

Register Number  
20121 R

RULES  
OF THE  
BELMONT  
CONSERVATIVE CLUB (SURREY) LTD.  
(Registered under the Industrial and Provident  
Societies Act)

31-33 STATION ROAD  
BELMONT  
SUTTON

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## ALL PREVIOUS RULES RESCINDED

### NAME AND REGISTERED OFFICE

1. The Belmont Conservative Club (Surrey) Limited, being the Society, and hereinafter referred to as the 'Club', shall have its registered office at 31-33 Station Road, Belmont, Sutton, Surrey, SM2 6BX or such other place as the majority of members shall determine.

In the event of any change in the situation of the registered office, notice of such change must be sent by the Secretary within fourteen days thereafter to the Financial Services Authority, hereinafter referred to as the "Authority", in the form provided.

2. 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 engraved in legible characters on its seal, and shall be mentioned in legible characters in all business letters of the Club and 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.

#### Seal of the Club

3. The Club shall have a common seal with the name of the Club engraved on it in legible characters, and such seal shall be entrusted to the care of the Secretary or such other officer as the Committee shall appoint, and the affixing of such seal shall be accompanied by a resolution of the Committee authorising the act, and shall be affixed in the presence of and attested by the signatures of two members of the Committee, and countersigned by the Secretary.

A register shall be kept in which an entry shall be made on all occasions upon which the said common seal shall be used.

### OBJECTS OF THE CLUB

4. The objects of the Club shall be to carry on the business of a Club, and in so doing, to promote by all proper means the principles of Conservatism, and the implementation of the Conservative Party's policies.

5. The Club shall have the power to do all things necessary or expedient for the accomplishment of the objects specified in its Rules, including the power to hold, purchase, take on lease in its own name, any land or building, and to sell, exchange, mortgage or lease the said land or buildings, or build upon the said land.

6. The Club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations thereof.

### SHARES

7. The capital shall consist of shares of 5p each which shall be neither transferable nor withdrawable.

Every person on election (except as provided in Rule 15 (a)) shall pay for one share. If any person shall cease to be a member of the Club for any cause whatsoever, the amount paid on the member's share shall be forfeited and the share shall be cancelled.

No member shall hold more than one share.

## MEMBERSHIP

### Election

8. The election of members shall be vested solely in the Committee and shall be by ballot. Two votes against admission shall exclude a candidate.

9. Only Conservatives, being subscribing members or supporters of The Conservative Party, not being under 18 years of age, shall be eligible for membership.

10. Any two members of not less than six months standing may propose and second a candidate for membership and shall be able from personal knowledge to vouch for the candidate's respectability and fitness to be a member and both of them shall sign the nomination form as shall the candidate, who by so doing, shall pledge to support the Conservative Party and to abide by the Rules of the Club now, or hereafter, in force, in the event of being elected a member.

No paid employee of the Club shall be a member.

11. The name, address, and occupation of each candidate, and the names of the proposer and seconder, shall be posted on the Club Notice Board at least seven days before the day on which the candidate's name is to be submitted for election.

12. Any member who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary who shall communicate the objection to the Committee.

13. The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if summoned to do so, or send an explanation which the Committee shall deem to be satisfactory for not doing so within four weeks, that application for election shall be rejected.

14. No candidate, other than a candidate elected under Rule 15, shall be admitted to the privileges of membership, until having been:-

- (a) formally elected a member by the Committee, and
- (b) notified of election by the candidate's proposer, and
- (c) paid the first subscription together with any entrance fee which may be determined by the Committee, and
- (d) shall have paid for and have been allotted one share duly registered in the register of the Club, and
- (e) in no circumstances shall a candidate be admitted to the privileges of membership until at least seven days shall have elapsed between nomination and election to membership.

Membership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding of relevant personal data for the purpose of the Data Protection Act.

#### Special Classes of Membership

##### 15. (a) Honorary Members

The Committee shall have power to elect from time to time as honorary members, without entrance fee or subscription, persons of distinction, or those who have rendered valuable services to the Conservative Cause or the Club including the Conservative Agent for this constituency. An interval of at least seven days shall elapse between their election and admission as members.

One share shall be allotted without payment to any honorary member elected in accordance with this Rule which share shall otherwise be issued in accordance with the remaining provisions of Rule 7 of these Rules.

##### (b) Life Members

The Committee shall have power to elect Life Members those who have completed 25 years successive subscribing membership of the Club and attained the age of 65 years and to terminate at any time the Life Membership of any member so elected if in their opinion it is desirable in the interests of the Club.

Life Members shall be entitled to the full rights and privileges of membership without payment of any subscription.

#### Disqualification of Candidates

16. No rejected candidate shall again be proposed as a member until the expiration of twelve months from the date of such rejection.

No person who shall have been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited shall ever again be proposed as a candidate, or make use of the Club premises, except by consent of the Committee.

No other person, who has at any previous time been a member of the Club, shall be eligible for re-election before the period of six months therefrom has elapsed.

#### Resignation of Membership

17. Any member wishing to resign must send a written notice to the Secretary, and shall thereupon cease to be a member. The Committee may accept the verbal resignation of a member provided it is reported and approved at a subsequent Committee Meeting.

#### REGISTER OF MEMBERS

18. (1) The Club shall keep at its registered office a register of members (in these Rules referred to as 'the Register') in which the Secretary shall enter the following particulars:

- (a) the names and addresses of members;
- (b) a statement of the number of shares held by each member and the amount paid or agreed to

- be considered as paid on the share of each
- (c) a statement of other property in the Club, whether in loans 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, and the dates on which they assumed office.

For the purposes of this Rule “an Officer” includes every member of the Committee.

(2) The Club shall so construct the Register that it is possible to open to inspection the particulars entered therein mentioned in paragraphs (a), (d) and (e) hereof without opening to inspection the other particulars.

#### SUBSCRIPTIONS

19. The ordinary subscription shall be of such sum per annum as shall from time to time be determined by the members at a General Meeting. Subscriptions shall be paid in advance on admission and subsequently on the 1st January each year.

20. A suspended member shall remain liable to pay the annual subscription.

21. Every member when on the Club premises shall produce a receipt of subscription or card of membership, whenever called upon to do so by any person authorised by the Committee to make such demand.

#### Non-Payment of Subscription

22. Any member failing to pay the subscription within fourteen days after the same has become due, shall be considered to be in arrear; and if the sum due be not paid within another twenty eight days after such notice has been sent this person shall cease to be a member.

If, however, the delay in payments can be accounted for to the satisfaction of the Committee, the Committee may at its discretion direct that any member shall be exempt from the foregoing provision.

Any member in arrear shall not be permitted to make use of the facilities of the Club or take part in its affairs.

#### CHANGE OF ADDRESS

23. Any member changing address shall, within fourteen days, give notice to the Secretary in writing of such change, and until such notice is given, all communications and notices sent to the last recorded address shall be deemed to have been served upon such member.

## INTER-AFFILIATION TICKET HOLDERS

24. Members of Clubs inter-affiliated with the Association of Conservative Clubs Limited, subject to the Rules and Regulations of that Association, may on presentation of their Inter-Affiliation Ticket be admitted to the Club premises, and intoxicating liquor may be sold to them by or on behalf of the Club for consumption on the premises.

## TERMINATION OF MEMBERSHIP

25. Membership shall terminate:
- (a) On resignation (Rule 17).
  - (b) On non-payment of subscription (Rule 22).
  - (c) On expulsion (Rule 38).
  - (d) On ceasing to be a Conservative supporter as defined in Rule 9.
  - (e) On death.

## OFFICERS

26. The Officers of the Club shall consist of a Chairman, a Vice-Chairman, a Treasurer who shall remain in office until their successors are elected, and shall be elected annually by ballot to be held in the week preceding the Annual General Meeting and at the end of their term shall be eligible for re-election. A Secretary shall be employed by the Club and appointed by the Committee as per Rule 30 (3).

## COMMITTEE MEMBERS

27. There shall be twelve Committee Members who shall be elected by ballot to be held in the week preceding the Annual General Meeting.

The senior six Committee Members in length of service from the date of the last election shall retire at each Annual General Meeting and shall be eligible for re-election.

If two or more Committee Members have served for the same period those to retire shall be selected by the Chairman by lot.

## THE COMMITTEE

28. The Committee shall consist of the Officers and Committee Members referred to in Rules 26 and 27.

The Committee shall meet at least once a month. Five members shall form a quorum.

The Chairman, or in this person's absence, a Chairman elected by the meeting shall preside.

Each member shall have one vote and in the event of equality of votes the presiding Officer of the meeting shall have in addition to one vote as a member of the Committee a second or casting vote.



29. Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless sending a written explanation which the Committee shall deem satisfactory, cease to be a Member of the Committee and shall also cease to be an Officer or Committee Member. The Committee may accept the verbal resignation of a Committee member provided it is reported and approved at a subsequent Committee Meeting.

Any member or members of the Committee not being the whole of the Committee shall cease to be members thereof on resignation and such resignation shall be deemed to be effective upon receipt by the Secretary of written notification.

Any member of the Committee ceasing to be a member of the Club, or who is suspended from the privileges of membership shall cease to be a member of the Committee and shall also cease to be an Officer or Committee Member.

Any vacancy so caused shall be filled as provided in Rule 46.

30. (1) The Officers and Committee Members shall receive such honoraria, if any, as a General Meeting shall from time to time determine.

(2) The Officer or Committee Member and the Steward or any other employee dealing with the moneys of the Club shall give such security as the Committee may from time to time determine, and shall discharge their duties under the direction of the Committee.

#### Appointment of Secretary

(3) In the event of a person being appointed Secretary and receiving a fixed salary such a person shall not be an ordinary member of the Club, but the Committee shall have power to direct that such an employee may be admitted to the Club premises and that intoxicating liquor may be supplied for consumption on the premises.

A written Contract of Service shall be sufficient evidence of the appointment under this section and the terms thereof shall be substituted for all provisions in these Rules relating to the election, term of office, retirement and dismissal from office and similar matters relating to the Secretary.

On vacating the position of Secretary the Committee may at their discretion permit him/her to pay forthwith a subscription under Rule 19 whereupon he/she shall become an ordinary member without compliance with the usual formalities of election but he/she shall not be admitted to the privileges of membership until two days have elapsed from him/her so becoming a member.

#### DUTIES OF OFFICERS

##### Chairman

31. The Chairman, or in his absence the Vice-Chairman, shall preside at all meetings of the Club.

##### Treasurer

32. The Treasurer shall be responsible for directing that all moneys, whether received personally, by the Secretary, or any other Official, Steward or any other

employee or agent of the Club, are duly paid into the Club's Bank at least once a week. The Treasurer shall also see that all debts of the Club are paid as directed by the Committee (except petty cash payments) by cheques signed by any two of the authorised signatories and countersigned by the Treasurer. At every regular meeting of the Committee (or more often if required) the Treasurer shall produce the Paying-in Book and Bank statements for inspection showing that the foregoing duties have been carried out.

The Treasurer shall keep such accounts, documents and other papers of the Club, not otherwise kept by the Secretary, in such manner and for such purposes as the Committee may direct.

Secretary

General Duties

33. The Secretary shall carry out the duties of this office under the superintendence, control and direction of the Committee.

The duties of the Secretary shall be:

To receive moneys on account of the Club and pay the same to the Treasurer or direct to the Club's Bank. The Secretary shall keep such accounts, documents and papers of the Club in such manner and for such purposes as the Committee may direct.

In every year prepare or cause to be prepared the balance sheet and income and expenditure account and submit the same to the Auditor of the Club.

To summon and attend all meetings of the Club and take minutes of the proceedings.

To ensure that the Club is registered under the provisions of the Licensing Act.

To 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 purposes of Section 94(2) of the Licensing Act 2003. The nominated person shall be the Secretary unless otherwise decided by the Club Committee and shall be identified in writing to the Licensing Authority. The Secretary shall ensure that the summary of the Certificate issued by the Licensing Authority is prominently displayed on the Club premises.

To be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club employees and for other purposes directed by the Committee.

To comply with the requirements of the Commissioners of Inland Revenue with regard to the deduction of income tax from the wages or salaries of employees and with the requirements of the National Insurance Acts in respect to such employees.

To be supplied by the Committee with copies of the Rules and be bound to deliver a copy thereof to any person on demand at a cost to be determined by the Committee.

To carry out such other duties as are reasonably incidental to the office of Secretary.

Annual Return

34. Every year within the period presented by statute, the Secretary shall send to the Authority the annual return, in the form prescribed, relating to the Club's affairs

for the period required under the Industrial and Provident Societies Act 1965 to be included in the return together with:

- (a) a copy of the report of the auditors on the Club's accounts for the period included in the return or with a copy of such other report (if any) as is required by statute for such period; and
- (b) a copy of each balance sheet made during that period and of the report (if any) of the auditors or other appropriate person on that balance sheet as required by statute.

35. A copy of the last annual return for the time being of the Club, together with a copy of the report of the auditors on the accounts and balance sheet contained in the return, shall be supplied gratuitously by the Secretary to every member or person interested in the funds of the Club upon application and the Committee shall provide the Secretary with sufficient copies of the said annual return for this purpose.

#### AUTHORITY OF THE COMMITTEE

36. The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce Rules, and make such bye-laws as may be necessary for the conduct of the Club in conformity with these Rules.

At the first meeting after the Annual General Meeting the Committee may appoint a Political Sub-Committee, of which not more than one-half of the members shall also be members of the Committee and shall appoint a representative to the Executive Committee of the local Constituency Conservative Association.

It may also appoint other Sub-Committees, which shall manage the several departments of the Club under supervision of the Committee.

The appointment and dismissal of the Secretary, if appointed in accordance with Rule 30(3), the Steward and all other Club employees shall be vested solely in the Committee.

37. No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of the intention to propose each rescission.

38. (a) The Committee shall have the power to reprimand, suspend from the facilities of membership for a period not exceeding one year, or expel from membership of the Club any member who is adjudged guilty by the Committee of any infringement of the Rules or Bye-Laws or whose conduct in or out of the Club is, in the opinion of the Committee, prejudicial to the Conservative cause or to the interests of the Club.

(b) The Chairman or Secretary or in their absence, any member of the Committee, shall be empowered to order the immediate withdrawal of any member whose conduct on the Club premises is in conflict with the Rules of the Club. The matter must be reported to the Committee at their next regular meeting. Such a member shall have no right of re-entry to the Club premises until a decision has been made by the Committee in respect of whether there is a complaint to warrant them summoning the member to appear before them.

(c) In all other cases, any complaint or complaints against a member shall also be considered by the Committee at their next regular meeting, and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership until the date of the meeting to which the member shall be summoned under the terms of sub-paragraph (e).

(d) If the Committee are of the opinion that the complaint or complaints do not warrant them summoning the member to appear before them, the member in question must be immediately notified to this effect, and in the case of subparagraph (b) be free to resume all membership rights.

(e) If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning the member to appear before them, at least seven clear days notice in writing shall be given by the Secretary to the member being so summoned, and the notice shall contain a written statement specifying the precise details of the complaint or complaints brought against the member.

(f) No member shall be reprimanded, suspended from the facilities of membership or expelled from membership of the Club without being first summoned before the Committee, and full opportunity afforded to the member to make a defence against the allegations, nor unless a majority of at least two thirds of the Committee then present vote for the member being reprimanded, suspended or expelled. The Committee's decision shall be final.

Should the member fail to appear before the Committee having given no prior reasonable explanation for failing to do so, the case can proceed and be dealt with by the Committee in the absence of the member.

39. The Committee or any Officer authorised by them in writing, shall have power to give orders for goods and services and other things necessary for carrying out the objects of the Club; but nothing in this Rule shall empower the Committee, or any Officer authorised by them to incur expenditure except such as is consistent with the purposes for which the Club is established.

No claim will be recognised or paid for any work done or for any goods supplied to the Club, without an order from the Committee, or from any Officer authorised by them

Members of the Club shall be entitled to contract with the Club for supply by them of goods and services, other than the audit of the Club's accounts, but shall not participate in any discussion or vote upon any motion relative thereto, either at a Committee Meeting or General Meeting.

#### ELECTION OF OFFICERS AND COMMITTEE MEMBERS

40. Every candidate for office shall be proposed and seconded by two members entitled to vote. The candidate must have paid the current subscription and must have been a member for the previous twelve months, and be not less than 18 years of age.

41. Each member of the Club shall have one vote for each vacancy, and no member shall give more than one vote to any candidate.

42. At least three weeks prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club Notice Board by the Secretary, inviting the

nomination of candidates for the office of Committee Member or Officer of the Club. The notice shall remain so posted for ten days.

43. The names of all candidates for office in the Club, together with the names of their proposers and seconders, shall be entered on a nomination sheet which shall be posted on the Club Notice Board seven clear days before the day appointed for the commencement of the ballot and shall remain so posted until the result of the ballot has been declared. The number of hours and days during which the ballots shall remain open shall be determined by the Committee, and a notice put on the Club Notice Board to that effect.

44. (1) The Committee shall appoint three scrutineers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General or Special General Meeting.

No Officer or Committee Member of the Club or candidate may be appointed a scrutineer.

(2) In the case of a tie between two or more candidates, the names of such candidates shall be placed in a receptacle, from which the Chairman of the meeting shall draw as many names as there are vacancies to be filled.

The names thus drawn shall be declared duly elected.

45. In the event of being elected for two offices, the member shall choose which office to fill.

The vacancy thus arising shall be filled by the unsuccessful candidate with the highest number of votes, but if there shall be no such candidate, the office shall be filled by the Meeting who shall elect by ballot a member to fill the office.

#### Casual Vacancies

46. Any casual vacancies, except vacancies occasioned by removal under Rule 48, occurring amongst the Officers and Committee Members shall be filled up by the Committee, who shall appoint a person to assume the office. Any person so appointed shall retain this office so long as the vacating Officer or Committee Member would have retained the same if no vacancy had occurred.

#### Resignation of the Committee

47. In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following ten days, and a ballot shall take place and be declared at a Special General Meeting held within fourteen days of such resignation for the election of a new Committee.

The time and notice required for nominations under Rule 43 and for Special General Meetings under Rule 53, shall not apply in this case.

#### Removal of Committee and Election of new Committee

48. The Committee, or any member or members thereof, may be removed from office by a majority of three-fourths of the members of the Club present and voting at a Special General Meeting called for that purpose.

The election of a new Committee or any member or members thereof shall take place in the manner prescribed in the previous Rule upon resignation of the Committee.

#### APPOINTMENT AND DUTIES OF THE AUDITOR

49. (1) The Society shall be able to dispense the need for a full audit in accordance with the Friendly and Industrial and Provident Societies Act 1968, as amended by the Deregulation (Industrial and Provident Societies) Order 1996. If in any year a full audit is required, either by the membership or legislation, then the following conditions regarding the appointment of auditors and the audit shall apply for that year only.

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 7 of the Friendly and Industrial and Provident Societies Act 1968.

(2) Save as provided in section (3) of this Rule 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 the 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 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 of the auditors or providing expressly that the auditors shall not be re-appointed, or
- (b) the auditor has given to the Club notice in writing of his or her unwillingness to be re-appointed, or
- (c) the auditor is ineligible for appointment as auditor of the Club for the current year of account, or
- (d) the auditors has ceased to act as auditor of the Club by reason of his 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 the auditor's place has been given in accordance with section (5) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of the 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 twenty-eight 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 6 of the Friendly and Industrial and Provident Societies Act 1968, 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 persons shall be appointed as auditor of the Club:
  - (a) an Officer or employee of the Club,
  - (b) a person who is a partner or in the employment of or who employs an Officer or employee of the Club.For the purposes of this Rule "Officer" includes every member of the Committee.

(7) The auditor shall in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968, make a report to the Club on the accounts and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed.

## GENERAL MEETINGS

### Annual General Meetings

50. The Annual General meeting shall be held within six months of the Club's financial year end on a day to be fixed by the Committee.

51. Notice of such Annual General Meeting shall be posted on the Club Notice Board for at least twenty-one clear days before the date appointed for the Meeting.

Notice of any motion for inclusion in the Agenda of the Annual General Meeting must be submitted in writing to the Secretary within ten days of the posting of the notice summoning the Meeting.

The Agenda for the Annual General Meeting shall be posted on the Club Notice Board for at least seven clear days before the date appointed for the Meeting. No business other than that specified in the Agenda shall be transacted at the Meeting.

A copy of the balance sheet and income and expenditure account for the year, with the report of the auditor, shall be posted on the Club Notice Board at least seven days before the Annual General Meeting.

52. (a) At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the auditor shall be presented, together with a report of the ballot for Officers and Committee Members.

(b) At the Annual General Meeting ten members excluding the Officers and Committee Members shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to such day and at such time as the members present may determine and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall be a quorum.

No want of a quorum occurring after the presiding Officer has opened the meeting shall make a meeting incompetent to transact business.

## Special General Meetings

53. The Secretary shall summon Special General Meetings as follows:

- (1) In accordance with Rule 47.
- (2) At the direction of the Committee.
- (3) Upon a request forwarded to the Secretary signed by one-fifth of the members or 30 members, whichever is the less, stating the objects of such meeting, in accordance with Rule 54.

Meetings summoned under the provisions (2) and (3) above shall be held within not less than fourteen days and not more than twenty-one days from the date of the receipt of the request by the Secretary.

54. Notice of any Special General Meeting, and of the object for which it is called, shall be posted on the Club Notice Board a clear fourteen days before the date appointed for such meeting (except in the case of a Special General Meeting called under Rules 47 and 48) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

55. At a Special General Meeting one-fifth of the members, or 30 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for a meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case it shall stand adjourned to such day and at such time as the members present may determine. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.

No want of a quorum occurring after the presiding Officer has opened the meeting shall make a meeting incompetent to transact business.

## Adjournment of Meetings

56. Any Annual General or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting.

## Rescission of Resolutions

57. No resolution passed at an Annual General or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary at least twenty-one days before the date appointed for the subsequent Annual General or Special General Meeting.

## Voting

58. At all General Meetings every member present shall have one vote on each resolution.

## GUESTS, MEMBERS' FUNCTIONS AND OTHER EVENTS



59. (a) Every member shall be permitted to introduce guests to the club; but the same guest shall not be admitted to the Club premises more than four times within a period of one calendar month, unless special consent be obtained from the Committee. Intoxicating liquor may be sold to guests of Members for consumption on the premises only. The Committee reserves the right to refuse the admission of any guest if in their opinion it is desirable in the interests of the Club.

(b) Members of other Clubs or other organisations who have been invited to take part in organised games tournaments and other recreational activities held on the Club premises and Members, Officials and supporters of visiting teams invited to participate in the same, and persons attending at the Club premises to attend a meeting or function, held in the name of The Conservative Party may, at the discretion of the Committee, be admitted to the Club premises as guests of Members and intoxicating liquor may be sold to such persons for consumption on the premises only.

(c) Intoxicating liquor may be sold for consumption on the Club premises to guests attending at any function on the Club premises which has been authorised by the Committee, provided that any such function shall be organised and supervised by at least one Member who is present throughout the duration of such function, and the same shall apply to such other functions which may from time-to-time be held on the Club premises within the scope permitted by the provisions of the Licensing Act 2003 in respect of Temporary Events Notices.

60. The name of any person admitted to the Club premises, and where appropriate, the name of the Member who introduced that person, shall be written in the A.C.C. Members' Guests Book which shall be kept for that purpose on the Club premises.

61. No person who has been expelled from this or any other Conservative Club affiliated to or inter-affiliated with the Association of Conservative Clubs Limited, or who, at the request of the Committee, has resigned from membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (see Rule 22), shall be admitted as a guest.

The Committee may suspend Rule 59 at any time and for such period as they may think fit.

#### MISCONDUCT OF MEMBERS

62. No betting, unlawful gaming, drunkenness, bad language or disorderly conduct shall be permitted on the Club premises.

Any infringement of this Rule will render the offending member liable to be dealt with by the Committee under Rule 38.

It shall be the duty of any member of the Committee or member of the Club to take every available means for putting a stop to the offences in question, and to report them forthwith to the Committee through the Secretary.

#### HOURS OF OPENING AND CLOSING PREMISES

63. The Club premises shall be open to the members during such hours as may be determined from time to time by the Committee.

## HOURS OF SUPPLY

64. The permitted hours for the supply of intoxicating liquor qualifying activities to take place shall be at such times as the Committee may determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the Club under the provisions of the Licensing Act 2003.

## EXCISABLE ARTICLES

65. No payment whatever shall be received from any person not being a member of the Club, an Inter-affiliated Member, or a person admitted in accordance with Rules 59. Any such person making such payment shall forthwith be expelled from the Club premises.

No Person under 18 years of age shall be supplied or sold intoxicating liquor for consumption on or off the premises, and no person under 18 years of age shall be entitled to play the Club's Gaming Machines.

Any member of the Committee shall make an immediate report to the Secretary of any breach or attempted breach of this regulation.

Intoxicating liquor required for consumption off the premises shall be supplied to members only, whilst on the Club premises, and taken away by them from the premises during the registered hours of supply. Any member who contravenes, or attempts to contravene this Rule, shall be dealt with under Rule 38.

The purchase and supply of intoxicating liquor shall be controlled by the elective Committee as elected in accordance with Rules 26 and 27.

66. The proceeds of the supply of excisable refreshments shall be carried to the credit of the Club funds, and no individual employee or other person shall derive any advantage from the supply thereof.

## FINANCIAL POWERS

### Application of Surplus

67. Any surplus of the Club shall be applied in such manner as the Committee consider best in the interests of the Club, and in furtherance of the objects for which the Club is formed, provided that no surplus shall be distributed among the members.

### Borrowing Powers

68. (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 exceed £100,000 and that the interest paid or to be paid in respect of any money borrowed, except money borrowed by way of Bank overdraft or a mortgage from a Building Society or on the Club premises, shall not exceed 6% per annum or 1% above Barclays Bank PLC base lending rate whichever is the higher.

(2) The Committee shall have the 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) The Club shall not receive money on deposit.

#### Transfer of Loan Stock

69. (1) The holder of loan stock may transfer all or any part thereof by instrument in writing in such form as the Committee may approve.

(2) The instrument of transfer shall be executed by or on behalf of the transferor and transferee and properly stamped, and upon delivery thereof at the Registered Office together with the sum of £1, the certificate of the loan stock (if any) and such evidence of identity, or title as the Committee may reasonably require, the transfer shall be registered.

(3) A transfer of loan stock shall not be valid until registered.

#### Payment of Member's Interest at Death

70. (1) 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 Committee shall transfer or pay such property to which the personal representative of trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

(2) (a) A member may in accordance with the Act nominate any person or persons to whom any property belonging to that member in the Club at the time of death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being provided in the Act.

(b) On receiving satisfactory proof of death of a member who has made a nomination the Committee shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the person entitled thereunder.

#### Investments

71. The Committee may invest any of the funds of the Club in any investment referred to in section 31 of the Industrial and Provident Societies Act 1965, but not otherwise.

#### DISPUTES

72. (1) Any dispute arising between a member or any person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such member or any person aggrieved, or under the Rules, and the Club, or an Officer or Committee Member thereof shall be decided by three arbitrators to be chosen for this purpose as is hereinafter mentioned and any decision made by such

arbitrators shall be binding and conclusive on all parties without appeal, and application for the enforcement of such decision may be made to the County Court.

(2) The Club shall have a panel of five arbitrators, not being persons directly or indirectly interested in the funds of the Club, who shall be elected at a General Meeting of the Club and in the event of any dispute arising as aforesaid the three arbitrators to be chosen to decide the dispute shall be those persons whose names are drawn by lot from amongst the names of the five arbitrators aforesaid by the complaining party to the dispute or, if there is more than one such party, by that party whose name comes first in alphabetical order.

#### STATUTORY APPLICATIONS TO THE AUTHORITY

73. Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the Application, may apply to the Authority in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to section 47 of the Industrial and Provident Societies Act 1965.

It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed 1,000 it shall be the right of 100 members, by an application in writing to the Authority, signed by them in the forms respectively prescribed by the Treasury Regulations:

(a) To apply for the appointment of an inspector or inspectors to examine the affairs of the Club to report thereon; or (b) To apply for the calling of a Special General Meeting of the Club.

#### INSPECTION OF BOOKS

74. Any member or person having an interest in the funds of the Club shall be allowed to inspect their own account and the books containing the names and addresses of the members, including particulars in the Register, except those mentioned in paragraphs (b) and (c) of Rule 18, at all reasonable hours at the Registered Office or place where they are kept, and it shall be the duty of the Secretary to produce them for inspection at all reasonable times. No person, unless being a member of the Committee of the Club, or specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without this member's written consent.

#### AMENDMENT OF RULES

75. Any Rule of the Club not hereinafter declared to be fundamental may be rescinded or amended or any new Rule made by a resolution carried by three-fourths of the votes given thereon, at any Special General Meeting of which notice has been given specifying the intention to propose such rescission, amendment, or new Rule. Rules 1, 4, 9, 67, 76 and this Rule are hereby declared to be fundamental and shall not be amended or rescinded except with the prior consent in writing of the Association of Conservative Clubs Limited and by a resolution carried by three-fourths of the votes given thereon at a Special General Meeting as provided in this Rule.

Propositions for amendments of Rules made by the members must be submitted in writing to the Committee one month prior to the date of such meeting. No proposition shall be taken into consideration unless supported by twenty members, who shall attach their signatures to the proposed amendment.

The Committee may propose Rule amendments at any time in accordance with the terms of this Rule.

No amendment of Rules is valid until registered with the Financial Services Authority.

Written notice of any amendment of Rules must be given by the Secretary to the Licensing Authority within 28 days of the date of the acknowledgement of registration of such amendment.

## DISSOLUTION

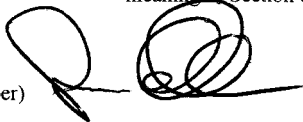
76. The Club may be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations in that behalf, or by winding-up in the manner prescribed in the Act.

## DEFINITIONS

77. In these Rules, including this Rule, unless the subject matter or context are inconsistent therewith:

- (a) words importing the singular or plural shall include the plural or singular respectively.
- (b) "the Act" shall mean the Industrial and Provident Societies Acts 1965 to 1978 or any Act or Acts amending or in substitution for the same and for the time being in force.
- (c) "the Authority" shall have the meaning given to it by the Act.
- (d) words denoting the masculine gender shall be deemed to include the feminine, unless the contrary intention appears.
- (e) "Officers" for the purpose of these Rules shall include every member of the Committee.
- (f) "intoxicating liquor" for the purpose of these Rules shall mean "alcohol" within the meaning of section 191 of the Licensing Act 2003.
- (g) "Inter-Affiliation Ticket Holders" for the purpose of these Rules shall mean "Associates" within the meaning of Section 67 of the Licensing Act 2003.

(Member)



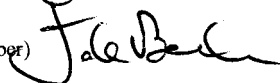
(Member)



(Secretary)



(Member)



## Form H

Industrial and Provident Societies Act 1965

Registration No. 20121 R

The amendments of the rules of Belmont Conservative Club (Surrey) Limited to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

Date:

Financial Services Authority  
25 The North Colonnade  
Canary Wharf  
London E14 5H

### BYE-LAWS

#### Refreshments

1. Such refreshments, and at such tariff as the Committee may determine, shall be supplied to the members. However non-excisable refreshments may be supplied by an employee duly authorised by the Committee to do so at the employee's expense and from which the employee shall derive any benefit.

#### Members' Payment

2. All members must pay every expense they incur in the Club before they leave the premises.

#### Complaints

3. All complaints or suggestions shall be made in writing to the Secretary.

#### Conduct of Employees

4. The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the Secretary of the Club.

All complaints against employees, or in regard to domestic arrangements of the Club shall by anyone other than the Secretary be addressed to the Secretary in writing who shall submit the same for determination by the Committee.

5. No member shall give any money or gratuity to the employees of the Club, upon any pretence whatever.

#### Bills, notices, etc.

6. No bill, notice, placard or newspaper, shall be posted or distributed on or about the Club premises without the permission of the Committee or some person authorised by them.

#### Books, papers, etc.

7. All books, papers, or pamphlets written or printed, shall be stamped with the Club stamp before being placed in the Club rooms, and no books, papers, or

pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary.

#### Petitions

8. No Committee Member or Officer of the Club shall sign any petition or document on behalf of the Club, relating to matters not immediately connected with the management of the Club without the express sanction of the Committee.

#### Damage to Property

9. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.

#### Removal of Property

10. No member shall remove any property of the Club.

#### Dress

11. All members and their guests whilst on the Club premises shall maintain such suitable standard of dress as the Committee in their absolute discretion shall determine.

#### Children

12. Children shall be admitted to the Club premises during the hours fixed by or under Rule 63 and specifically at such times and in such parts of the premises as the Committee in their sole discretion shall determine, always provided they are under the care and sole control of a bona fide parent or guardian.

#### Cashing of Members' Cheques

13. Any Officer or paid employee or any other agent authorised by the Committee shall be empowered to cash cheques up to a limit determined by the Committee presented by a member during any one week, but in the event of default by any such member the facility shall thereafter be withdrawn unless the sum concerned be repaid to the Club and in any event the member shall be liable to be dealt with in accordance with Rule 38 and as appropriate liable to proceedings for recovery.

#### Disclaimer for Personal Injury or Damage to Property

14. The Club accepts no responsibility for injury loss or damage to persons or property however sustained on the premises of the Club.

#### Dogs

15. No dogs shall be allowed on the Club premises except at the discretion of the Committee.

#### Alteration of Bye-Laws

16. These Bye-Laws shall not be altered without the approval by the members at a Special General Meeting, but the Committee may at any time add thereto by the issue of new Bye-Laws.

#### Exhibition of Rules and Bye-Laws

17. A copy of these Rules and Bye-Laws shall at all times be exhibited in a prominent position in the Club.