

**RULES OF THE GORING SOCIAL CLUB
and Institute Ltd**

**A Registered Society under the Co-operative and
Community Benefit Societies Act 2014**

**Registration Number
8460R**

All previous rules rescinded

RULES OF THE GORING SOCIAL CLUB AND INSTITUTE LIMITED

A Registered Society under the Co-operative and Community Benefit Societies Act 2014 (the 'Act')

Registration Number 8460R

1. Name and Objectives

The Society (hereinafter called the 'Club') shall be called the **GORING SOCIAL CLUB AND INSTITUTE LTD.**

Its objects are to carry on the business of a club by providing for its members, the means of social intercourse and recreation.

2. Office

Its registered office shall be at **1, HIGH STREET, GORING ON THAMES, READING, RG8 9BA.**

Notice of any change in the situation of the registered office shall be sent by the Secretary within 14 days thereafter to Financial Conduct Authority in manner and form provided by the Act.

3. Use of Name and Official Documentation

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 mentioned in legible characters in all business letters, 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.

All official documentation must be executed by the signature of the secretary and a committee member, or two committee members, as long as the document itself expresses the fact that it is executed on behalf of the club.

4. Powers

The club shall have full power to do all things necessary or expedient for the accomplishment of all objects specified in its rules, including the power to purchase, hold, sell, mortgage, rent, lease or sub-lease lands of any tenure, and to erect, lease, sub-lease, pull down, repair, alter or otherwise deal with any building thereon.

5. Shares

Shares shall not be withdrawable or transferable and shall be of the value of 5p.

No member shall hold more than one share, and no interest or dividend shall be paid upon it. A member shall forfeit their share on ceasing for whatever cause, to be a member.

6. Admission of Members

1. Any two members of not less than six months standing may propose and second a candidate for membership provided they are able from personal knowledge to vouch for the candidate's respectability and fitness to be a member and both shall sign a nomination form to this effect. The candidate shall deposit the full amount payable for one share. Such sum deposited shall be returned in the event of non-acceptance as a member. Candidates for membership shall sign an application for membership which declares their concurrence with and adherence to the purpose of the club as shall be required by the committee.
2. The election shall be by the committee which will ensure that there is an interval of at least seven days between a member's nomination/application for membership and their admission as members to the club.
3. No candidate shall be elected who is under 18 years of age.
4. The name, address and occupation of the candidate, together with the names of the candidate's proposer and seconder, shall be prominently displayed in the principal club premises in a part frequented by the members, for at least seven days before the day on which the candidate's name is submitted for election. Every member on election shall be provided on request with a free copy of the rules.
5. Applicants for either membership or Junior membership (Rule 7) must either reside in a catchment area as defined from time to time by the committee or have family connections with existing club members.
6. The committee shall post the agreed catchment area prominently in the club premises.
7. A member whose membership lapses (Rule 12 (2)) because they move away from the catchment area may attend the club as a guest and must sign in as a guest as required by Rule 35 (3) and (7).
8. A joining fee for new members will be charged at a rate determined from time to time by the committee.

7. Junior Members

1. A young person between 16 and 18 years of age may upon nomination in accordance with the Provisions of Rule 6, be elected by the committee as a Junior Member of the Club. Junior Members shall take up a share under Rule 5 and pay a subscription (in accordance with Rule 11) per year which shall be due on election to membership, and may not be paid until so elected, and subsequently on the first day of January in each year.
2. They shall be entitled to all the rights and privileges of membership, except that they may not purchase alcohol in the club, attend general meetings, become candidates for committee or other office, or propose or second candidates for office, vote at elections, or introduce visitors. They shall be subject to such special regulations as the committee shall from time to time make regarding Junior Members.

3. On attaining the age of 18 years Junior Members shall become members entitled to all rights and privileges of membership and shall pay subscriptions in accordance with Rule 11.
4. The names and addresses of all Junior Members shall be entered in a special register to be kept by the secretary for the purpose.
5. This rule may at any time be revoked by a general or special general meeting of members, in which event all Junior Members shall cease to be members of the club. The number of persons admitted to membership under this rule shall not result in them being significant in proportion to the total membership.

8. Life Members

The committee may, in their discretion, grant life membership to any member who has rendered special service to the club, or who in their opinion is deserving of the distinction. Life members shall not be liable to pay subscriptions under Rule 11, but shall be entitled to all the rights and privileges of club membership, including the right to attend meetings, vote at election and be nominated for committee or other office. A certificate of life membership shall be signed by the secretary and issued to each life member.

9. Membership of the Union

The club must hold such fully paid shares in the Working Men's Club and Institute Union Ltd, (hereinafter referred to as the 'Union') in order that each member of the club may be entitled to all the privileges of the Union, subject to its rules. A person on becoming a member of the club may be supplied with an Associate and Pass Cards at the prevailing rate charged by the Union for any period for which s/he has paid their subscription or been granted Life Membership by the club.

10. Admission of Associates

So long only as the club shall hold a share in the Union, all Associates of the Union shall, subject to the following provisions of this rule, be admitted to the club premises, and alcohol may be sold to them by or on behalf of the club for consumption on the premises.

Associates, before being admitted to the club, must produce their subscription card (showing that their current subscription to their club has been paid), the Associate card of the Union and the current pass card issued by the Union, and must write their name and that of their club in the Union Associate Book, to be kept for that purpose. The doorkeeper or other appointed official, shall compare the signature in the book with that of the Associate card, and on being satisfied that the signatures correspond shall admit the Associate. Associates shall have the same rights and privileges and be subject to the same rules and bye-laws as ordinary members, except that they may not attend or appoint a proxy at any meeting of the club nor vote at any such meeting or receive a share of the assets on dissolution. The committee may refuse admission to Associates or limit their admission to such times and parts of the premises as they think fit in the interests of the club. Notice of such limitations shall be sent to the Union General Secretary.

The committee may also refuse admission to Associates who ceased to be members under Rule 14 (a) and (b).

11. Subscriptions

Every member shall pay to the funds of the club a subscription which shall become due as soon as s/he is elected to membership and may not be paid until s/he is so elected. The subscription must be paid before the member is entitled to any of the privileges of the club. The rate of subscription shall be such a sum as may from time to time be determined by the members in general meeting, and the agreed subscription is payable on the first day of January in each year.

12. Arrears of Subscriptions

1. Any member who has not paid his subscription by 1st February shall be considered in arrears. No member in arrears shall be permitted to use the club or be considered a financial member for the purposes of these rules.
2. If a member in arrears has not paid his/her subscription by 1st March his/her membership will be deemed to have lapsed and s/he will cease to be a member. Lapsed members must reapply for membership in the way described in Rule 6
3. The committee, on receiving information that any member is unable to pay their subscription owing to want of work or other good cause, may, at its discretion, excuse payment of such member's subscription for such a period as they think fit and the member shall not forfeit the privileges of membership.

13. Register of Members

The club shall keep at its registered office a register of members in which the secretary shall enter the following particulars:

- a) the names and addresses of the members;
- b) a statement of the number of shares held by each member and of the amount paid or agreed to be considered as paid on the shares of each member;
- c) a statement of other property in the club, whether in loans, deposits or otherwise, held by each member;
- d) 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;
- e) the names and addresses of the officers of the club, with the offices held by them respectively and the dates on which they assumed office. For the purpose of this rule, an 'officer' includes every member of the committee.

The club shall so construct the register of members that it is possible to open to inspection the particulars entered therein in paragraphs (a) (d) and (e) thereof without so opening to inspection the other particulars entered therein.

Every member shall, within 14 days, give notice to the secretary of any change in their address. Correspondence sent to the member's last known address as entered in the register of members shall be deemed to have been received.

14. Cessation of membership

Members shall cease to be members:

- a) by resignation by notice of not less than three months given to the secretary in writing unless the committee waives the requirement for the same;
- b) by death;
- c) by non-payment of subscription. Any person whose membership has ceased from this cause must re-apply for membership as per Rule 6;
- d) by expulsion.

15. Misconduct of members

The secretary, president or any officer or committee member present, or in their absence the steward, shall have the power to order the withdrawal from the club-house of any member who shall infringe any rule or bye-law or who misbehaves when using the club facilities. Such members shall have no right of re-entry to the club premises until summoned to meet the committee as provided in rule 16. If the next ordinary meeting of the committee be within less than three days, such member may claim to appear before them and to have his case dealt with waiving the length of notice required by the said Rule 16.

16. Expulsion of members

The committee shall have power to reprimand, suspend (for a period not exceeding 12 months) or expel any member who shall infringe any rule or bye-law, or whose conduct, within the club-house, shall, in their opinion, render them unfit for membership.

The officer (or steward) who orders the withdrawal of a member for misconduct (as per Rule 15) shall at the next committee meeting or as soon as practicable thereafter, lay a complaint upon which the committee must decide whether to formally charge the member. The committee, if it decides by a majority of members present at the meeting and entitled to vote, that there is a case to answer, will write to the member setting out the charge or charges and summon the member to appear before the committee giving not less than three clear days notice.

No member, unless convicted of an offence by any court of law, shall be reprimanded, suspended or expelled without being first summoned before the committee and full opportunity afforded them to advance a defence.

The committee having found a member guilty of a charge by a simple majority of their number present and entitled to vote must by at least two-thirds majority of the said committee vote for the member to be reprimanded, suspended (for a period not exceeding 12 months) or expelled to render it effective. A suspended member shall not be entitled to use the club premises or to attend at any election or hold any office during suspension, but shall remain liable to pay their subscription.

17. Right of Appeal

A member suspended or expelled by the committee, shall initially have the right to appeal to the club president. If, after this appeal, the member remains aggrieved they may appeal to the Union General Secretary who shall arrange through a Union Branch Secretary, for the appointment of arbitrators. No appeal shall be heard unless it is made within 30 days of the

date of the committee meeting at which the member was so suspended or expelled, and in writing, addressed to the General Secretary of the Union, together with a deposit of £50.00, the disposition of which shall be at the discretion of the arbitrators.

The arbitrators, or a majority of them, shall have full power to alter or rescind such suspension or expulsion as they may think fit, and may order the costs of the arbitration to be borne by either party or by both parties in such proportions as they think fit, and there shall be no appeal from their decision.

18. General Meetings

1. Ordinary meetings The annual meeting shall be held as soon as possible after the club accounts have been audited, but normally not later than 31st March in each year. The date will be fixed by the committee and posted in the club giving at least ten days' notice and a copy of the agenda.

The business of each annual general meeting shall be to receive the accounts and balance sheets as audited, and the report of the auditor on the revenue account or accounts and balance sheet and to consider such other business as may be submitted by the committee or any motion to be proposed by a member of which at least twelve days' notice has been given to the secretary in writing. On receipt of such notice the secretary shall add it to the agenda to be posted in the club. At the annual general meeting a report for the year shall be presented by the committee.

The auditor shall be entitled to attend any general meeting of the club and to receive all notices of any other communications relating to any general meeting which any member of the club is entitled to receive and to be heard at any meeting which they attend on any part of the business of the meeting which concerns them as auditor.

2. Special meetings A special meeting shall be called by the secretary in the following cases:-
 - a) upon the direction of the committee, and in accordance with such direction;
 - b) on a requisition signed by one fifth of the total number of members entitled to attend and vote at a general meeting or 30 such members whichever is the fewer, stating the special objective thereof. Such meeting shall be held within not less than 14 and not more than 21 days from the date of the receipt by the secretary of the requisition.
 - c) Notice to be given Notice of any special meeting, and of the object for which it is called, shall be posted by the secretary in the club at least 10 days prior to the date of the meeting. Should the secretary not convene a special meeting in the manner required hereby within 10 clear days after a duly signed requisition has been delivered to him, any of the requisitionists may call such a meeting, giving notice as is provided in the rule.
 - d) Business No business other than that named in the notice shall be brought before a special meeting.

3. Quorum A general meeting may proceed to business if 10 members are present within an hour after the time fixed for the meeting, otherwise the meeting, if convened on the requisition of members, shall be dissolved, but if 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 whatever the number of the members present. No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken.
4. Adjournment Any general meeting duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting
5. Voting Each financial member present shall be entitled to one vote on each motion.

19. Rules

1. Supply The secretary shall be supplied by the committee with copies of the rules and shall be bound to deliver a copy to any person, on demand, on such payment as the committee may from time to time determine, the first copy to a new member being free. A copy of the rules is available on the club website.
2. Amendment These rules may be amended only at a special general meeting called for that purpose. Notice of any proposed amendment shall be posted in the club for at least 14 clear days previous to the meeting to which the amendment is to be submitted. Any amendment shall require the votes of at least two-thirds of the members present at such a meeting. No amendment of rules is valid until registered in accordance with the Co-operative and Community Benefit Societies Act 2014. Notification of any change in the name of the club or in the rules of the club must be given to the relevant Licensing Authority within 28 days after the rules are registered.
3. Bye-laws The committee shall have power to make such bye-laws as it may consider necessary for the good government and order of the club, provided that no such bye-laws shall conflict with any of the rules. A copy of all such bye-laws shall be posted in a conspicuous place in the club- house.

20. The Committee

1. Membership The committee shall consist of the President, Treasurer and ten other committee members, all of whom shall be above the age of 18. The president and treasurer will be elected annually by members at the general meeting, and other committee members will be elected to serve for three years on the committee after which they must retire but may present themselves for re-election.
2. Powers of the Committee The committee shall control the management of the club and shall have exclusive powers to engage or dismiss a steward and other servants. It shall have the power to purchase such articles and do all such things as it may deem necessary for the carrying out of the objects of the club. It shall

have due regard to any resolution or recommendation of any general meeting, but shall not be bound to give effect to the same if in its judgement such action would be injurious to the best interest of the club.

Nothing in these rules shall enable the committee to declare any dividend or make monetary grants to the members, or to apply the club funds, except for the purposes of the club itself, and for the purposes specified in Rule 28. The committee shall meet at least once a month for general business and not less than one-third of the total of committee members shall form a quorum. No resolution of the committee shall be rescinded unless notice to rescind has been given at the previous meeting of the committee.

3. Retirement, Vacation or Cessation of Membership Any committee member not attending for three consecutive meetings shall, unless s/he sends an explanation which the committee consider satisfactory, cease to be a committee member. Any member of the committee who shall cease to be a financial member, or who is suspended under Rule 16, or who tenders their resignation in writing or who shall cease membership of the club by any reason shall vacate his or her seat. Any vacancy so occurring or by any other cause, shall be filled by the committee, or in such a manner as the committee may decide.

Retirements from the committee and elections to it occur as per Rule 20 (1) above. Any club member selected by the committee to fill a casual vacancy shall hold office for the unexpired period for which their predecessor was elected. Where this rule does not apply, the retiring committee member shall be selected by the committee by ballot.

4. Removal or Resignation The committee, or any member or members thereof, may be removed by the votes of two-thirds of the members present at a special meeting called for that purpose. In the event of the removal or the resignation of the whole or the majority of the committee, the secretary shall obtain nominations and appoint scrutineers and arrange for holding a ballot. Three days shall be allowed for nominations and the ballot shall be held on three successive days within the following seven days. The result shall be declared by the scrutineers by notice posted in the club.

Finance It shall be the duty of the committee to take record of the stock of goods at least every three months either by themselves or by an agent duly appointed by the committee for that purpose, check all demands for payment with the order book, and with the delivery notes and invoices, and to report whether such stock vouches the correctness of the returns made by the steward, and whether the demands are in order and correct. It shall see that vouchers are produced for all payments made by order of the committee, and it shall report at each committee meeting whether the cash book has been duly made up, and that the amount there shown as standing to the credit of the club appears also in the bank statement relating to the club's drawing account. These records, duly made up to date, shall be laid upon the table at each committee meeting.

The financial proceedings shall be recorded in the committee minutes. Cheques drawn upon the club's account shall be signed by at least two members of

committee. Electronic payments from the club's account shall require authorisation by two members of committee.

The committee shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purposes of the club; but nothing in this rule shall empower the committee to incur expenditure, except such as is consistent with the purposes for which the club is established.

5. Orders No officer or committee member of the club shall by virtue of his appointment, have power to order goods or dispose of the funds of the club. No goods or labour shall be supplied, nor any contract entered into for work to be done to the club in excess of £15,000.00, nor any office of salary, profit or remuneration, held by any member of the committee, nor shall any honoraria be paid to committee members, unless authorised by a general meeting or on the authority of two officers in an emergency for the benefit of the club

21. Officers

1. The club shall have the following officers:- a President, a Treasurer, and a Secretary. The President and Treasurer shall be elected each year by ballot at the elections held at the Annual General Meeting, and shall remain in office until their successors are appointed. The Secretary shall be elected by ballot of the committee and shall remain in office during the pleasure of the club. Any of the officers shall be removable at any time provided two-thirds of the members present at a special meeting called for that purpose shall vote in favour of such removal.

In the event of a vacancy arising amongst the officers by death, resignation or other cause, apart from suspension or expulsion, the vacancy shall be filled, the committee having power to appoint a member to fill the vacancy. Any member so appointed shall hold office for the unexpired period for which his predecessor was elected. Any officer shall vacate his office if suspended from membership under Rule 16 or upon ceasing membership from any cause. The officers of the club shall receive such honorarium, if any, or in the case of the secretary such salary, as the committee or a general meeting may from time to time determine. Every officer dealing with club monies shall be insured with a recognised guarantee society for the due performance of their duties in such sum as the committee or a general meeting may determine.

2. The President

The President, or in his/her absence an elected chairman, will take the chair at all general meetings and committee meetings of the club, and in the event of equality of voting at committee meetings shall have an additional casting vote.

3. Treasurer

The Treasurer shall ensure the payment of all monies received by the club from any source whatever, without any deduction for any purpose whatever, to the credit of an account opened in the name of the club at such bank and in such manner as the committee may direct, and further, shall keep such accounts and pay such debts of the club as the committee shall direct, and shall when required

to do so, render to the committee, or a general meeting, an account of any monies received and expended.

4. Secretary

The secretary shall keep upon the club premises a register of the names and addresses of the club members and a subscription book, in which shall be recorded the payments of such members. S/he shall carry out the directions of the committee, and subject to such directions shall receive monies on account of the club, and pay them to the treasurer and keep such accounts as the committee may direct. S/he shall attend all meetings of the committee and any other sub committee if so directed, take minutes of the proceedings, prepare accounts and balance sheets, and submit them to the auditor.

The secretary shall ensure that the Club Premises Certificate, or a certified copy thereof, is kept at the club premises in the custody, or under the control of the person nominated for the purpose of Section 92 (2) of the Licensing Act 2003, who may be the secretary, or a club member, or a club employee nominated by the secretary in writing.

The nominated person shall be identified in writing to the Licensing Authority by the secretary, and shall ensure that the summary of the certificate issued by the Licensing Authority, or a certified copy thereof, and a notice specifying the position s/he holds at the premises are prominently displayed at the club premises.

22. Annual Return to Registrar

1. The secretary shall send to the Financial Conduct Authority once in every year, within the time allowed by legislation, an annual return relating to the club's affairs for the period required by the Co-operative and Community Benefit Societies Act 2014, to be included in the return, together with a copy of the report of the auditor on the club's accounts for the period included in the return and a copy of each balance sheet made during that period and of any report of the auditor on that balance sheet. The annual return shall be for the period beginning with the date to which the club's last annual return was made up, and ending with the date of the last balance sheet published by the club. The annual return must be made in the form prescribed by the Financial Conduct Authority and contain such particulars as may from time to time be required by the return.

2. Copies to Members

A copy of the last annual return, together with a copy of the report of the auditor on the accounts and balance sheet contained in the return shall be supplied gratuitously on demand to every member or person interested in the funds of the club.

3. Balance Sheet

A copy of the account or accounts and balance sheets covering the period included in the annual return, as audited, and the report of the auditor on the

balance sheet and accounts shall be posted in the registered office and shall be kept hung up in a conspicuous place at the said office.

23. Inspection of books by Members

Any member or person having an interest in the club funds may at all reasonable times inspect all books and accounts including the particulars in the register of members except those mentioned in paragraphs (b) and (c) of Rule 13 at the registered office or any place where they are kept, and it shall be the duty of the secretary to produce them for inspection; but no person, unless an officer of the club or specially authorised by a resolution thereof, may inspect the loan or deposit account of any other member without their written consent.

24. Borrowing Powers

1. The club shall have the power to borrow money for the purposes 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 normally exceed £500,000 subject to any borrowing in excess of £200,000 being sanctioned by a general meeting, and that the interest paid or to be paid in respect of any money borrowed (except money borrowed by way of bank overdraft, or by way of mortgage of the club's premises) shall not exceed 5 per cent per annum or 2 per cent per annum above the London inter-bank base lending rate, whichever is the greater.
2. Subject to the provisions relating to loan stock contained in Rule 25, 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. Deposits The club may receive any sums of money within the total limit mentioned in Section (1) of this Rule from members or others on deposit, repayable on such notice being not less than 14 clear days, as they arrange from time to time, provided that such deposits shall be received in instalments of not more than £100 in any one payment, or more than £400 in all from any one depositor.

25. Loan Stock

1. The following provisions shall apply to the loan stock referred to in the preceding rule.
 - a) Loan stock shall be issued in multiples of £1 and shall be transferable as hereinafter provided;
 - b) Applications for loan stock shall be made in such form as the committee may determine, which shall contain a statement of the terms and conditions of issue of the loan stock;
 - c) Payment may be made for loan stock by instalment or otherwise;
 - d) Interest shall be payable thereon half-yearly at such rate as may have been agreed not exceeding the rate mentioned in the preceding rule;

- e) Loan stock shall not confer a right to demand repayment of the principal from the club unless thereon is in arrears for two consecutive years, or in the event of the dissolution of the club;
 - f) Loan stock shall be secured by certificates of indebtedness under the hands of two members of the committee and the secretary stating the amount of the loan stock;
 - g) The committee may, in its discretion, from time to time apply club moneys which it cannot profitably invest to pay off the loan stock holders in the order in which they are entered in the register, or in such other order as the committee may determine. If a loan stock holder, who has received notice, or to whom notice has been sent at their address registered in the books of the club, that the committee is prepared to repay the amount of their loan stock, leave the sum to be thus repaid in the hands of the club, s/he shall not be entitled to any interest thereon after the expiration of the time named in the notice of repayment.
2. Transfer of Loan Stock Loan stock may be transferred by a form containing such particulars as the committee direct. A fee of 5p shall be paid by the transferor upon each transfer. A register of all transfers, containing such particulars as the committee direct, shall be kept. but no transfer shall be registered unless it is properly stamped, or if made by a member indebted to the club, without special order of the committee; and until the transfer of loan stock is registered, no right shall be acquired against the club by the transferee, nor shall any claim of the club upon the transferor be affected.

26. Audit

1. The club shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. For the purposes of this rule, 'qualified auditor' means a person who is a qualified auditor under Section 91 of the Co-operative and Community Benefit Societies Act 2014.
2. Every appointment of an auditor shall be made by resolution of a general meeting of the club.
3. The committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the club.
4. An auditor appointed to audit the accounts and balance sheet of the club for the preceding year of account (whether by a general meeting or by the committee) shall be re-appointed as auditor of the club for the current year of account (whether or not any resolution expressly re-appointing him has been passed) unless:
 - a) a resolution has been passed at a general meeting of the club appointing somebody instead, or providing expressly that s/he shall not be re-appointed;
 - b) s/he has given to the club notice in writing of their unwillingness to be re-appointed; or

- c) s/he is ineligible for appointment as auditor of the club for the current year of account; or
- d) s/he has ceased to act as auditor of the club by reason of incapacity.

Provided that a retiring auditor shall not be automatically re-appointed by virtue of this rule if notice of an intended resolution to appoint another person in their place has been given in accordance with paragraph (5) of this rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of that other person.

- 5. A resolution at a general meeting of the club (i) appointing another person as auditor in place of a retiring auditor or (ii) providing expressly that a retiring auditor 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 28 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 auditor in accordance with Section 94 of the Co-operative and Community Benefit Societies Act 2014, and shall give notice to the members in accordance with that section of any representation made or intended to be made by the retiring auditor.
- 6. None of the following shall be appointed as an auditor of the club:
 - a) an officer or servant of the club;
 - b) a person who is a partner of or in the employment of or who employs an officer or servant of the club.
- 7. The auditor shall in accordance with Section 87 of the Co-operative and Community Benefit Societies Act 2014, make a report to the club on the accounts examined and on the revenue account or accounts in respect of which s/he is appointed.
- 8. The auditor shall have a right of access at all times to the books, deeds and accounts of the club and to all other documents relating to its affairs and shall be entitled to require from the officers of the club such information and explanations as s/he thinks necessary for the performance of the duties of the auditors
- 9. At the general meeting, members may elect to disapply the requirement to undertake a full audit and to receive an Accountant's Report from the auditor in its place. This decision only relates to the current year of account and must be voted on annually, the resolution being supported by at least two-thirds of the members present at the meeting.

27. Nominations and proceedings on Death or Bankruptcy

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 club 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.

A member may in accordance with the Co-operative and Community Benefit societies Act 2014, nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of their property in the club at the time of their death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination, the club shall, if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder.

28. Application of Profits

The profits of the club may be applied in any of the following ways:

- a) In promoting mutual intercourse and united action between members and others in improving the conditions of the people of the United Kingdom;
- b) In promoting education by the establishment of lectures, classes, examinations and scholarships;
- c) In maintaining or supporting the Union Convalescent Homes or other convalescent homes, hospitals, infirmaries or any other charitable or provident institution, or in supporting or maintaining circulation and reference libraries and reading-rooms with the best works in all departments of literature, science and art, for the use of the members;
- d) For any other lawful purpose determined by the committee or any general or special general meeting subject to Rule 29.

29. Application of Funds

Except by the dissolution of the club, no profits or funds of the club shall be distributed amongst the members.

30. Investments

The committee may invest the funds of the club at such a rate of interest and on such terms as they see fit in any of the following investments:

- a) With its members or others upon the security of real property;
- b) In the shares or in the security of any society registered under the Co-operative and Community Benefit Societies Act 2014, or under the Building Societies Act, or of any company registered under the Companies Acts or incorporated by Act of Parliament or by charter provided that such society or company has its liability limited;
- c) In any investment in which trustees are, for the time being by law, authorised to invest funds.

31. Statutory Applications to the Registrar

1. Any 10 members of the club, each of whom has been a member for not less than 12 months immediately preceding the date of the application, may apply to the Financial Conduct Authority in the form prescribed by the the Act to appoint an actuary or accountant to inspect the books of the club and to report thereon,

pursuant to Section 105 of the Co-operative and Community Benefit Societies Act 2014.

2. One-tenth of the whole number of members, or if the number of members shall at any time exceed 1,000 then 100 members may by an application in writing to the Financial Conduct Authority, signed by them in the forms respectively prescribed by the Treasury Regulations:
 - a) Apply for the appointment of an inspector or inspectors to examine the affairs of the club and to report thereon; or
 - b) Apply for the calling of a special meeting of the club.

32. Dissolution

The club may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution in the form provided by the, or by winding up in a manner provided by the Co-operative and Community Benefit Societies Act 2014. The remaining assets, after the payment of all liabilities, shall be distributed amongst the members in equal shares.

33. Conduct of Elections

1. Nominations The election of officers and committee members shall be by ballot. At least three weeks before the day fixed for any ballot a nomination sheet shall be posted in the club by the secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until mid-day on the day of the general meeting. No member shall be eligible for nomination unless s/he has been a member for at least six calendar months prior to nominations closing, and has been proposed and seconded by two members, who must themselves sign the sheet. No member under suspension at the date of closing of the nomination sheet shall be eligible for nomination. No candidate shall be nominated for more than one position. No member of the committee whose term of office is not about to expire may become a candidate unless s/he first resigns from the position s/he holds.
2. Scrutineers The ballot shall be carried out under the direction of the committee by three scrutineers appointed by the general meeting, who shall not be candidates, committee members or officers.
3. Ballot when held Ballots shall be held during the annual general meeting, and the result shall be made known by the posting of a notice in the club signed by the scrutineers, recording the number of votes polled by each candidate, and indicating which of the candidates are elected.
4. Who may vote Each member shall have one vote for each vacancy but no member may give more than one vote to any one candidate.
5. Tie The candidates receiving the highest number of votes shall be declared duly elected. In the event of two or more candidates receiving an equal number of votes for the last vacancy or vacancies, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the president, or in his absence, some person appointed by the scrutineers,

shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

6. Scrutiny The scrutineers shall, at the conclusion of the ballot, seal up the ballot papers and hand them to the secretary, who shall retain them for seven days. A scrutiny shall take place if a written demand be presented to the secretary within seven days from the close of the ballot, signed by not less than one-tenth of the members, and the scrutiny shall be carried out by three fresh scrutineers, to be named by the committee and their decision shall be final.

34. Settlement of Disputes

1. Disputes between a Member and an Officer of the Club

All disputes between a member and an officer of the club shall, unless the committee elect to refer the matter directly to a special meeting, be settled by the committee. An officer or member of the committee must not vote or act as a committee member in any dispute which concerns him/her personally. The decision of the committee shall be final, unless any party aggrieved thereby, shall within seven days produce to the secretary a requisition satisfying the conditions mentioned in Rule 18 (2) (b), whereupon the decision shall be reviewed by a special meeting and its decision shall be binding.

2. Disputes between a Member and the Club

All disputes between a member or person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such member or person aggrieved shall be referred to the Executive of the Union or the persons appointed by them, who shall be the arbitrators of the club and whose decision shall be final.

35. Introduction of Guests

1. A guest is defined as:
 - a) a friend or relative of a member or an Associate member;
 - b) An individual or group of individuals (be they formally constituted groups or family and friends) who, by gaining prior permission from the committee in writing, are entitled to visit the club. Individual members of formally constituted groups may only be admitted to the club on presentation of identification agreed by the committee.
 - c) Members of visiting sports teams with fixtures either against club teams or teams affiliated to Goring Social Club;
 - d) A lapsed member who has moved away from the club's catchment area (Rule 6).
2. Members or Associates may personally introduce friends as their guests, but no member or Associate may introduce more than three friends at any one time. The member or Associate introducing the guest shall enter their name in a book kept for that purpose together with the name of the guest. This rule does not apply to children under the age of 16 accompanying the member or guest. All children

under the age of 16 introduced to the club must be kept under close supervision by parents or guardians.

3. All guests visiting the club including those visiting with the prior permission of the committee, must, if required, present appropriate identification to the club steward. A guest fee, determined by the committee from time to time, shall be payable on the introduction of adult guests, unless another financial arrangement has been agreed in advance by the committee.
4. All Sports teams either representing the club or affiliated to it are responsible for ensuring that all members of visiting teams entering the club are duly signed in on the forms provided.
5. The following shall not be admitted as guests:
 - a) Former members who have been expelled;
 - b) Former members who have ceased to be members through non-payment of subscriptions and who are not classified as guests in Rule 35,1 (d);
 - c) Persons who having been nominated for membership, have not been accepted;
 - d) members who are under suspension;
 - e) Persons who have been expelled or who are under suspension from any other Union club;
 - f) Other members of the general public who do not meet the requirements of Rule 35, 1(a) (b) (c) and (d).
6. The committee may debar a member or Associate introducing any particular person as a visitor if they so think fit.
7. No guest may be signed in on more than six occasions in any calendar year. If the guest wishes to visit on more than six occasions they will be required to apply for membership (as per Rule 6) before they are admitted to the club.

36. Permitted hours for the Supply of Intoxicants

Following the implementation of the Licensing Act 2003, the club shall open and close, and qualifying club activities may take place as the committee may from time to time determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the club under the provisions of that Act.

37. Value Added Tax

Where under any of the provisions of these rules or any amendment thereto for the time being in force, any sum of money is payable to the club by a member whether by way of subscription or otherwise and such payment attracts Value Added Tax then, unless any rule specifically provides to the contrary, a member shall in addition pay to the club such further sum as shall be equal to the amount of Value Added Tax at the rate for the time being in force attributable to such sum.

38. No Smoking Policy

1. In compliance with the Health Act 2006, the club premises are a no smoking area. Smoking is not permitted in any part of the club premises or at entrances into the club building. By premises is meant any building or substantially enclosed area belonging to the club and accessible to its members. It includes stairways, lavatories and rest rooms and all other rooms which form part of the club building, used by its members.
2. No person is permitted to smoke anywhere inside the club (Rule 38) (1) at any time. Any member contravening this Rule will be asked to leave the club (as per Rule 15) and will be subject to disciplinary proceedings as stated in Rule 16.
3. Members wishing to smoke may only do so in those outside areas (if any) designated by the committee from time to time as a permitted smoking area within the constraints of the legislation. Members who smoke in such an agreed area must extinguish their smoking materials before they re-enter the club building or be subject to the procedures set out in Rule 38 (2).

Signed

..... Secretary

..... Member

..... Member

..... Member

13th September 2021