee shall have power to elect as a Life Member any member who shall have been a member of the Club for a period not less than thirty (30) years and who the Committee deems worthy. The Committee may terminate at any time the Life Membership of any member so elected if in their opinion it is desirable, either in the interests of the Club or the wider membership or if, in the reasonable opinion of the Committee, the said Life Member is deemed to have conducted themselves in a manner warranting such termination.

Life Members shall be entitled to the full rights and privileges of membership without payment of any further subscription.

Disqualification of Candidates

15. No rejected candidate shall again be proposed as a member until the expiration of twelve months from the date of such rejection.

No person who shall have been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited shall ever again be proposed as a candidate, or make use of the Club premises, except by express written consent of the Committee, such consent being signed by at least two Officers or members of the Committee and counter-signed by the Secretary.

No other person, who has at any previous time been a member of the Club, shall be eligible for re-election before the period of six months has elapsed since the expiry of that person's previous membership.

Resignation of Membership

16. Any member wishing to resign must send a written notice to the Secretary, and shall thereupon cease to be a member and that member's share shall be forfeited and the share shall be cancelled. The Committee may accept the verbal resignation of a member provided it is reported and approved at a subsequent Committee Meeting. The member's resignation shall be confirmed to the member in writing, sent to the member's last known address.

Register of Members

17. The Club shall keep at its registered office a register of members (in these Rules referred to as "the Register") in which the Secretary shall enter the following particulars:
 - a. the full names of members;
 - b. the addresses of members
 - c. a statement of the number of shares held by each member and the amount paid or agreed to be considered as paid on the share of each member;
 - d. a statement of other property in the Club, whether in loans or otherwise, held by each member;
 - e. 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;
 - f. the names of the Officers and Committee Members of the Club, with the offices held by them, and the dates on which they assumed office.
 - g. the names of the Committee Members of the Club, and the dates on which they were part of the Committee.
 - h. the addresses of the Officers and Committee Members of the Club.

The Club shall so construct the Register that it is possible to open for inspection the particulars entered therein mentioned in paragraphs (a), (c), (e), (f) and (g) hereof without opening to inspection the other particulars.

Subscriptions

18. The ordinary subscription shall be of such sum per annum as shall be determined from time to time by the Committee and ratified by the members at a General Meeting. Subscriptions shall be paid in advance on admission and, subsequently, shall fall due on the 1st January each year.
19. A suspended member shall remain liable to pay the annual subscription.

20. Every member when on the Club premises shall produce a receipt of subscription or some other documentary evidence of current paid-up membership, whenever called upon to do so by any person authorised by the Committee to make such demand. If such receipt or other evidence is not so produced, the benefits of membership shall be suspended until the member complies with the request.

Non-Payment of Subscription

21. Any member failing to pay the subscription within fourteen days after the same has become due, shall be considered to be in arrears, and notice of the default shall be sent to the member by the Secretary. If the sum due be not paid within another fourteen days after such notice has been sent this person shall cease to be a member; that member's share shall be forfeit and cancelled. If, however, the delay in payments can be accounted for to the satisfaction of the Committee, the Committee may at its discretion direct that any member shall be exempt from the foregoing provision. Any member in arrears shall not be permitted to make use of the facilities of the Club or take part in its affairs.

Change of Address

22. Any member changing their address shall, within fourteen days of taking residence at the new address, give notice to the Secretary in writing of such change, and until such notice is given, all communications sent to their last known address shall be deemed to have been served upon such member.

Inter-Affiliation Ticket Holders

23. Members of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the rules and regulations of that Association, may on presentation of their Inter-Affiliation Ticket may be admitted to the Club Premises, and intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises. Any Inter-affiliated Ticket holder who resides within ten miles of the Club premises shall be allowed admission, but not more than twice per month.

Cessation of Membership

24. Membership shall terminate:
- On resignation (Rule 16)
 - On non-payment of subscription (Rule 21).
 - On expulsion (Rule 38a).
 - On death.

Officers

25. The Officers of the Club shall consist of a President, a Chair, a Treasurer and a Secretary, who shall remain in office until their successors are elected. The Officers shall be elected annually by a ballot of the Committee to be held in the month preceding the Annual General Meeting (and ratified by the members at that AGM) and at the end of their term shall be eligible for re-election.

Committee Members

26. In addition to the Officers, there shall be no less than three and no more than eight Committee Members who (if the number of nominations so require) shall be elected by ballot to be held in the week preceding the Annual General Meeting. The longest serving 50% of the Committee Members (measured in length of service from the date of their individual first elections) shall retire at each Annual General Meeting and shall be eligible for re-election.

If two or more Committee Members have served for the same period those to retire shall be selected by the Chair by lot.

The Committee

27. The Committee shall consist of the Officers and other Committee Members referred to in Rules 26 and 27.

The Committee shall meet at least once a month. Six of the Officers and Committee Members in aggregate shall form a quorum of whom not less than two of the following shall be present- President, Chair, Secretary and Treasurer. The Chair, or in the Chair's absence, a substitute chairperson elected by the meeting shall preside.

Each member shall have one vote and in the event of equality of votes the presiding Officer of the meeting shall have in addition to their vote as a member of the Committee a second or casting vote.

28. Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless they send a written explanation which the Committee shall deem satisfactory, cease to be a member of the Committee.

Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and such resignation shall be deemed to be effective upon receipt by the Secretary of written notification.

Any member of the Committee ceasing to be a member of the Club, or who is suspended from the privileges of membership shall cease to be a member of the Committee.

Any vacancy so caused shall be filled as provided in Rule 46.

29. (1) The Officers and other Committee Members shall receive such honorarium, if any, as the Committee shall from time to time determine.

(2) Any Officer or Committee Member(s) and the Steward dealing with the moneys of the Club shall give such security as the Committee may from time to time determine, and shall discharge their duties under the direction of the Committee.

Appointment of Secretary

(3) In the event of a person being appointed Secretary, such a person may be a member of the Club, but if they are not a member, the Committee shall nonetheless have the power to direct that they may be admitted to the Club premises and that intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises.

Duties of Officers

President and Chairman

30. The President, or in the President's absence, the Chair, and in the Chair's absence, the Secretary, shall preside at all meetings (other than Committee meetings) of the Club. The President's role is to uphold and promote the best interests of the Club and its members shall at all times and to lead by example to ensure, so far as reasonably possible, that the members act in a similar manner.

30A The Chair shall preside over all Committee meetings and shall ensure the business and meetings of the Committee are conducted efficiently and in the commercial & social interests of the Club. The Chair shall at all times uphold and promote the best interests of the Club and its members and shall lead by example to ensure, so far as reasonably possible, that the members act in a similar manner.

Treasurer - General Duties

31. The Treasurer shall be responsible for seeing that all moneys, whether received by himself, the Secretary, or any other Officer, the Steward or any other servant of the Club, are duly paid in to the Club's Bank at least once a week. The Treasurer shall also see that all debts of the Club are paid as directed by the Committee (except petty cash payments) by cheques signed by any two of the authorised signatories and countersigned by the Treasurer or by electronic bank transfer, direct to the account of the payee. The Treasurer shall at every regular meeting of the Committee (or more often if required) produce the Paying-in Book and Bank statements for inspection showing that the foregoing duties have been carried out.

The Treasurer shall keep such accounts, documents and other papers of the Club, not otherwise kept by the Secretary, in such a manner and for such purposes as the Committee may direct.

The Treasurer shall be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club servants and for other purposes directed by the Committee.

The Treasurer shall comply with the requirements of the Commissioners of Inland Revenue with regard to the deduction of income tax from the wages or salaries of employees and with the requirements of the National Insurance Acts in respect to such employees.

The Treasurer shall be supplied by the Committee with copies of these Rules and shall be bound to deliver a copy thereof to any member on demand on payment of a sum not exceeding £5.00 as the Committee may from time to time determine.

The Treasurer shall carry out such other duties as are reasonably incidental to the office.

Secretary - General Duties

32. The Secretary shall on all occasions in the execution of that office act under the superintendence, control and direction of the Committee.

The Secretary shall receive moneys on account of the Club and pay the same to the Treasurer or directly into the Club's Bank. The Secretary shall keep such accounts, documents and papers of the Club in such a manner and for such purposes as the Committee may direct.

The Secretary shall in every year prepare or cause to be prepared (by the Treasurer) the balance sheet and income and expenditure account and submit the same to the accountant of the Club.

The Secretary shall summon and attend all meetings of the Club and take minutes of the proceedings.

The Secretary shall ensure that the Club is registered with the Magistrates' Court and / or any other relevant Licensing Authorities under the provisions of the Licensing Act including any other relevant legislation together with updates, re-enactments or replacements as the case may be.

The Secretary shall carry out such other duties as are reasonably incidental to the office.

Committee - General Duties

33. Without prejudice to Rules 26-32 inclusive, every member of the Committee acknowledges that they are in a position of trust and shall at all times uphold and promote the best interests of the Club and its members and shall lead by example to ensure, so far as reasonably possible, that the members act in a similar manner.

The Committee shall treat the commercial interests and business dealings of the Club as strictly confidential in so far as reasonably practicable and shall only discuss such details with persons outside the Committee as is reasonably required to conduct and progress the general business affairs and interests of the Club – or otherwise as the Committee may agree in advance.

Any Committee member found (in the Committee's reasonable opinion) to be acting otherwise than in accordance with this Rule 33, may be dismissed from the Committee by a simple two-thirds majority vote of the Committee at its next monthly meeting following a meeting in which notice of such vote was minuted by the Committee.

Each Committee member shall act as a point of contact and shall take note of the requests and concerns of any member. If such request or concern is received verbally, the Committee member shall make a written, dated record of the matter and the member(s) concerned. Either the member(s) written submission or the Committee member's record (as the case may be) shall be submitted to the Secretary at the earliest opportunity for discussion at the next Committee meeting.

Annual Return

34. Every year not later than the 31st March the Treasurer shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to the affairs of the Club for the period required by the Act to be included in the return together with:

- a copy of the accountant's report on the Club's accounts for the period in the return, and
- a copy of each balance sheet made during that period and of the accountants on that balance sheet.

provided always that the Treasurer shall have presented the Club's accounts at the Committee Meeting at least one month prior to the 31st March.

35. A copy of the last annual return for the time being of the Club, together with a copy of the accountant's report on the accounts and balance sheet contained in the return, shall be supplied gratuitously by the Secretary to every member or person interested in the funds of the Club on his application and the Committee shall provide the Secretary with sufficient copies of the said annual return for this purpose.

Authority of the Committee

36. The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce rules, and make such bye-laws as may be necessary for the conduct of the Club in conformity with these Rules.

It may also appoint Sub-Committees, which shall manage the several departments of the Club under the supervision of the Committee.

The authority to appoint and dismiss the Secretary, the Steward and all other Club servants shall be vested solely in the Committee.

The Committee shall treat the commercial interests and business dealings of the Club confidential in so far as reasonably practicable and shall only discuss such details with persons outside the Committee as is reasonably required to conduct and progress the general business affairs and interests of the Club – or otherwise as the Committee may agree in advance.

37. No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of the intention to propose such rescission.
38. (a) The Committee and Officers, by a minimum two-thirds majority vote, shall have power to reprimand, suspend (for a period not exceeding six months), or expel any member whatsoever who in the reasonable opinion of the Committee (i) shall infringe any Rule and / or whose conduct in or out of the Club could be prejudicial to the character or interests of the Club; and / or (ii) is guilty of conduct or whose opinions or actions are likely to endanger the welfare or the good order of the Club or the wider membership, or are found to be materially inconsistent with these Rules, shall be expelled from the Club.
- (b) The Chair or Secretary (or any other two Officer(s) or Committee Member(s) acting together) shall be empowered to order the immediate withdrawal of any member whose conduct on the Club premises is in conflict with the Rules of the Club, and who, after warning, persists therein.

The matter must be reported in writing to the Committee at the earlier of the next Committee meeting, or a maximum of seven days of the committal of the alleged offence. Such member shall have no right of re-entry to the Club premises until having been summoned to meet, and subsequently met with, the Committee – subject to Rule 38 (c) below.

(c) In all cases other than as provided in section (a) of this Rule,

(i) any complaint or complaints against a member shall be considered at their next regular meeting held in accordance with Rule 27, and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership upon receipt of the notice summoning him to appear before them until the date of the meeting to which the member shall be summoned.

(ii) If the Committee are of the opinion that the complaint or complaints do not warrant the member being summoned to appear before them, the member in question must be immediately notified to this effect and the member shall be free to resume their rights as a member.

(iii) If the Committee are of the opinion that the complaint or complaints against a member does warrant the member being summoned to appear before them, at least seven clear days' notice in writing shall be given by the Secretary to that member of their being so summoned, and the notice shall contain a statement detailing the complaint or complaints brought against the member.

(iv) No member shall be suspended or expelled without being first summoned before the Committee, and full opportunity afforded to the member to defend themselves nor unless a majority of at least two thirds of the Committee then present vote for his suspension or expulsion, and the decision of the Committee shall be final.

(v) Should a member fail to appear before the Committee having given no prior reasonable explanation for that failure, the case can proceed and be dealt with by the Committee in the member's absence.

(d) Notwithstanding the foregoing provisions of this Rule 38, the Committee shall not be obliged to summon a member to appear before them in respect of an offence of which he has already been convicted and sentenced by a court of law unless, in the reasonable opinion of the Committee, that offence is of such serious nature as to not do so could be prejudicial to the character or interests of the Club and / or the welfare or confidence of the general membership.

39. The Committee shall have power to give written orders to tradesmen and others for goods and other things necessary for carrying out the purposes of the Club; but nothing in this Rule 39 shall empower the Committee or any Officer authorised by them, to incur expenditure except such as is consistent with the purposes for which the Club is established. No such orders shall

be issued unless written quotations for the proposed work or supply have been approved and signed by at least two Committee Members and counter-signed by the Secretary.

Members of the Club shall be entitled to contract with the Club for supply by them of goods and services, other than the preparation of the Club's accounts, but shall not participate in any discussion or vote upon any motion relative thereto, either at a Committee meeting or General Meeting.

No Officer(s) of the Club, nor Committee Member(s), nor any of their relatives or associated persons (whether associated financially or by blood or by a formal legal or civil relationship) shall be entitled to contract with the Club for supply by them of goods and services unless the supply of such goods and services has been duly approved at a Committee meeting. Where the value of such arrangements for the supply of such goods and services would likely exceed £5,000 per year (or equivalent on a rolling monthly basis), same shall be discussed with the members at a quarterly members' forum or Special General Meeting convened for that purpose in accordance with Rule 53 and consent (or otherwise) shall be obtained from a simple majority of the members in attendance at the quarterly forum by a show of hands, but subject always to Rule 55 in the case of a Special General Meeting.

Election of Committee Members

40. Every candidate for the office of Committee Member shall be proposed and seconded by two members entitled to vote.
The candidate's current subscription must have been paid and they must have been a member for the previous six months and be not less than twenty-one years of age.
41. Each member of the Club shall have one vote for each vacancy, and no member shall give more than one vote to any candidate.
42. At least three weeks prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club Notice Board by the Secretary, inviting the nominations of candidates for the office of Committee Member of the Club. The notice shall remain so posted for ten days.
43. The names of all candidates for office of Committee Member, together with the names of their proposers and seconders, shall be entered on a nomination sheet which shall be posted on the Notice Board seven clear days before the day appointed for the commencement of the ballot and shall remain so posted until the result of the ballot has been declared.

44. (1) The Committee shall appoint three scrutineers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General or Special General Meeting.

No Officer of the Club or Committee Member or any candidate may be appointed a scrutineer.

- (2) In the case of a tie between any two or more candidates, the names of such candidates shall be written on pieces of paper, which shall be folded and placed in a receptacle, from which the Chair of the meeting shall draw as many names as there are vacancies to be filled.

The members whose names are thus drawn shall be declared duly elected.

If there shall be no such candidate, any remaining vacancy may be filled by the method prescribed in Rule 46 at the discretion of the Committee and by a minimum two-thirds majority, but for the avoidance of doubt, there shall be no obligation upon the Committee to have the maximum number of members referred to in Rule 26.

45. The number of hours and days during which the ballots shall remain open shall be determined by the Committee, and a notice put on the Club Notice Board to that effect.

Casual Vacancies

46. Any casual vacancy, except vacancies occasioned by removal under Rule 47, occurring amongst the Officers and Committee Members shall be filled up by the Committee who shall appoint a person to fill the office. Any person so appointed shall retain his office so long only as the vacating Officer or Committee Member would have retained the same if no vacancy had occurred.

Resignation of the Committee

47. In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following three days and a ballot shall be held within seven days of such resignation for the election of a new Committee.

The result of the ballot shall be declared at a Special General Meeting called by the Secretary with ten days of such ballot.

The time and notice required for nominations under Rule 42, and for Special General Meetings under Rules 53 and 54, shall not apply in this case.

Removal of Committee and Election of New Committee

48. The Committee, or any member or members thereof, may be removed by a majority of three fourths of the members of the Club present and voting at a Special General Meeting called for that purpose.

The election of a new Committee or any member or members thereof shall take place in the manner prescribed in Rule 47 upon resignation of the Committee.

Appointment and Duties of the Accountants

49. (1) The Club shall in each year of account appoint a suitably qualified accountant to prepare its accounts and balance sheet for that year and give an accountant's report on them as required by the Friendly and Industrial and Provident Societies legislation, unless in accordance with paragraph 8 of this rule the members vote for an audit to be carried out, in which case paragraph 9 of this rule will take precedence.

(2) Save as provided in section (3) of this Rule every appointment of an accountant shall be made by resolution of a General Meeting of the Club.

(3) The first appointment of an accountant shall be made within three months of the registration of the Club and shall be made by the Committee if no General Meeting of the Club is held within that time. The Committee may appoint an accountant to fill any casual vacancy occurring between the General Meetings of the Club.

(4) An accountant appointed to prepare the accounts and balance sheet of the Club for the preceding year of account (whether by General Meeting or by the Committee) shall be re-appointed as accountant of the Club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:

- (i) a resolution has been passed at a General Meeting of the Club appointing a replacement accountant instead or providing expressly that that same accountant shall not be re-appointed, or
- (ii) the accountant has given to the Club notice in writing of unwillingness to be re-appointed, or
- (iii) the accountant is ineligible for appointment as accountant of the Club for the current year of account, or has ceased to act as accountant of the Club by reason of incapacity.

Provided that a retiring accountant shall not be automatically re-appointed by virtue of this Rule if notice of an intended resolution to appoint a replacement accountant has been given in accordance with section (5) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person. In this instance, refer to Rule 49(3).

(5) A resolution at a General Meeting of the Club

- i. appointing another person as accountant in place of a retiring accountant; or
- ii. providing expressly that a retiring accountant 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 twenty-eight 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 accountant in accordance with section 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representation made or intended to be made by the retiring accountant.

(6) None of the following persons shall be appointed as accountant of the Club:

- i. an Officer or Committee Member or servant of the Club
- ii. a person who is a partner of, or in the employment of, or who employs an Officer or Committee Member or servant of the Club, or
- iii. a body corporate which employs or is financially associated with, any person listed under (i) or (ii) of this clause 49(6).

(7) The accountant shall in accordance with all relevant legislation, make a report to the Club on the accounts examined by him and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed.

(8) The members shall vote annually, at the Annual General Meeting, to have, when necessary in Law or where the membership require, an audit carried out by a registered Auditor, or unaudited accounts where the conditions for such, as set out in section 8(1) of the Deregulation (Industrial and Provident Societies) Order 1996, prevail.

(9) If a full audit or a report is required, a person who is a suitably qualified auditor shall be appointed.

The qualified or lay auditors, if so appointed, shall not be Officers or Committee Members or servants of the Club and nor shall they be partners of, or in the employment of, or employ, an Officer or Committee Member or servant of the Club .

Lay auditors shall be chosen by the Committee from the general membership.

General Meetings

Annual General Meetings

50. The Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee.

51. Notice of such Annual General Meeting shall be exhibited on the Club Notice Board at least twenty-one days before the date appointed for the meeting. Further:

- (a) Notice of any motion for inclusion in the Agenda of the Annual General Meeting must be submitted in writing to the Secretary no later than ten clear days prior to the date appointed for the meeting.

- (b) The Agenda for the Annual General Meeting shall be posted on the Club Notice Board for at least seven clear days before the date appointed for the meeting. No business other than that specified in the Agenda shall be transacted at the meeting.
- (c) A copy of the last prepared balance sheet for the time being, together with the accountant's report, shall be posted by the Secretary on the Club Notice Board at least seven days before the Annual General Meeting and shall be kept always hung up in a conspicuous place in the Registered Office.

52. At the Annual General Meeting a statement of affairs and prepared balance sheet and accountant's report shall be presented, together with a report of the ballot for Officers and Committee Members.

Special General Meeting

53. The Secretary shall summon Special General Meetings as follows:

- In accordance with Rule 47.
- At the direction of the Committee
- Upon a request forwarded to the Secretary signed by one-fifth of the members or 30 members, whichever is the less, stating the objects of such meeting. Meetings summoned under this paragraph shall be held within not less than fourteen days and not more than twenty-one days from the date of receipt of the request by the Secretary.

Should the Secretary not convene a Special General Meeting within seven clear days after a duly signed requisition has been so delivered, any of the requisitionists may call such meeting in accordance with Rule 54.

54. Notice of any Special General Meeting, and of the object for which it is called, shall be exhibited on the Club Notice Board a clear fourteen days before the date appointed for such meeting (except in the case of a Special General Meeting called under Rule 47) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.
55. At a Special General Meeting one-fifth of the members, or 30 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for a meeting a quorum is not present the meeting if convened upon the requisition of members shall be dissolved; in any other case it shall stand adjourned to such day and at such time as the members present may determine and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall be a quorum. No want of quorum occurring after the presiding officer has opened the meeting shall make a meeting incompetent to transact business.

Adjournment of Meetings

56. Any Annual General or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting.

Rescission of Resolutions

57. No resolution passed at an Annual General or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary at least twenty-one days before the date appointed for the subsequent Annual General or Special General Meeting.

Voting

58. At all General Meetings every member present shall have one vote on each resolution.

Visiting Teams and Associations

59. Members and Officials of visiting teams participating in organised games and tournaments, may, at the absolute discretion of the Committee, be admitted to the premises and intoxicating liquor may be supplied for sale to them by or on behalf of the Club for consumption on the premises.

Persons so admitted shall be subject to the same Rules as members, except that they shall not attend or vote at meetings nor be supplied with intoxicating liquor for consumption off the premises. Such persons shall be entitled to be so supplied at the discretion of the Committee provided that their names shall have been exhibited on the Club Notice Board at least forty-eight hours before the event.

Visitors

60. (1) Every member shall be permitted to introduce friends as visitors; **but the same visitor shall not be admitted more than twice within a period of one calendar month**, unless special consent be obtained from the Committee. The Committee shall have the power to refuse the admission of any visitor if in their opinion it is desirable in the interests of the Club.
- (2) No persons under the age of 16 shall be admitted to the Club premises after 7:00pm on any day unless special consent is obtained from the Committee (for example, such persons under the age of 16 are attending a pre-arranged private event or function). In any event, persons

under the age of 16 must be accompanied by members of their immediate family and, no person under the age of 18 shall be supplied with intoxicating liquor by the Club or by any other person for consumption on or off the premises.

(3) The names of the visitor(s) and of the member by whom introduced shall be written in the Visitor's Book kept on or adjacent the bar for that purpose. The fee payable by the introducing members shall typically be £1.00 per visitor, but shall be £2.00 per visitor upon days whereon pre-arranged entertainment is being provided by the Club for the benefit of its members, or such other sum as shall from time to time be determined by the Committee and advertised in advance.

(4) Persons attending pre-booked private functions will be exempt from the Visitors Fee, but the member booking said event must prepare and maintain a full list of all attendees, such list shall be retained by the member for a minimum of 12 months and shall be made immediately available to the Committee upon reasonable request.

61. No person who has been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, or who at the request of the Committee has resigned his membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (see Rule 21), shall be admitted as a visitor. The Committee may suspend or vary Rules 59 or 60 at any time and for such period as they may think fit.

Misconduct of Members

62. No betting, unlawful gaming, drunkenness, bad language or violent or disorderly conduct shall be permitted on the Club premises.

Any infringement of this Rule will render the member offending liable to be dealt with by the Committee under Rule 38.

It shall be the duty of any member of the Committee present and / or any member of the Club to take every reasonably available means for putting a stop to the offences in question, and to report them forthwith to the Committee through the Secretary.

Hours of Opening and Closing Premises

63. The Club premises shall be open to the members during such hours as may be determined from time to time by the Committee and advertised accordingly on the Club's notice board(s) and website.

Hours of Supply

64. The permitted hours for the supply of intoxicating liquor shall be such as may from time to time be determined by the Committee in accordance with the Licensing Act 1964 as amended by the Licensing Act 1988 and in respect to Sundays, Christmas Day and Good Friday as notified to the Magistrates' Clerk.

Excisable Articles

65. Intoxicating liquor required for consumption off the premises may be supplied to members and their guests / visitors only whilst on the Club premises and shall be taken away by them from the premises during the registered hours of supply. Any member who contravenes, or attempts to contravene this Rule, shall be dealt with under Rule 38. Any guest or visitor who contravenes, or attempts to contravene this Rule, shall be refused entry to the Club for a minimum of three months thereafter.

The purchase and supply of intoxicating liquor shall be controlled by the elective Committee as elected in accordance with Rules 26 and 27.

66. The proceeds of the supply of excisable refreshments shall be carried to the credit of the Club funds, and no individual servant or other person shall derive any advantage from the supply thereof.

Financial Powers Application of Surplus

67. Any surplus of the Club shall be applied in such manner as the Committee consider best in the interest of the Club and in furtherance of the objects of the Club, provided that except on the dissolution or winding-up of the Club no surplus funds shall be distributed among the members.

Borrowing Powers

68. (1) The Club shall have power to borrow money for the purposes and commercial interests 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 £50,000 and that the interest paid or to be paid in respect of any money borrowed, except money borrowed by way of Bank loan or overdraft or a mortgage from a Building Society on the Club premises shall not exceed 6% per annum or 2% above Bank of England's Base Rate whichever is the higher.
- (2) 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.
- (3) The Club shall not receive money on deposit.

Transfer of Loan Stock

69. (1) The holder of loan stock may transfer all or any part thereof by instrument in writing in such form as the Committee may approve.
- (2) The instrument of transfer shall be executed by or on behalf of the transferor and transferee and properly stamped, and upon delivery thereof at the Registered Office together with the sum of 5p, the certificate of the loan stock (if any) and such evidence of identity or title as the Committee may reasonably require, the transfer shall be registered.
- (3) A transfer of loan stock shall not be valid until registered.

Payment of Member's Interest at Death

70. (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 Committee 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.
- (2) A member may in accordance with the Act nominate any person or persons to whom any of his property in the Club at the time of his death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being provided in the Act.
- (3) On receiving satisfactory proof of death of a member who has made a nomination the Committee shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the person entitled thereunder.

Investments

71. The Committee may invest any of the funds of the Club in any investment referred to in section 31 of the Industrial and Provident Societies Act 1965 or any applicable legislation which replaces it, but not otherwise.

Disputes

72. Any dispute arising between a member or any person aggrieved who has not for more than six months ceased to be a member, or any person claiming through such member or person aggrieved, or under the Rules, and the Club, or any Officer or Committee Member(s) thereof shall be decided by three arbitrators appointed for the purpose by the Secretary of the Association of Conservative Clubs Limited, one of whom may be the Secretary aforesaid, whose decision shall be binding and conclusive on all parties without appeal and application

for the enforcement of such a decision may be made to the County Court.

Statutory Applications to the Registrar

73. Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the Application, may apply to the Registrar in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to the relevant section(s) of the Industrial and Provident Societies Act 1965 Co-operative and Community Benefit Societies Act 2014.

It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed 1,000 it shall be the right of 100 members, by an application in writing to the Chief Registrar, signed by them in the forms respectively prescribed by the Treasury Regulations:

- To apply for the appointment of an inspector or inspectors to examine into the affairs of the Club to report thereon; or
- To apply for the calling of a Special General Meeting of the Club in accordance with Rule 53.

Inspection of Books

74. Subject always to the Data Protection Act 2018 and other relevant UK General Data Protection Regulations and to the Privacy Policy appended to these Rules at Appendix 2, any member or person having an interest in the funds of the Club shall be allowed to inspect their own account and the books containing the names and addresses of the members including particulars in the Register, except those mentioned in paragraphs (b), (d) and (h) of Rule 17, at all reasonable hours at the Registered Office or place where they are kept, and it shall be the duty of the Secretary to produce them for inspection at all reasonable times. No person, unless they be a member of the Committee of the Club, or be specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without their written consent.

Amendment of Rules

75. (1) Any Rule of the Club not hereinafter declared to be fundamental may be rescinded or amended or any new Rule made by a resolution carried by at least sixty percent (60%) of the votes given thereon, at an Annual General Meeting or any Special General Meeting of which notice has been given specifying the intention to propose such rescission, amendment, or new rule.
- (2) Rules 1, 4, 9a, 67 and this Rule are hereby declared to be fundamental and shall not be amended or rescinded except by a resolution carried by at least three-fourths (75%) of the votes given thereon at an Annual General Meeting or at a Special General Meeting as provided in this Rule. Propositions for amendments or rules must be submitted in writing to the Committee one month prior to the date of such meeting, and shall be posted on the Club Notice Board at least fourteen days before the meeting.
- (3) No other proposition in respect of the fundamental rules shall be taken into consideration unless supported by the Committee or Forty members, who shall attach their signatures to such notice.
- (4) No amendment of rules is valid until approved at an Annual General Meeting (or a Special General Meeting convened for that purpose).

Dissolution

76. The Club may be dissolved by the consent of at least three-fourths (75%) of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations in that behalf, or by winding-up in the manner prescribed by the Act.

Definitions

77. In these Rules, including this Rule, unless the subject matter or context are inconsistent therewith:
- words importing the singular or plural shall include the plural or singular respectively.
 - "the Act" shall mean the Industrial and Provident Societies Acts 1965 to 1975 or any Act or Acts amending or in substitution for the same and for the time being in force.
 - "the Registrar" shall have the meaning given to it by the Act or its reasonable equivalent in the case of amended or substitute legislation.
 - words denoting the masculine gender shall be deemed to include the feminine, unless the contrary intention appears.

Severability

78. In the event that any one or more of these Rules or part(s) of these Rules are found to be illegal or unenforceable, that shall not render the remainder so. The offending Rule or Rules or part(s) thereof shall be set aside and the remainder shall be modified to the minimum extent necessary in order to resolve the unenforceable Rule(s) or part(s) as the case may be, whilst having due regard for the general standards, principals, image and welfare of the Club and its general membership. In the event of a conflict or a reasonable choice between alternative means of resolution, the Committee shall vote at its discretion and the Committee's decision shall be binding – subject always to the rights of the members to call a Special General Meeting to finally decide the matter. If no such Special General Meeting has been called within two calendar months of the Committee's decision, then the Committee's decision shall be deemed final and binding and deemed incorporated into the Club Rules, with these Rules being updated accordingly and issued for adoption at the next Annual General Meeting.

These Rules are hereby proposed as the Rules for the Alcester Unionist Club Limited, to take effect one month from the date same are accepted at an Annual General Meeting.

These updated Rules were accepted by the requisite portion of the members present at the Annual General Meeting on 27th March 2025 and were considered effective from 27th April 2025.

Signed by

Role	Name	Signature	Date
President	Mr M Cross	M. Cross	13/05/25
Chair	Mr K Dillon	K. Dillon	13-May-25
Secretary	Ms D Jackson	D Jackson	13/5/25
Treasurer	Mr G Bland	G Bland	13/5/25

CO-OPERATIVE AND COMMUNITY BENEFIT SOCIETIES ACT 2014
Acknowledgement of Registration of Amendment of Rules
Register No 10458 R

Bye-Laws

Refreshments

1. Such refreshment, and at such tariff as the Committee may determine, shall be supplied to the members and any bona-fide guests on the member's behalf, notwithstanding that non-excisable refreshments may be supplied by a servant duly authorised by the Committee to do so at his expense and from which he shall derive any benefit.

Members' Payment

2 All members must pay every expense they incur in the Club before they leave the premises.

Complaints

3. All complaints or suggestions shall be made in writing to the Secretary; alternatively, suggestions may be submitted using the Suggestion Boxes located within the Club.

Conduct of Servants

4. The conduct of a servant shall in no instance be made a matter of personal reprimand by anyone other than the Secretary of the Club.

All complaints against servants, or in regard to domestic arrangements of the Club shall, by anyone other than the Secretary, be addressed to the Secretary in writing and they shall submit the same for determination by the Committee.

5. With the exception of a reasonable, occasional and modest "tip" to bar staff, no member shall give any money or gratuity to the Officers, Committee Members, Steward or servants of the Club, upon any pretence whatsoever.

Bills notices, etc.

6. No bill, notice, placard, or newspaper, shall be posted or distributed on or about the Club premises without the permission of the Committee or some person authorised by them.

Books, papers, etc.

7. All books, papers or pamphlets written or printed, shall be stamped with the Club stamp before being placed in the Club rooms, and no books, papers, or pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary.

Petitions

8. No Committee Member or Officer of the Club shall sign any petition or document on behalf of the Club, relating to matters not immediately connected with the management of the Club, without the express sanction of the Committee.

Damage to Property

9. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.

10. No member shall on any pretence take away, injure or destroy any newspapers, pamphlet, book or article the property of the Club.

Dogs

11. No dogs shall be allowed on the Club premises except at the discretion of the Committee.

Alteration of Bye-Laws

12. These Bye-Laws shall not be altered without the approval by the members at a General or Special General Meeting, but the Committee may at any time add thereto by the issue of new Bye-Laws, such new Bye-Laws being ratified or rejected by ballot of members at the following General Meeting or at a Special General Meeting convened for that purpose.

Exhibition of Rules and Bye-Laws

13. A copy of these Rules and Bye-Laws shall at all times be available to members in the Club.