

# **St. Mary's Supporters Club Rules**

**Amended June 2018**

## **1. Name**

The Club shall be known as "St. Mary's Supporters Club", hereinafter referred to as the "Club".

## **2. Objects of the Club**

To further the social amenities available, as a section of St. Mary's Social Centre.

To render support, financially as funds permit, and otherwise, to sections within St. Mary's Social Centre.

## **3. Management Committee**

The General Management of the Club shall be vested in a Committee consisting of a Chairman, Secretary and nine others. The Chairman and Secretary will serve for a period of two years; other Committee members will serve for a period of one year from election at the Annual General Meeting (AGM). The posts of Chairman and Secretary will be subject to election in alternate years.

In addition to the elected Committee members, a Treasurer will be appointed by the Committee and will have full voting rights and be entitled to an honorarium. The Treasurer is not subject to election at the membership unless there are exceptional circumstances as decided by the Committee.

The Committee shall meet once a month and six members will form a quorum.

Any member of the Club (excluding Junior members) may be nominated for election to the Committee.

The Committee shall have the ability to co-opt additional Committee members from within the members of the Club as considered necessary. If a vacancy occurs amongst its members, the Committee shall have the right to fill the vacancy.

The Committee may call a general meeting at any time upon giving 21 days notice thereof. In addition, members of the Club shall be able to call a general meeting at any time upon giving 21 days notice thereof, if 5% of members join to do so.

## **4. Meetings**

The Annual General Meeting (AGM) shall be held on the first Monday in June each year. Members will be notified at least 21 days in advance by way of the Club notice board and in the local press.

The following business shall be considered:

- Annual Report
- Statement of Accounts
- Amendments to Rules
- Election of Committee Officers
- Election of Committee Members
- Membership Fee

Nominations for Committee Officers and Members must be submitted to the Secretary in writing, not later than ten days previous, and posted in the Club seven days prior to the AGM. Members so nominated must be proposed and seconded by full members of the Club and the consent of the nominee to act must have been obtained.

Changes or additions to the Rules must be notified to the Secretary at least thirty days before the AGM, and will be posted on the Club notice board at least 14 days before the AGM. No alterations to the Rules in relation to the sale, supply or consumption of intoxicating liquor shall be made without prior approval of the Licensing Justices.

## **5. Membership of the Club**

Every applicant for membership of the Club must complete and sign an application form. The applicant must be nominated in writing by two members of the Club as proposer and seconder, to one of whom the applicant must be personally known. The application shall be posted on the Club notice board for seven days and shall be brought before the Committee whose decision on the acceptance or rejection of the application shall be final.

Junior membership of the Club is available to those aged 14 or over.

An up-to-date list of members shall be available on the Club premises.

## **6. Annual Membership and Subscriptions**

Annual memberships will be available on the 1st of January each year. Subsequent annual renewals will be due on 1 January each year.

Annual members shall be given notice of their forthcoming renewal in writing, or via email, 4 weeks prior to their renewal date. In addition membership renewal notices shall be displayed prominently in the Club and on the Club notice board.

The Committee will assume that any member who has not paid the annual subscription by the end of January, no longer wishes to be a member of the Club and they will be removed from the list of members.

The amount payable shall be displayed on the Club notice board and will be subject to review at the AGM.

## **7. Treasurer**

The Treasurer shall be responsible for the collection of subscriptions via the Membership Secretary and have control of all the accounts and charge of all the monies belonging to the Club.

At the AGM the Treasurer shall present members a statement of accounts, which have been checked and certified by a suitably qualified, independent third party.

Cheques shall be drawn on any two signatures of the Chairman, Treasurer or Secretary.

## **8. Secretary**

The Secretary shall keep minutes of proceedings of all Committee meetings and the AGM; transact correspondence of the Club as appropriate and perform such other duties as the Committee may from time to time direct.

## **9. Opening Hours**

### **9a. Maximum Permitted Hours**

The Club is licensed with Lewes District Council in accordance with the requirements of the Licensing Act 2003; this licence governs the hours during which the Club can trade.

The maximum operating hours permitted by the Club's Licence are:-

Monday to Saturday	10 a.m. to 01:00 a.m. inclusive
Sunday	12:00 noon to 12:00 midnight

### ***9b Standard Opening Hours***

The Club will operate a set of Standard Opening Hours:-

Monday to Saturday	7:30 pm to 11:00 pm inclusive
Sunday	12:30 noon to 3:00 pm inclusive, and 8:00 pm to 10:30 pm inclusive.

These standard hours will be displayed on the Club Notice Board.

The Club will continue to operate a 'drinking-up' period of 15-minutes prior to the end of the Standard Opening Hours; this is required to enable staff to leave the premises within a reasonable time of the end of Standard Opening Hours.

### ***9c Variations to Standard Opening Hours***

The Committee has the authority to vary the Standard Opening Hours to take in to consideration the requirements of a specific event or function, for example Bank Holiday weekends, Birthday parties, Club team or sporting events etc.

Requests from Members of the Club to vary the Standard Opening Hours must be submitted in writing to the Secretary, using a form available behind the Bar. All such requests will be considered at the next Committee meeting following receipt of the form; as Committee Meetings are monthly, it is advisable to allow a 6-week notice period for any request to vary the Standard Opening Hours.

Approval or rejection of any request to vary the Standard Opening Hours is at the absolute discretion of the Committee, whose decision will be final. Applicants will be informed of the decision of as soon as practicable after the Committee Meeting.

## **10. Persons entitled to consume intoxicating liquor**

No person under the age of eighteen years shall consume intoxicating liquor in the Club's premises and no such person shall be knowingly supplied with or knowingly allowed to consume intoxicating liquor in the Club's premises.

## **11. Guests**

Any member introducing a guest (or guests) to the Club shall enter the guest's name into a book which shall be kept for that purpose in the bar. The member introducing the guest shall sign the relevant entry as having introduced the guest and will pay a fee per guest, set by the Committee, for the privilege of the guest using the Club's facilities. The member shall accompany and be responsible for the guest's conduct at all times while the guest remains on the Club premises.

A guest (or guests) may, having been signed in by a member and at the discretion of the Committee, be allowed to purchase and consume intoxicating liquor in the Club's premises.

Junior members may not sign a guest (or guests) in to the Club

### **11a. Visiting Groups and Functions**

Any member of any club or other persons visiting the Club's premises with any bona-fide sporting event or approved function, of not more than 12 a year, may be allowed to purchase and consume intoxicating liquor on the premises for the duration of that sporting event or function.

### **12. Club Teams**

No team representing the Club can play in their respective league until all members of the team are paid up members of the Club.

Club team captains must:

- i) Forward a list of all team members to the membership secretary before their first match of the season.
- ii) Ensure that no unpaid member forms part of their team.
- iii) Be aware that failure to comply with the above could result in their team being withdrawn from their league.

### **13. Conduct of Members**

If the conduct of any member in the Club is in the opinion of the Committee likely to be injurious to the best interests of the Club, the member may be asked to appear before the Committee to account for their actions.

If as a result of the appearance before the Committee, the Committee believes that the member should be further accountable for their actions, the Committee may suspend the member from all Club activities for a period of time not exceeding six months.

During the suspension period, such member shall not be allowed on Club premises either by themselves or as a guest of any member.

### **14. Expulsion of Members**

If the Committee are of the opinion that the conduct of a member is more serious than to warrant suspension, the Committee may request in writing such member to resign membership of the Club. If the member does not resign within seven days from the date of the date of the letter notifying the request, the Committee shall convene a general meeting of members to resolve the situation.

The General Meeting shall consider the allegations against the member and decide whether expulsion from the Club is appropriate. No such expulsion shall take place unless agreed by the votes of the majority of members present at the meeting.

### **15. Complaints**

All complaints must be made in writing to the Secretary who will submit them to the Committee, whose decision shall be accepted as final.

### **16. Compliance with the Rules**

A member on paying the subscription submits to the Rules of the Club and on this condition alone is entitled to enjoy the privileges of the Club. A copy of these Rules shall be sent to each member and shall be displayed on the Club notice board.

## **17. Not for Profit Organisation**

All surplus income or profits made by the Club will be retained by the Club for the benefit of the Club as a whole and in pursuance of the objects of the Club. No surplus shall be distributed to members or third parties other than in accordance with the provisions of 18.2

## **18. Dissolution**

**18.1** If at any general Meeting a resolution is passed for the dissolution of the Club, a second and Special General Meeting shall be held not more than six weeks thereafter and for which not less than four weeks notice shall be given to members, in writing, to confirm that resolution providing that three quarters present vote in favour.

**18.2** On such dissolution and after payment out of all debts and liabilities, the net assets of the Club shall be vested in the Trustees of the St Mary's Social Centre to be used to render support, financially or otherwise, to sections within the St Mary's Social Centre. No member of the Club, past or present, shall have any claim upon the net assets of the Club.

## **19. Borrowing**

**19.1** The Management Committee may from time to time borrow money at its own discretion, for the purposes of the Club, and with the sanction of a General Meeting.

**19.2** When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club.

## **20. Questions not provided for**

Any question not provided for within these Rules shall be decided by the Committee, whose decision will be final unless set aside by the AGM.

Chairman: .....

Date: .....