

**BUCKHURST HILL
SPORTS &
SOCIAL CLUB**

RULES AND REGULATIONS

PELLEY HOUSE, QUEENS ROAD
BUCKHURST HILL, ESSEX

Buckhurst Hill

Mens Club

Founded by the Late F.R. Pelly Esq. in 1906
and also known as "Pelly House Club"

RULES

Name, Office and Objects

- 1 (1) The Club shall be called the BUCKHURST HILL MENS CLUB and its registered office shall be "Pelly House" Queens Road, Buckhurst Hill in the County of Essex.
- (2) The objects of the Club shall be to afford members the means of social intercourse and reasonable recreation.

Membership

- 2 The Club shall consist of not more than seven Trustees, and ordinary and Honorary members. The numbers of Ordinary and Honorary Members may be limited at the discretion of the Committee.

Admissions of Ordinary Members

- 3 (1) Ordinary members shall consist primarily of men resident or employed in Buckhurst Hill and the neighbourhood, and others at the discretion of the Committee.
- (2) A candidate for Ordinary membership must be proposed and seconded by two members, either Ordinary or Honorary, who, from personal knowledge, are able to vouch for his respectability and fitness to become a member and must sign such (if any) declaration of his concurrence with and adherence to the purposes of the Club as shall be required by the Committee.
- (3) The name, address, and occupation of the candidate, with the names of his proposer and seconder, shall be posted on the Notice Board in the Club and be there exhibited for at least two days before the day on which his name is submitted to the Committee for election.
- (4) The election shall be by the Committee, and no candidate shall be elected who is under 18 years of age. No intoxicating liquor is to be served to any person under 18 years of age.
- (5) Every member on election shall purchase a copy of the Rules at such charge as the Committee may from time to time determine.

Subscriptions

- 4 (1) The subscription of Ordinary members shall be decided by the Committee for twelve months payable in advance on the first day of the month following the date of his election to membership, or paid quarterly or half yearly or yearly.
- (2) Should any member be more than one month in arrears with his subscription he shall cease to be a member and shall not enjoy any of the privileges of the Club, subject however, to the remaining provisions of this Rule. If any such former member desires to re-join he may only do so by paying twelve-and-a-half pence in respect of fine and entrance fee and on being again duly proposed, seconded and admitted by the Committee in accordance with Rule 3.
- (3) The Secretary shall post on the Notice Board not later than the 8th day of every month a list of members in arrears and no members whose name is on such list shall be permitted to make use of the Club or to be considered a member for the purpose of these Rules.
- (4) The Committee on receiving information by notice in writing addressed to the Secretary that any member has been unable to pay his subscription owing to want of work, misfortune, sickness, or other cause beyond his control may in its discretion direct his name to be omitted from such list whereupon such member shall not forfeit the privileges of membership.

Change of Address

- 5 The Secretary shall keep at the registered office an up to date list of names and addresses of the members for the time being.

Life Members

- 6 The Committee shall have power, from time to time, to recommend to a General Meeting, that a person who has rendered exceptional services to the Club be elected as Life Member without subscription, and such General Meeting may, by a majority of two-thirds of the members present and voting thereat, make such appointment, provided that any such recommendation shall only be received at a General Meeting after it has been resolved at one Meeting of the Committee and confirmed at the next Meeting thereof.

General Committee

- 7 (1) The management of the Club and control of the bar shall be entrusted to a General Committee (in these rules referred to as "the Committee") consisting of the Trustees, the Secretary, the Treasurer, up to four members nominated by the Trustees and fourteen members to be elected by the Club in General Meeting as hereinafter provided of this number, four ladies may be elected. The Trustees shall have power at any time to remove a nominated member of the Committee for good and sufficient reason.

- (2) Any member of the Committee who is in arrears with his subscription pursuant to Rule 4(2) or who is suspended under Rule 16(3) shall forthwith vacate his seat, and any casual vacancy occurring in this manner of by the death or resignation of any elected member shall be temporarily filled by the Committee until the next General Meeting of the Club.
- (3) Any casual vacancy occurring among the four nominated Members of the Committee shall be filled by the Trustees.
- (4) The Committee or any officer authorized by them shall have power to purchase such articles and do all such things as they deem necessary for carrying out the objects of the Club, but any expenditure for extension, alteration or addition to the premises shall be subject to the approval of the Trustees.
- (5) The Committee shall not enter into any bond or agreement binding the club to purchase any exciseable commodities from any person or persons or in any way to part with its absolute control and that of the Club members over the supply of any exciseable commodities to the Club.
- (6) The Committee may appoint such Sub-Committees as they deem necessary in the interest of the Club and a spokesman authorised by each Sub-Committee shall report to each Meeting of the General Committee. Each such Sub-Committee shall have power to co-opt other members of the Club except the House and Finance Committee and the Bar Committee.
- (7) The Committee shall meet for general business once at least in every calendar month and at such time or times as may be considered necessary. The Chairman shall have a second or casting vote. Five shall form a quorum.

Finance Committee

- 8 (1) The General Committee shall at the first meeting following each election appoint a Sub-Committee to be called the Finance Committee which shall consist of three members of the General Committee together with the Chairman of that Committee the Treasurer the Secretary and such other persons as the General Committee shall appoint.
- (2) The Finance Committee shall either by themselves or an agent duly appointed for that purpose take a record of the stock of consumable goods held by the Club on the first day of each month; check all demands for payment with the order book and with the delivery notes and invoices report to the next Meeting of the General Committee whether such stocktaking vouches the correctness of the returns made by the Steward and whether the demands are in order and correct.
- (3) The Finance Committee shall also examine the Secretary's books and vouchers and compare the same with the Bank pass book and report thereon to each meeting of the General Committee.
- (4) All cheques drawn upon the Club Banking Account may be signed by any two of the following persons that is to say the Treasurer the Secretary and the Trustees for the time being.

- (5) Matters needing urgent attention may be dealt with on behalf of the General Committee, such matters to be ratified at the next full Meeting of the General Committee.

Election of Committee

- 9 (1) The fourteen members of the Committee to be elected by the Club shall be elected by ballot, at the Annual General Meeting of the Club to be held in the month of October in each year and shall hold office until the close of the next Annual General Meeting. Ballot box to be available 7 days before the A.G.M.
- (2) Retiring members shall be eligible for re-election at that Annual General Meeting. Every Candidate for the election to the Committee shall be nominated in writing by at least two members of the Club and his name together with the signatures of his proposer and seconder, shall be lodged with the Secretary fourteen clear days at least before the date of the Annual General Meeting, and shall be posted on the Club notice board seven days prior to the Meeting at which the election is to take place.
- (3) The proposer and seconder shall satisfy themselves that the candidate is over the age of 18 years and is otherwise eligible and willing to serve.
- (4) Only candidates whose name appear on such list shall be eligible for election.
- (5) If the nominations should not be sufficient in number to fill the vacancies the General Committee shall at their first Meeting after the Annual General Meeting appoint members to fill such vacancies.
- (6) No candidate shall be eligible for election to the Committee unless he is over the age of 18 years and has been a member of the Club continuously for the six months immediately preceding the Annual General Meeting.
- (7) The ballot shall be carried out under the direction of the Committee, and in the event of two or more Candidates receiving an equal number of votes the Committee shall have power to choose from those candidates or to send them back for another ballot to be held a week later.
- (8) No person or persons having been elected for Committee and not fulfilling their year of duties, i.e. leaving or resigning without due cause and not working on behalf of the Club will be eligible to stand for another position on Committee for at least five years from that date.

Officers

- 10 (1) The officers of the Club shall consist of a Chairman and a Vice Chairman who shall be appointed by the Committee from among their number and shall hold office for one year and a Treasurer and a Secretary who shall be elected at the Annual General Meeting in each year. The retiring officers shall be eligible for re-election.

- (2) In the event of a vacancy arising the Committee shall fill the vacancy until the next Annual General Meeting.
- (3) Each officer shall be ex officio a member of every sub Committee.

Treasurer

- 11 (1) The Treasurer shall receive all monies belonging to the Club or such as the Committee may direct and shall pay the same to the Club banking account or otherwise deal with the same as the Committee shall direct.
- (2) He shall pay such accounts and keep such books as the Committee shall direct and shall render an account of his receipts and expenditure on behalf of the Club to such persons and at such times as the Committee shall direct.

Secretary

- 12 (1) The Secretary shall keep a register of the names and addresses of the members of the Club and a Subscription Book or Books in which shall be recorded the payments of such members.
- (2) He shall carry out the directions of the Committee, and subject to such directions shall receive all monies on account of the Club and pay the same to the Hon. Treasurer or to the Credit of the Club in such Bank as the Trustees and Committee may direct.
- (3) He shall keep such accounts as the Committee may desire, attend all Meetings, and take Minutes of the proceedings thereat and in conjunction with the Hon. Treasurer prepare a Balance Sheet at August 31st each year, and submit the same to the Hon. Auditors for presentation to the Club at the Annual Meeting in October.
- (4) The Committee shall have power to elect an Assistant Secretary to act jointly with the Secretary.
- (5) The Secretary in the month of January shall supply to the Clerk to the Justices a return or returns giving the particulars by the Licensing Acts for the time being in force.

Hon. Auditors

- 13 (1) An Hon. Auditor or two Hon. Auditors not necessarily members of the Club shall be annual elected by the Committee, but not from their own number. They shall audit the Annual Balance Sheets, and for that purpose shall have access to all books and Accounts of the Club, and shall examine the General Statement and Annual Return of the Receipts and Expenditure, Fund Stocks and Effects of the Club and verify the same with the accounts and vouchers relating thereto.
- (2) A copy of the Annual Balance Sheet for the preceding year shall be kept posted on the Notice Board for a period of 7 days subsequent to the Annual General Meeting.

General Meetings

- 14 (1) The Annual General Meeting of the Members shall be held at the Club in the month of October in each year on a date to be fixed by the Committee to receive a statement of accounts and balance sheet and the report of the Auditors for the twelve months ending on the previous 31st day of August together with the report of the Committee and such other business as may be submitted by the Committee, 21 day notice on the notice board to be given.
- (2) Any member wishing to move any motion at the Annual General Meeting shall give to the Secretary notice in writing of such motion at least seven days before the date of the Meeting.
- (3) The Committee may at any time, and shall, on the signed requisition of not less than twenty members call a Special General Meeting of the Club by giving not less than fourteen days notice such notice to be posted on the Notice Board and to state the object for which the meeting is called. At such meeting no business other than that stated in the notice shall be considered.
- (4) At every General Meeting one of the Trustees (if present) shall preside. In the absence of the Trustees the Meeting shall elect a Chairman.
- (5) The quorum for any General Meeting shall be 25 members personally present but if no quorum is present within 30 minutes of the time fixed for the meeting then if it is a Special General Meeting convened on the requisition of members it shall be dissolved but if it is a Meeting convened by order of the Committee it shall stand adjourned to the same day and time in the following week and may then proceed to business whatever be the number of members present.
- (6) Any General Meeting duly constituted may adjourn from time to time as the members present may direct but no business shall be transacted at any adjourned Meeting which could not have been transacted at the original Meeting.

Settlement of Disputes

- 15 All disputes, complaints and questions as to interpretation or infringement of Rules shall be referred to the Committee, whose decision shall be final.

Conduct of Members

- 16 (1) No gambling, drunkenness, bad language or other misconduct shall be permitted on the Club premises, and any member offending against this Rule shall be dealt with by the Committee as hereinafter directed.
- (2) The Committee shall have the power to reprimand, suspend or expel any member who shall infringe this Rule or any other Rule, or whose conduct shall, in their opinion, render him unfit for membership of the Club, but no member shall be suspended or expelled without first being summoned before the Committee to explain his conduct.

- (3) Any member of the Committee or any Officer, is empowered to order the withdrawal from the Club premises of any member offending under this Rule, and the matter shall be reported to the next Meeting of the Committee.
- (4) An expelled member shall forfeit all his rights and privileges under these Rules.

Introduction of Visitors

- 17 (1) Visitors, other than persons who have been suspended or expelled from the Club, or whose application for membership has been rejected may be introduced by members of the Club but the same visitor shall not be admitted more than twice in any one month, unless the Visitor is a former member who is serving in H.M. Forces and is on leave for a period of not exceeding 30 days.
 - (2) No member may introduce more than two visitors at any one time and no member may introduce a visitor during the hours when licensed premises are by law closed in the locality.
 - (3) Persons residing in the district can only be introduced three times in any one year.
 - (4) The names of the visitor and of the member introducing him shall, upon their entering the Club premises, be recorded by the member in a book to be kept for that purpose.
 - (5) The Committee shall have power to make a charge for admission of Visitors on Concert Nights, and other occasions which they may deem to be of a special nature.
- 18 (1) Members must accompany visitors introduced by them during their stay in the Club and no visitor shall be permitted to make any payment of any kind whatsoever directly or indirectly.
 - (2) If at any time any exciseable articles shall be provided on the Club premises then should any visitor to the Club, not being a member thereof, pay for refreshments served to him he shall at once be removed from the Club premises and the member introducing such visitor may be expelled from membership on the fact being proved.
 - (3) It shall be the duty of any officer or member of the Club on becoming aware of any breach of the Rule to report it at once to the Secretary or Committee.

Hours

- 19 The Club shall be open at such times as the General Committee decide from time to time but the current legislation as regards the opening of the bar must be observed.

Games

- 20 (1) Indoor Games and the general conduct in the Club shall be under the entire control of the Committee and subject to such regulations shall be kept posted on the Notice Board.

- (2) Outdoor Games shall be under the general control of the Clue Officials connected with the game in question, such officials to be answerable to the General Committee for conduct and behaviour under the Club name.

Rules

- 21 (1) No alterations shall be made in these Rules except by the Resolution of two-thirds of the members voting thereon at a Special General Meeting called for that purpose, and a copy of such proposed resolution shall be lodged with the Hon. Secretary fourteen days before the Special General Meeting, and shall be embodied in the notice convening the Meeting.
- (2) In the event of a resolution relating to an alteration in the Rules being carried the approval in writing of the Trustees must be secured before such alteration can take effect.
- (3) The Secretary shall be supplied by the Committee with copies of the Rules and shall be bound to deliver a copy to any member on demand on such payment as the Committee may from time to time determine. A copy to be hung on the Notice Board.

