

Essa Club Rules

The duties of the Committee members

1) The Chairman

- a) To represent the Club on any occasion where a spokesperson is required
- b) To act as Chairman for Committee meetings, Special meetings.
- c) To act as Chairman for AGM's up to the point of the election of officers when a Trustee usually acts as chairman until the new or returning Chairman is elected.
- d) Provide the casting vote on any occasion where there is an equality of votes.
- e) Confirm minutes provided by the Hon Secretary
- f) The Chairman shall ensure that the business of the club is conducted through Committee or one of the Official sub-committees

2) The HONORARY SECRETARY

- a) Keep a register of Club Members' names and addresses.
- b) Conduct the correspondence of the Club except where delegated to any Sub-Committees of the Club.
- c) Keep custody of all Club documents.
- d) Keep full Minutes of the Club, the Committee and Sub- Committees which shall be confirmed and signed by the appropriate Chairman upon the agreement of the Club, the Committee or Sub-Committee.
- e) See to the maintenance of such Insurance policy or policies as may be needed fully to protect the interests of the Club and its members.
- f) To seek legal advice when necessary to ensure that the Club's affairs are managed in accordance with current law.
- g) Carry out such other functions as are delegated to the Honorary Secretary by the Committee.

3) The HONORARY TREASURER shall:-

- a) Cause such books of account to be kept as are necessary to give a true and fair views of the state of the finances of the Club.
- b) Cause all returns as may be required by law in relation to such accounts to be rendered at the due time.
- c) Prepare an Annual Balance Sheet as at the Saturday of April in each year and cause such Balance Sheet (and accounts as necessary) to be audited at least once annually and shall

thereafter cause the same to be exhibited in the Club premises at least fourteen days before the date of the Annual General Meeting.

4) The HONORARY BAR SECRETARY shall: -

- a) carry out such duties as are delegated to and required of him by the Committee and the Bar Committee.

5) The HONORARY AUDITOR shall: -

- a) Be appointed at the Annual General Meeting in each year and shall a full member of the Club who is not member of the Committee.
- b) The Auditor shall audit the Accounts of the Club when called upon to do so and shall give such certificates of assurance as to the accuracy of the said Accounts as shall be required by law or by the Committee.
- c) If the Auditor is unwilling or unable to act, he will inform the Committee who shall appoint a substitute to hold office until the termination of the next Annual General Meeting.
- d) Shall complete the audit of the accounts at least 16days prior to the AGM to allow the treasurer to provide the audit balance sheet 14 days prior to the AGM.

Membership

- a) Only Full Members shall have voting rights at General Meetings of the Club.
- b) No one under the age of 18 years shall be admitted to Full Membership.
- c) All classes of Membership shall be open to both sexes.
- d) The rights and privileges of each category of members are as defined in the latest edition of the Bye-laws of the Club.
- e) Candidates for membership shall have no privileges whatever in relation to their use of the Club or premises.

Membership entrance and subscription Fees

- 6) The rate of Entrance and Subscription fee for each category of membership shall be proposed by the Committee to the members at the Annual General Meeting in each year. Any proposed changes shall be approved by a simple majority of those present and entitled to vote and the changed. The new subscription shall become operative on the First day of October following the meeting for new members and be applied to renewals of membership as of the 1st of May the following year.
- 7) All Members shall pay the Entrance Fee (where applicable) and their first annual subscription upon election to the Club and subsequent subscriptions on the First day of May in each year; provided that a member elected after the first day of November in each year, shall pay half the annual subscription applicable for that year.
- 8) On election to the club or on renewal of membership every member shall furnish the Honorary Secretary with an up-to-date postal address, e-mail and telephone number which shall be

recorded in the Register of Members. Any notice sent to such address, shall be deemed to have been duly delivered.

9) ELECTION AND RETIREMENT OF MEMBERS.

a) Full Members.

Candidates for Full Membership must make three visits to the Club to meet members of the Committee, after which they shall be proposed by one and seconded by two Full Members of the Club, notice being given in writing to the Honorary Secretary, who shall post their names in the Club premises for not less than seven days before election. Full Members shall be elected by simple majority vote of the Committee. Such election shall take place at next meeting of the Committee. If elected the new member will be sent a welcome letter from the Honorary Secretary who will advise them to pay their membership fee and collect their membership card from the club.

Persons may not be admitted to membership or be admitted as candidates for membership to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission, nor may persons becoming members without prior nomination or application be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission.

A Full Member may retire from membership at any time by giving to the Honorary Secretary notice thereof in writing. Any Full Members retiring without having paid his subscription for the then current year, shall be liable for the same.

10) CONDUCT OF MEMBERS.

Every member, upon election and thereafter, is deemed to have notice of and impliedly undertakes to comply with the Club Rules and the current Bye-laws and Regulations of the Club. Any refusal or neglect to do so, or any conduct which, in the opinion of the Committee, is either unworthy of a member or otherwise injurious to the interests of the Club, shall render a member liable to expulsion by the Committee, provided that, before expelling a Member, the Committee shall call upon such Member for a written explanation of the Member's conduct and shall give the Member full opportunity of making explanation to the Committee or of resigning

A resolution to expel a Member shall be carried by a simple majority vote of those Members of the Committee present and voting on the resolution.

11) Introduction of Visitors

Members shall enter the names of all guests in the visitor's book and guests are to be the responsibility of the introducing member whilst on the Club premises. No person may be introduced as a guest more than four times in any calendar year and no guest shall be admitted to the Club premises under the age of sixteen years unless supervised by a full member of the club.

A Member shall not knowingly remove, injure, destroy or damage any property of the Club and shall make restitution for the same if called upon to do so by the Committee or by the Honorary Secretary upon the instructions of the Committee.

A Member shall not cause any communication in whatever form to be exhibited on the Club notice boards or premises without permission of the Honorary Secretary.

A Member shall settle any indebtedness for refreshment or otherwise before leaving the Club premises or in accordance with any Bye-law relating to the settlement of such indebtedness.

All suggestions shall be entered in the Suggestion Book and signed by the Member.

Complaints of any nature relating to the management of the Club premises, shall be addressed in writing to the Honorary Secretary. Under no circumstances shall an employee of the Club be personally reprimanded by a Member.

The Honorary Secretary or any other person who has received the authority of two members of the Committee, may expel, temporarily or permanently, any person who has the right to the use of the Club premises.

12) Limitations of Club Liability

Members, their guests and visitors are bound by the following rule which shall be also exhibited in a prominent place within the Club premises: -

Members of the Club, their Guests or visitors, may use the Club Premises and other facilities of the Club at their own risk and impliedly accept: -

- a) The Club will not accept any liability for any damage to or loss of property belonging to Members, their Guest or visitors of the Club.
- b) The Club will not accept any liability for personal injury arising out of the use of the Club premises and or any other facilities of the Club either sustained by Members, their Guest or visitors whether or not such damage or injury could have been attributed to or was occasioned by neglect, default or negligence of any of them, the Officers, Committee or other servants of the Club

13) Purchase and Supply of Excisable Goods

The purchase for the Club of Excisable goods and the supply of the same on Club premises shall be exclusively and solely under the control of a Bar Committee consisting of the Chairman, Honorary treasurer, Honorary Bar Secretary and one other member of the Committee appointed by the Committee for this purpose by the Committee. Intoxicating liquor may only be supplied for consumption on the Club premises to persons over the age of eighteen who are entitled to use the Club premises in pursuance of the Rules, Bye-Laws and regulations for the time being in force. No Member's child under the age of eighteen may purchase or attempt to purchase intoxicating liquor within the Club premises.

The permitted hours for the sale and supply of excisable drinks will comply with the terms stated on the clubs Premises certificate. The Committee shall cause the Club Bars to be opened at convenient times for the supply of excisable goods to persons who are entitled to the use of the premises of the Club in pursuance of these rules provided that the Visitors names and addresses and the name of the introducer shall have been entered in the visitors book upon entry to the Club premises.

No person shall take commission, percentage or other such payment in connection with the purchase of excisable goods for the Club. Any profit deriving from the sale of such goods (after deduction of the costs for providing such goods for the benefit of the Club) be applied for the provision of additional amenities or the purchase of property to be held in trust for the benefit of the Club.

Proper accounts of all purchases and receipts shall be kept and presented at the Annual General Meeting in each year and such information as the Honorary Secretary or Honorary Auditors may require, shall be furnished to enable any statutory returns or statement and the payment of excise or other duty or tax to be made.

14) Events

Events shall be held within the terms of the Clubs PrL music and entertainment license.

The club does not have a TV license, without a license is a criminal offence for anyone to plug in and watch or record live TV programmes on any channel or to download or watch BBC programmes on Iplayer on the club's premises. This applies whether you're using a TV, desktop computer, Laptop, tablet, mobile phone, games console, digital box, DVD/VHS recorder or any other device. Members are only allow to watch live TV in the club provided that they have their own TV license and are not plugged into the mains

15) Maintenance of the Club

All purchase over £1000 for maintenance or supplies for the up keep of the club should be subject to obtaining 2 Quotations

16) General Data Protection Regulation

The club will only hold members personal data necessary for the purposes of administration of the club and to keep members informed of the club business. Data will not be disclosed to any third parties.