

RUGBY RAILWAY CLUB

1. CLUB RULES

- (a) These rules are the rules of RUGBY RAILWAY CLUB as laid down on 1st December 2014 amended by the AGM held on 28th March 2022 and implemented forthwith.

2. RUGBY RAILWAY CLUB

- (b) The name of the Club shall be RUGBY RAILWAY CLUB, the office of the Club being at the premises in Hillmorton Road, Rugby, CV21 5AL

3. IN THESE RULES THE MEANING OF THE FOLLOWING EXPRESSIONS SHALL BE:

- (a) The Club – RUGBY RAILWAY CLUB
(b) Committee – The Management Committee of the Club

4. THE AIMS AND OBJECTIVES OF THE CLUB.

- (a) To provide social, recreational and cultural activities for employees and retired employees of Companies within the Railway Industry, together with families and friends in fostering the spirit of fellowship and goodwill.
(b) To provide members of the local community with access to the club facilities.

5. MEMBERSHIP.

- (a) Membership of the Club shall be voluntary and open to all persons whose admission to membership is approved by the Management Committee, also spouse and family of the approved.
(b) The facilities of the Association shall also be available to member's dependent children under 18 years of age.
(c) Membership shall be defined as follows:
- 1) RETIRED MEMBERS: shall be former Railway Members as defined in Rule 5(a) above having left the service because of age or ill health prior to the Club leaving the LMRCA. (January 2015)
 - 2) ORDINARY MEMBERS: Persons who apply for and are accepted as members of the club on payment of the appropriate annual subscription.
 - 3) LIFE MEMBERSHIP: People who the committee elect to this honour in recognition of past services etc.

6. SUBSCRIPTIONS.

- (a) Membership subscriptions will be due from 1st January of each year. Membership subscription rates for all classes of members, and section fees will be set by the management committee at the November committee meeting for the following year.
(b) Any member who does not pay their membership subscriptions by 31st March in any year will be considered as 'in default'. Such a member will have their membership suspended until any owing subscriptions are paid up to date.
(c) Any member in default for 12 months or more will be considered a lapsed member. If a Lapsed member wishes to use the clubs' facilities, they will be required to re-apply for membership in the normal way. The committee may require a lapsed member to pay unpaid membership fees for the lapsed period upon reapplication.

7. MANAGEMENT.

- (a) Committee: shall be charged with the general management of the affairs of the Club in all matters not hereby expressly assigned to any other Committee, Sub-Committee or reserved for the Club in a General Meeting.
- (b) Sub Committees: Sub committee's will be appointed and assigned by the management committee to assist in the efficient running of the Clubs business.

8. COMMITTEES.

- (a) Committee: shall consist of: -
 - (i) Chairman
 - (ii) Secretary
 - (iii) Treasurer
 - (iv) General Committee members, consisting of thirteen other members of the Club elected as per rule (9)
- (b) Member services subcommittee: shall be appointed by the Committee and shall consist of three or more of the Committee.
- (c) Finance subcommittee: shall be appointed by the Committee and shall consist of three or more of the Committee.
- (d) Maintenance subcommittee: shall be appointed by the Committee and shall consist of three or more of the Committee.
- (e) Marketing and IT subcommittee: shall be appointed by the Committee and shall consist of three or more of the Committee.
- (f) Quorum: The quorum for any committee or sub committee will be defined as a minimum of 50% of that committee

9. ELECTION OF COMMITTEE.

- (a) The Committee shall be elected at the Annual General Meeting of the Club. One quarter of the elected Committee shall retire from office every four years but shall be eligible for re-election.
- (b) Any Member may nominate or propose any other Member for election to the Committee.
- (c) The Chairman, Secretary and Treasurer must be existing Committee members and will hold office for 4 years only, after which they will have to stand for re-election at the next General Meeting of the Club.
- (d) Any member duly proposed and seconded for election to the committee must be in attendance at the AGM / EGM, unless prior apologies for absence have been agreed by the committee.
- (e) The committee may co-opt members to fill any vacancy on the general committee at any committee meeting. Any person so co-opted will be subject to the normal election procedure at the next General Meeting.
- (f) The committee may elect Presidents and Vice Presidents as honorary members of the management committee at their discretion. Presidents and Vice Presidents will be supernumerary to the elected

committee. Presidents and Vice Presidents may attend committee meetings, and have the right to be heard. However Honorary Presidents and Vice Presidents are not permitted to vote on any proposals moved at a meeting.

- (g) Presidents and Vice Presidents remain in office at the discretion of the committee, or until they resign. Presidents and Vice Presidents are not required to retire by rotation, and do not have to stand for re-election.

10. MEMBERS RIGHTS.

- (a) Each Member shall be subject to the rules and bylaws of the Club being in force at the time and be entitled to use and enjoy, in common with all other members, the amenities of the Club therein.
- (b) No person, whether being a member or otherwise, and being under 18 years of age, shall purchase, be supplied with or consume on or off the Club premises, any intoxicating liquors.
- (c) The Committee shall have the power to allow the Club premises to be hired out for private functions. Subject to regulations as are made from time to time to regulate and control such functions. Access being gained by ticket or by invitation and is limited to private persons or groups of persons and excluding other members of the public and only then will the sale of intoxicating liquor not be in contravention of the rules of the Club. The number of such functions shall not exceed more than twenty-four in any one-year.
- (d) Any other person may be invited to participate in a specified game or function provided that the name and address of each such person is notified in writing to the Committee, at least 72hrs before, and is exhibited on the Club notice board at least 48hrs before the day on which each such person is admitted to the Club.
- (e) Clubrooms may be closed at the Committee's discretion for member's private use.
- (f) Use of the Club premises and the purchase of intoxicating liquor as provided for in clauses 10(c) and (d) shall be limited to the day(s) on which the specified game or function takes place.

11. APPLICATION FOR MEMBERSHIP

- (a) No person applying for Membership, as under rule 5(a), shall be accepted until the committee approves his or her application.
- (b) Any person may be nominated as an Ordinary Member by any other Ordinary Member who can vouch for the person's fitness for membership.
- (c) Membership will not commence until the appropriate subscription for that year is paid in full, and a membership card has been issued.
- (d) The committee reserves the right to request any prospective member to attend an interview with the committee prior to agreeing membership.

12. TERMINATION OF MEMBERSHIP.

- (a) The committee may suspend or terminate the membership of any member whose conduct on any part of the club premises is contrary to the interests of the club, or may damage the reputation of the club, without giving reason for doing so.

13. MEMBERSHIP MAY ALSO BE TERMINATED AS FOLLOWS: -

- (a) By the non-payment of subscriptions.
- (b) By resignation in writing to the Club Secretary with the membership ceasing immediately and the member concerned shall have no claim whatsoever on the Club.

14. MEMBERSHIP CONDITIONS.

- (a) A membership card is the only means of identifying a member and therefore should always be carried when on the Club premises and must be produced when requested by an authorised person of that Club.

15. GUESTS AND FRIENDS.

- (a) A member may introduce friends (not more than two at any one time) as guests to the Club. The guest(s) shall enter their name in a visitor's book, which shall also be signed by the introducing member. The member shall pay a fee for the guest(s) visit as is set by the Committee.
- (b) The following shall not be admitted as guests: -
 - (i) Former members who have been expelled
 - (ii) Former members who ceased to be members under rule (13)
 - (iii) Persons who have been nominated for membership and have been rejected.
 - (iv) Members who are under suspension.
 - (v) Any person who has been suspended or barred from the club premises.
- (c) No guests may remain on the Club premises after the departure of the member introducing them.
- (d) No guests may be introduced into the Club more than twice in any one month or more than twelve times in any one year.
- (e) The Committee may debar any member introducing a person as a guest if they so think fit without divulging the reason for so doing.
- (f) The committee reserves the right to restrict the signing in of guests, or require prior written application to allow guests to be signed in at busy periods.

16. MEETINGS.

- (a) Committee meetings will normally be held once each calendar month on the first Monday of each month.
- (b) If it is found necessary to cancel a committee meeting for any reason, or a meeting is not quorate, then the following meeting must go ahead at the planned time. Not more than two months may elapse without a committee meeting being held.
- (c) Sub committee meetings will be held as and when necessary.
- (d) The Annual General Meeting of the Club shall be held no later than the 30th June each year. Any other General Meeting shall be called an "Extraordinary General Meeting". A General Meeting of the Club must be held at least once in every year, and fifteen months must not elapse without a General Meeting.
- (e) An Extraordinary General Meeting may be convened by the committee whenever they think fit.

- (f) A General meeting must also be convened by a committee within twenty-one days of the receipt of a notice in writing, stating the objects of the meeting, signed by 30 members or not less than one-fifth of the total number of members of the club, whichever is the lesser figure.
- (g) Not less than 10 days notice shall be given of General Meetings specifying the place, day and hour of the meeting and the general nature of the business.
- (h) At a General Meeting voting will be by ballot or show of hands only. Votes by proxy, postal or text votes will not be allowed. General meetings will not be permitted by TEAMS, ZOOM or Skype or similar means.

17. LICENSED HOURS.

The permitted hours for the supply and sale of intoxicating liquors shall be those as agreed by the Committee in accordance with the provisions of the Licensing Act 2003.

18. INTOXICANTS ETC.

- (a) The Finance Sub-Committee shall arrange for the supply of intoxicating liquors to the Club for sale to the members at such prices as shall, so far as is possible, shall not involve the Club in financial gain or loss after paying excise duties and administrative expenses, and in particular: -
 - (i) No person shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to the purchases of intoxicating liquor by the Club.
 - (ii) Any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, except from benefits which they may derive indirectly or by reason of supply, giving or contribution to a general gain from the carrying of the Club shall accrue to the Club as a whole, and be enjoyed by members and guests in the form of reduced prices for intoxicating liquors, improved amenities or other benefits at the discretion of the Committee.

19. FINANCIAL CONTROL

- (a) The accounting of the Club shall be maintained as an integral part of the accounts and shall be in a form approved by the Committee.
- (b) The Committee shall present at the Annual General Meeting an accurate report and statement concerning the finances of the Club for the preceding year, other than those referred to in (c) below.
- (c) The Finance Sub-Committee shall cause proper accounts of the purchase, supply and sale of intoxicating liquors, and other stock items to be kept, and shall present a report and financial statement for the preceding year at the Annual General Meeting.
- (d) At the Annual General Meeting, a minimum of one independent assessor shall be appointed for the following year to assess the accounts of the Club. The approved accounts and a report from the assessors shall be submitted to the Committee as soon as possible after the Club's financial year-end. The assessors will not be Officers of the Club or serving members of the Club Committee.
- (e) No credit shall be allowed to any members in respect of any transactions made on the Club premises.

20. BYLAWS.

- (a) The Committee may from time to time make, vary or revoke bylaws (not inconsistent with the rules) for the regulation of the internal affairs of the Club and conduct of Members, and bylaws in force at the time shall be binding on all Members.

- (b) Without prejudice to the generality of rule 20(a), bylaws may be provided for the regulation of: -
 - (i) The hours during which the Club shall be open.
 - (ii) The introduction and entertainment of guests at the Club so that they may purchase intoxicating liquor and anything else on sale in the Club.
 - (iii) The payment by members of their bills.
 - (iv) The use by Club members of Club property.
- (c) The Committee shall have the power to decide on disputes between members, between members and the Club and to explain any points, which may arise in connection with the rules and bylaws of the Club.
- (d) The Committee may stipulate, for breaches of rules or bylaws of the Club, or behaviour prejudicial to the interest of the club and its members, suspension from the Club, time limited or permanent, or the permanent withdrawal of membership.

21. ALTERATION OF RULES ETC.

- (a) Rules may be revoked, added to or amended by a majority comprising two-thirds or more of the members present and voting at a General Meeting of the Club and of which notice has been duly given as rule 16. Specifying the intention of proposing the revocation, addition or amendment of rule(s).
- (b) Written notice of any alteration to the rules shall be given to the Clerk of Police and to the Local Licensing Authority within 28 days.
- (c) Written notice (Signed by the Chairman or Secretary of the Club) shall also be given to the Local Licensing Authority of any change in the particulars of the Club, which are contained or are required to be contained in the register kept by them by virtue of the regulations under the Licensing Act 2003 and within 42 days of any such change.

22. TRUSTEES.

- (a) Members of the club, in a General Meeting shall appoint Trustees, who shall be two in number, as and when necessary. The Trustees shall be members of the club, or Solicitors who may be employed to act on behalf of the club, from time to time. They shall not normally be the Secretary, Treasurer or a member of the Committee. A Trustee shall hold office for life or until resignation by notice in writing given to the club Secretary or until a resolution removing them from office shall be passed at a General Meeting by a majority comprising two thirds of the members present and entitled to vote.
- (b) The Trustees shall hold all property of the club for the time being, in their names on behalf of the club as far, as is necessary and practicable for the use and benefit of the club. On the death, resignation or removal from office of a Trustee, the Committee shall take steps to procure the appointment of a new Trustee, and as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all club property into the name of the Trustee as constituted after the said appointment. The Trustees shall in all respects act in regard to the property of the club held by them in accordance with the directions of the Committee and shall have the power to sell, lease, mortgage or pledge any club property for the purpose of raising or borrowing money for the benefit of the club in compliance with the Committee's directions but no interested purchaser, lessee or mortgagee shall be concerned or enquire whether any such direction has been given.
- (c) The Trustees shall, on the direction of the Committee, represent the Club in litigation.
- (d) The Trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the Committee.

- (e) Whenever a Trustee or Committee Member contracts on behalf of the club, the contract must clearly indicate that the signatory is not contracting on their own behalf and that their liability is limited to the assets of the Branch.

23. DISCIPLINE.

- (a) A Club Officer or in the absence of a Club Officer any committee person may temporarily suspend any member of the Club considered to be acting in a manner prejudicial to the interests of the Club until the Committee have enquired into their conduct. They shall be given full opportunity at the enquiry, to be held as quickly as possible, but in any case, within 28 days of the commencement of the suspension, to defend themselves and justify or explain their conduct. The enquiry shall take the following form:
 - (i) The person concerned should be summoned in writing to attend before the Committee – at least seven clear days notice being given – the date and time of the meeting being stated in the letter of summons.
 - (ii) The charge on which the Member is being summoned should be fully stated in the letter.
 - (iii) They should be told that they will be given the opportunity to be heard in their own defence and allowed to call witnesses if they so desire.
 - (iv) If a majority of the Committee present when the matter is enquired into are of the opinion that the Member is guilty of such conduct as aforesaid and that the Member has failed to justify or explain their conduct satisfactorily the Committee may warn them as to their future conduct, suspend them for such period as they think fit, or may expel them. Any such action must be confirmed in writing within 3 days.
- (b) A member found guilty of acting in a manner prejudicial to the interests of the Club, and being subject to disciplinary action may lodge an appeal only on one of the following grounds:
 - i. Significant new evidence, which materially affect the basis of the original disciplinary action.
 - ii. The harshness of the original disciplinary action awarded.
- (c) Any such appeal must be lodged, in writing with the Club Secretary or Chairman, within 7 days of receipt of the written advice of any disciplinary action.
- (d) The committee will nominate an appeals panel when required. The appeals panel will normally consist of a Club officer and two other nominated members of the committee. If an Officer is not available, or able, to chair the appeal, then a third committee member may be appointed in his place. If disciplinary action is taken due to an incident on the club premises, no member of the committee may take part on an appeals panel if they were involved in the original incident that led to the disciplinary action being taken. Any decision reached by the appeals committee will be final and binding.