

RULES

1. NAME AND OBJECTS

The Club shall be called THE LINDFIELD CLUB and its objects are to carry on the business of the Club and to promote good fellowship, mutual helpfulness, recreation and social intercourse for the benefit of its members.

2. ACCOMMODATION

The Club will be accommodated on the First Floor of the King Edward Hall, Lindfield, in such rooms as provided by the agreement between the Hall Trustees and Club Trustees.

The terms on which accommodation is granted to the Club shall be in accordance with the agreement above mentioned.

3. TRUSTEES

- 3.1 The trustees shall be proposed by the committee and appointed by a General Meeting and they shall hold office until death or resignation unless removed from office by a resolution of a General Meeting.
- 3.2 The Trustees shall be two [2] in number and the property of the Club, other than cash which shall be under the control of the Treasurer, shall be vested in them.
- 3.3 The Trustees shall deal with the property of, and be empowered to enter into loan agreements on behalf of, the Club as directed by resolution of the committee [of which an entry in the minute book shall be conclusive evidence] and they shall be indemnified against risk or expense out of Club property.

4. OFFICERS

- 4.1 The Club shall have the following elected officers: -

- 4.1.1 **PRESIDENT**

- The President shall be elected annually by the same procedure as for Committee members [Rule 7] and shall remain in office until their successor is elected.

- 4.1.2 **CHAIRMAN**

- The Chairman shall be elected annually by the same procedure as for Committee members [Rule 7] and shall remain in office until their successor is elected.

- 4.1.3 **SECRETARY**

- 4.1.3.1 The Secretary shall be elected annually by the same procedure as for Committee members [Rule 7] and shall remain in office until their successor is elected.

- 4.1.3.2 The Secretary shall, if possible, attend all meetings of the committee and take minutes of the proceedings and carry out all lawful directions of the committee. The Secretary shall supply to the appropriate Licensing authority all particulars required by the Licensing Acts. Other specific duties and responsibilities shall be clearly defined by the committee.

- 4.1.4 **TREASURER**

- 4.1.4.1 The Treasurer shall be elected annually by the same procedure as for Committee members [Rule 7] and shall remain in office until their successor is elected.

- 4.1.4.2 The Treasurer shall, if possible, attend all meetings of the committee and present a financial report for their approval. The Treasurer shall present an annual statement of accounts, submit them to the committee and then the Auditors. They shall present the annual audited accounts to the Annual General Meeting, together with their report for the year.

4.1.5 SOCIAL SECRETARY

The Social Secretary shall be elected annually by the same procedure as for Committee members [Rule 7] and shall remain in office until their successor is elected.

4.2 In the event of a vacancy arising among the officers by death, resignation or other cause, the committee shall have the power to co-opt a member to fill the vacancy until the next election. Any Officer shall vacate their office if suspended from membership under Rule 12 or upon ceasing to be a member from any cause.

4.2.1 The Committee have the power to recruit paid employees to carry out the functions of Secretary and/or Treasurer if no nomination of suitable persons are forthcoming.

4.3 No Officer may receive by way of wages, salary, commission or profit from professional services, any remuneration from Club funds other than any honorarium that may be voted to them from time to time, in their absence, by the committee.

5. COMMITTEE

5.1 Composition

5.1.1 The committee shall consist of the Officers and ten [10] ordinary members, who shall be elected at the Annual General Meeting. Five [5] such members shall be elected at each Annual General Meeting for a period of two [2] years.

5.1.2 All ordinary members of the committee shall retire annually, except for the five [5] mentioned, and shall be eligible for re-election. Any member of the committee shall vacate their seat if suspended from membership [Rule 12], or upon ceasing membership from any other cause.

5.1.3 The Committee shall have the power to appoint a member to fill any casual vacancy on the committee. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the committee at that meeting.

5.1.4 Any member of the committee NOT attending for three consecutive meetings shall cease to be a member of the committee unless a satisfactory reason is given to the Secretary for the consideration of the committee.

5.1.5 At all committee meetings one third of the total number of the committee [i.e. five] shall form a quorum.

5.2 Duties and Responsibilities

5.2.1 The committee shall control the management of the Club, and shall have the power to purchase such items and do all things as it may deem necessary for the carrying out of the objects of the Club. For items of expenditure costing in excess of £5,000 the Committee will, wherever possible seek and take into account members views prior to making a decision. It shall not part with its absolute control, or that of its members, over the supply of excisable articles to the Club.

5.2.2 The committee shall each year, appoint TWO [2] or more of its members to serve on the King Edward Hall management committee.

5.2.3 The committee shall meet monthly on the second Tuesday in the month, unless members are given seven [7] days' notice of any alteration of such date.

5.2.4 All cheques drawn upon the Club's account shall be signed by two members of the committee, and the sum of all accounts passed for payment shall appear in the minutes.

5.2.5 No committee member shall except for professional services rendered at the request of the committee on any pretense or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club, other than by a method agreed by the whole committee and individually authorized by an Officer of the Club.

6 GENERAL MEETINGS

6.1. The ANNUAL GENERAL MEETING shall normally be held in April or May on a date to be fixed by the committee. At least fourteen [14] days prior to the date fixed, a notice with an agenda of the business to be discussed shall be posted in the Club. Agenda items must be submitted in writing twenty-one [21] days before an A.G.M.

6.1.1 At the Annual General Meeting the following business will be conducted: The presentation and [if accepted] the passing of the accounts for the previous financial year ended on the 31st day of December prior to the meeting which the accounts shall first have been audited by the Club's Auditor.

6.1.1.2 The election of Officers and Committee.

6.1.1.3 The election of the Auditor

6.1.1.4 Such other business as shall have been communicated to the Secretary and included in the notice of the meeting posted by them.

6.2 EXTRAORDINARY GENERAL MEETING shall be convened by the Secretary in the following circumstances:

6.2.1 Upon the direction of the committee and in accordance with such direction.

6.2.2 On a requisition signed by 50 of the members stating the special purpose thereof. Such meeting shall be held within not less than fourteen [14] or more than twenty-one [21] days from the date of such receipt by the Secretary of such requisition.

6.2.3 Notice of any extraordinary meeting and the purpose for which it was called, shall be posted by the Secretary in the Club at least ten [10] days prior to the date of the meeting. No business other than that stated in the notice shall be brought before the meeting.

6.2.4 Should the Secretary NOT convene an extraordinary meeting in accordance with the foregoing procedure, then any of the requisitions may call such a meeting, giving notice as is provided in Rule 6.2.3.

6.3 A General Meeting shall proceed to business if 2.5% of the members are in attendance within a quarter-of-an-hour after the fixed time of the meeting, otherwise the meeting, if convened on the requisition of the member shall be dissolved. If it be 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, irrespective of the number of members present.

7. CONDUCT OF ELECTIONS

7.1 The nomination of Officers and Committee shall be by nomination sheets to be submitted to the Secretary not less than seven [7] days prior to the Annual General Meeting. All names of members so nominated shall be displayed on the notice board as they are received by the Secretary. Nominations may be accepted at the Annual General Meeting at the discretion of the Chairman.

7.2 No member shall be nominated unless the following conditions are met: -

7.2.1 They agree to accept the nomination.

- 7.2.2 They have been a member for at least one [1] year.
- 7.2.3 They are proposed and seconded by members who have been members for at least one [1] year.
- 7.3 Ballots shall be held at the Annual General Meeting and carried out by three [3] scrutineers appointed at the meeting, who may not be candidates or Officers or members of the Committee. The results shall be posted in the Club by a notice attested by the signatures of the scrutineers and indicating the successful candidates.
- 7.4 Each member attending the meeting shall have one [1] vote for each vacancy, but no member shall give more than one [1] vote to any single candidate. Should the ballot result in two or more candidates receiving an equal number of votes, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the Chairman, or in their absence some person appointed by the scrutineers, shall draw as many names as there are vacancies to be filled, and the names so drawn shall be declared duly elected.

8. MEMBERSHIP

8.1 The Committee will maintain membership levels that comply with licensing and fire regulations and ensure a comfortable environment.

8.2 **MEMBERSHIP CATEGORIES** The club offers three membership categories:

- **Individual:** This membership type is open to anyone 18 years or older.
- **Couple:** This membership is open to a maximum of two people aged 18 or older who must reside at the same address.
- **Full-time Student:** This membership type is specifically designed for individuals enrolled full-time in an accredited educational institution aged 18 years or older.

8.3 The Committee reviews applications year-round in the order they are received within each category. This ensures fairness while accommodating different membership needs.

8.4 Applicants can apply online or in writing. Sponsorship is required from one existing member who must have been a member for a minimum of 1 (one) year,

8.5 Interviews may be conducted, but membership decisions will be based on clear and objective criteria outlined by the Committee. Reasons for refusal will be provided upon request.

8.6 New members will have a designated timeframe of 14 (fourteen) days to pay any relevant fees as decided by the Annual General Meeting.

8.7 Applicants who decline membership without explanation can reapply after a 12 (twelve) month period.

8.8 A one-off Administration Fee will be charged for all new members for any membership type. The Administration Fee can be reviewed and set by the Committee without recourse to a General Meeting.

9. TEMPORARY MEMBERSHIP

- 9.1 Games teams visiting the Club for an approved fixture, together with their supporters, shall be accorded temporary membership on the occasion of their visit.
- 9.2 The committee shall have the power to grant temporary membership to any person or body of persons who are temporarily resident in the locality for the benefit of the Club and/or the local community

10.HONORARY LIFE MEMBERSHIP

- 10.1 The Committee may, at its discretion, grant Honorary Life Membership to any member who has rendered special service to the Club and which is approved by A.G.M.
- 10.2 Such Life Members Shall Not be liable to pay subscriptions but shall be entitled total the rights and privileges of Club membership, including the right to attend general meetings, vote at elections and be nominated for Committee or other office.
- 10.3 A certificate of Honorary Life Membership shall be signed by the President and/or Secretary and issued to each such Life Member.

11.INTRODUCTION OF GUESTS

11.1 Members can introduce Guests with no frequency restrictions but are limited to 4 (four) per visit. Members must remain with their Guests throughout their visit, and Guests must leave when the signee leaves.

11.2 Signing in of a Guest and paying a Guest fee is mandatory and the Member's responsibility. The Guest fee can be reviewed and set by the Committee without recourse to a General Meeting

11.3 The Club promotes a welcoming environment for families and partners; therefore, the following cannot be introduced as Guests:

- Expelled Members
- Individuals who were previously denied membership
- Suspended Members
- Persons whose presence would be detrimental to the Club's order or interests, as determined by the Steward or Committee Member.

12.CONDUCT OF MEMBERS

- 12.1 No gambling [other than for small stakes], drunkenness, bad language or disorderly behavior shall be permitted on the Club premises. Any member offending under this rule may be dealt with under Rule 12.2 or Rule 12.3.
- 12.2 The committee shall have the power to reprimand, suspend or expel any member who shall infringe the Club rules or bye-laws, or whose conduct, whether within the Club or elsewhere, shall in their opinion, render him or her unfit for membership.
- 12.2.1 No member shall be suspended or expelled [except as provide under Rule 12.3] without first being summoned before the committee and afforded full opportunity to explain his or her conduct.
- 12.2.2 Every member so summoned shall, unless he or she elects to waive his or her rights, receive at least three [3] clear days' notice in writing from the Secretary of the time they are to attend and such written advice shall contain a statement of the reasons for the summons.

- 12.2.3 If, without good cause, a member fails to observe such a summons, they shall be deemed to have waived their rights and the committee shall consider the matter in his/her absence.
- 12.2.4 Following consideration of the matter by the Committee, a member so summoned shall be given written notice of the decision of the committee and the effective date of the reprimand or suspension or expulsion. Any decision of the committee to expel a member must be passed by a two-thirds majority.
- 12.2.5 A suspended or expelled member shall forfeit [a] all his/her rights and privileges under these rules and [b] any claim upon the Club and its property and funds.
- 12.3 The Steward of the Club or any employee of the Club acting in that capacity, or any member of the committee shall have the power to order the immediate withdrawal from the Club premises of any person who misconducts themselves.
 - 12.3.1 If the person ordered to withdraw is a member, they shall have no right of re-entry to the Club premises until they are summoned to appear before the committee as provided in rule 12.2.1.
 - 12.3.2 If the person ordered to withdraw is a guest they shall not be admitted again as a guest until the committee revoke such order, and the member introducing that guest may be liable to be dealt with under rule 12.2.1.

13. SUBSCRIPTIONS

- 13.1 Every member shall pay an annual subscription which shall become due on the 1st January in each year. The rate of subscription shall be such sum as decided from time to time at a General Meeting. The Committee are given authority if necessary to increase the annual subscription in January by up to £5.00.
 - 13.1.1 Any member who has not renewed his/her subscription by 31st January shall cease to be a Member
 - 13.1.2 A member unable to pay the subscription may, at the discretion of the committee, be excused payment for such a period as the committee think fit.
- 13.2 New members shall pay an administration fee which shall become due on the offer of membership being made. The rate of the administration fee shall be decided from time to time by a General Meeting and shall include the first year's subscription. The committee shall have the power to reduce the agreed administration fee on a recommendation from the interviewing sub-committee.

14. REGISTER OF ADDRESSES

- 14.1 The Secretary shall keep upon the Club premises a record of the names and addresses of the members of the Club.
- 14.2 Every member shall give notice in writing to the Secretary of any change of address.
- 14.3 All notices sent by 1st class post to the address, in the Club's record of names and addresses, shall be considered as having been given on the day following posting.

15. APPLICATION OF FUNDS

- 15.1 The funds of the Club shall be applied as follows: -
 - 15.1.1 For providing for the redemption of any loan made to the Club or for settling any debts incurred in connection with the administration of the Club.
 - 15.1.2 In the interests of the Club members.
 - 15.1.3 Any other lawful purpose authorized at a General Meeting provided that always that, except by the dissolution of the Club, or for the necessary purposes of the Club's business, no profits or funds of the Club shall be distributed among members.

15.2 A copy of the Statement of Accounts for the year ending on the preceding December 31st, with the report of the Auditor, if any, shall be posted in the Club at least two [2] days before the Annual General Meeting and shall be kept always displayed in a conspicuous place.

16. AUDITOR

The Auditor, who shall not be a member of the committee, shall be appointed at the Annual General Meeting or in the case of a casual vacancy occurring, the Committee may appoint an Auditor between General Meetings to audit the Statement of Accounts and for that purpose shall have access to all the books and accounts of the Club, and shall either sign the same as found by them to be correct, duly vouched, and in accordance with law, or shall specially report to the Club if they find it incorrect, unvouched or not in accordance with law.

17. INSPECTION OF BOOKS

Any member of the Club may, on giving seven [7] days prior notice in writing to the Secretary stating their reasons, inspect the minutes of any meeting of the committee.

18. RULES OF THE CLUB

18.1 The rules of the Club may be amended only at a General Meeting.

18.1.1 Notice of any proposed amendment shall be posted in the Club for at least fourteen [14] days prior to the meeting to which the amendment is to be submitted.

18.1.2 Any amendment shall require a majority of at least two-thirds of the members present at such meeting and no amendment of rules is valid until approved by the Trustees of the King Edward Hall.

18.2 The Secretary shall supply a copy of the rules to a member on their election.

18.3 A copy of the rules shall be posted in a conspicuous place in the Club.

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

18.5 The committee shall be the sole authority for the interpretation of these rules and of any bye-laws made from time to time by the committee and the decision of the committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations shall be final and binding on the members.

19. HOURS

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

19.1.1 The Committee will, wherever possible, give Members advance notice of any proposed changes, seek and take into account Members' views prior to taking a decision on any change.

19.2 The permitted hours for the supply of intoxicants shall be in accordance with the provisions of the Licensing Acts and as may be decided from time to time by the committee. AT NO TIME may intoxicants be purchased or consumed by persons under the age of eighteen [18].

20. PRIVATE BENEFIT NOT TO ACCRUE

No person shall at any time be entitled to receive at the expense of the Club or of any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others so entitled 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.

21. CLUB NOT TO BE USED FOR BUSINESS

No member shall give the address of the Club in any advertisement or use the Club address for business purposes

22. HEADINGS

The headings to these rules are for ease of reference only and shall not be taken into account for their interpretation.

BYE LAWS

The following Bye Laws are currently in effect.

Any additions/deletions will be posted on the Club notice boards.

1. ADMISSION OF CHILDREN

- {a} Children under 14 are admitted to the lounge only and must leave the Club's premises by 9.00pm.
- {b} Children over 14 but under 18 are permitted in any part of the Club and do not have to leave the Club at 9.00 pm. They are **NOT** permitted to play the fruit machines or consume intoxicating liquor
- {c} Members are **responsible** for, and **must accompany at all times**, any children they bring into the Club.

2. SNOOKER TABLE

- {a} Only members may book the table.
- {b} The full name {not just the initials} of the member to be entered as a booking and the booking is for that member only and cannot be transferred.
- {c} It is the members responsibility to ensure they are available to play when their turn arises.
- {d} A game is for the duration of the light [30 minutes] or the completion of a frame, when the table must be vacated if other members are listed and waiting to play.
- {e} On completion of a game, members must erase all bookings in their name [competitions excepted] and if a member wishes to play again, he/she must re-enter his/her name at the bottom of the list.
- {f} Club and League competition matches have priority and are not subject to a time limit but should be booked in advance. Members booking such matches are requested to avoid busy times.
- {g} Children under 14 are not permitted in the snooker room. Children 15 – 17 must be accompanied by a member.

3. DOGS

Dogs may be brought into the Club provided that they are kept on a lead and under control at all times. Dogs are not allowed on the furniture or into the snooker room.

4. DARTS

Children under fourteen years of age are not permitted to play darts in the Club.

5. WAITING LIST

Applicants on the waiting list must be signed in as a guest but do not have to pay the guest fee.

THE COMMITTEE FEEL SURE THAT EVERY MEMBER WILL REALISE THAT IT IS IN THE BEST INTERESTS OF ALL CONCERNED, THAT NO BREACH OF THE LICENSING ACTS IS COMMITTED, AND TO ASSIST THE STEWARD AND THE COMMITTEE IN CARRYING OUT THE MANAGEMENT OF THE CLUB, THUS MAINTAINING ITS GOOD REPUTATION.