

GERRARDS CROSS COMMUNITY ASSOCIATION
MEMORIAL CENTRE

RULES

Approved at the Executive Committee Meeting 26th June 2012

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1. **MEMBERSHIP**

- 1.1 Members of the Association will be supplied with a membership identity card, which should be carried on all occasions when it is desired to use the Centre. Identity of Membership must be shown at the request of any staff member, any member of the Executive Committee, or any other person duly authorised by the Executive Committee.
- 1.2 An individual member may be suspended from membership of the Association or any particular Committee at any time if deemed expedient by the Executive Committee. Any member loaning his or her membership identity card shall forthwith cease to be a member, and no proportion of the year's subscription shall be returnable. Anyone who has been suspended from membership of the Association shall have the right to appeal to the President, whose decision shall be final.
- 1.3 Temporary or Honorary membership may be granted upon such terms as the Executive Committee may from time to time decide.

2. SUBSCRIPTIONS

- 2.1 There shall be no Entrance Fee.
- 2.2 The Annual Subscription payable for members, families, companies, and other groups shall be decided from time to time by the Executive Committee.
- 2.3 Amounts payable under 2.2 may be waived or discounted at the discretion of the Executive Committee.

3. HOURS OF OPENING

The hours of opening and closing of the Centre shall be determined from time to time by the Executive Committee as it deems fit. The opening and closing hours shall be constantly displayed on the notice board in the Centre premises.

4. BAR

- 4.1 The hours permitted for the sale of alcoholic drinks shall not exceed those agreed by the appropriate Licensing Authority. Any member of the Executive Committee or the Director of Services (D.o.S.) or a duly authorised deputy, at their sole discretion, shall have the power to stop the sale of drinks at any time, and for any period they may decide during the permitted hours, any such action to be reported to the next meeting of the Executive Committee.
- 4.2 Alcoholic drinks consumed on the Centre premises shall be obtained only from the Centre Bars.
- 4.3 No-one under the age of 18 years shall be supplied with alcoholic drinks
- 4.4 No-one under the age of 14 shall be allowed in the Bar in the evenings.
- 4.5 All refreshments must be paid for at the time of ordering.

5. GAMBLING

- 5.1 No gambling is permitted in the Centre nor in any room or premises hired by the Centre, except with the previous permission of the Executive Committee, but this shall

not prevent the award of money prizes in any duly authorised competitions.

- 5.2 The installation and operation of a gaming machine/s by the Centre in any room or premises owned or hired by the Centre is permitted.

6. LETTING

- 6.1 No part of the Memorial Centre shall be let to outside organisations or individuals for any activity organised for private profit, without the prior permission of the Executive Committee.
- 6.2 Charges for the hiring of rooms are due when the account is rendered.
- 6.3 The person to whom a room is let shall be responsible for its proper and orderly use, and shall be liable for any loss or damage done to the premises or its contents, arising from the letting. The applicant for accommodation shall be informed of this and any other conditions when the booking is confirmed.
- 6.4 The right to refuse an application for the hire of a room without assigning any reason is reserved to the Executive Committee.
- 6.5 All lettings shall be entered in a log to be kept by the Office staff.
- 6.6 Neither the Community Association nor its Officers shall be responsible for any loss or damage from whatsoever cause arising to property brought on the premises by the hirer, or those claiming through the hirer.
- 6.7 The hirer of any room must arrange for the payment of and must reimburse the Community Association for any charges arising from the letting under any enactment relating to copyright or performing rights.
- 6.8 The fee charged for a room is a net fee and subject to no deductions whatsoever.
- 6.9 The hire of rooms does not include the use of furniture and equipment other than that available in the room used, but a sufficient number of chairs shall be provided to meet reasonable demands. Permission must be obtained from the D.o.S before additional furniture or equipment is brought into the premises. Provision of other furniture and equipment must be arranged at the time of booking.
- 6.10 Hire charges shall be determined from time to time by the Executive Committee.

7. STORAGE OF FURNITURE AND EQUIPMENT

No furniture or equipment shall be kept at the Centre by any individual or organisation without the consent of the D.o.S, and subject to any hire charge which may be determined by the Executive Committee.

8. DISPLAYS ON CENTRE PREMISES

No external or internal advertisements, notices or placards are to be fixed or displayed on or in the Centre premises or grounds without the consent of the D.o.S.

9. USE OF CENTRE BY YOUTH ORGANISATIONS

The conduct of any Youth Organisations using the Centre or its grounds shall be adequately supervised by some responsible adult belonging to their organisation.

10. ANIMALS IN CENTRE PREMISES

No animals shall be allowed into the Centre's premises without the permission of the Executive Committee.

11. USE OF PREMISES NOT COVERED BY THE RULES

Any matters relating to the use of the premises and grounds not covered by these rules shall be determined by the Executive Committee.

12. EX-OFFICIO COMMITTEE MEMBERSHIP

The Officers, Trustees and the Chairman of the Executive Committee shall be ex-officio members of all sub committees established by the Executive Committee.

13. ELIGIBILITY FOR OFFICE

The Officers, Executive Committee members and members of any other Committee of the Association must be fully paid up members of the Association.

14. ELECTION OF OFFICERS

Officers shall be elected in the same way as the Executive Committee

Where there is a casual vacancy for any of the Officers a replacement shall be appointed by the Executive Committee. Such appointment shall be valid until the next Annual General Meeting.

15. ELECTION OF EXECUTIVE COMMITTEE

15.1 Nominations must be received by the Secretary or some other Officer of the Association at least five days before the AGM takes place.

15.2 Any member of the Association may be nominated provided that such member has given notice in writing of willingness to serve.

15.3 A seconder is required for each nomination.

15.4 Should there be more nominations than places available then ballot papers shall be used for the vote and each member present may vote for up to the number of places available. Any ballot paper having more than the number of places available will be declared void and the votes disregarded.

15.5 Two Trustees shall act as scrutineers of the ballot.

15.6 The result of the ballot shall be certified in writing at the AGM by the scrutineers and such Certificate shall be displayed for not less than seven days on the main Centre notice board. Immediately after such certificate has been posted, the scrutineers shall destroy all ballot papers.

15.8 In the event of a tie for the final place(s) there shall be a further ballot between the tied

nominees.

15.7 The certificate of the scrutineers shall be conclusive evidence of the result of the ballot.

16. AGENDA OF ALL MEETINGS

To be prepared by the Secretary of the bodies and circulated with the notice of the meeting. No additional business may be introduced at a Special Meeting, but may be introduced at a General Meeting, subject to the consent of the meeting. Notice may be given of the motion to be discussed at a further meeting.

17. CONVENING OF ALL MEETINGS

By the Secretary to the meeting

18. ELECTION OF CHAIRMAN OF ALL BODIES

The Chairman of any sub-committees established by the Executive Committee shall be nominated by the Executive Committee.

19. MINUTES OF ALL MEETINGS

Minutes shall be kept by all bodies defined in the Constitution and all sub-committees established by the Executive Committee and all proceedings and resolutions shall be entered therein by the Secretary or his deputy. The minutes should record the members attending the meeting and any apologies for absence.

20. CONDUCT OF ALL MEETINGS

20.1 Minutes

No motion or discussion shall be allowed on the Minutes except in regard to their accuracy. After confirmation they shall be signed by the Chairman

20.2 Chairman's Ruling

The ruling of the Chairman on any question of order or explanation shall be final unless challenged by not less than two members and unless two-thirds of the members present shall vote to the contrary.

20.3 Speeches

No member shall be allowed to speak more than once on any subject before the meeting (except in Committee or on a point of order or explanation) except the mover of the original motion, who shall have the right of reply but shall introduce no new matter. On an amendment being moved, any member, even though he has spoken on the original motion, may speak on the amendment. Subject to the discretion of the Chairman, movers of resolutions shall normally be allowed five minutes, subsequent speakers three minutes, and the mover of the resolution in reply, three minutes.

20.4 Motions and Amendments

20.4.1 Every motion or amendment must be proposed and seconded by members actually present before any discussion is allowed. When an amendment is moved no further amendments shall be discussed until the first amendment has been disposed of. Notice of further amendment must be given before the amendment is put to the vote. The mover of an amendment shall not be

entitled to reply.

20.4.2 If an amendment is carried it becomes the substantive motion unless further amended. The final substantive motion shall be put to the vote as the main question.

21. VOTING

Voting shall be by show of hands, and if requested by a majority of those present at the meeting, two tellers shall be appointed for a secret ballot. In the case of an equality of votes the Chairman shall have a second or casting vote. Should he not use such vote, the motion shall be declared “Not Carried”.

22. FINANCIAL YEAR

The financial year of the Association shall be from the first of April until the thirty first of March.

23. FINANCIAL MANAGEMENT

The Executive Committee is responsible in law for ensuring that the Association’s financial affairs are managed in a prudent and stable manner. To this effect they should ensure that the Association has a Financial Policy document and a Financial Procedures manual.

24. CONFLICT OF RULES WITH TRUST DEED AND CONSTITUTION

In the event of there being any difference in interpreting these Rules with the provisions of the Trust Deed and/or the Constitution, the provisions of the Trust Deed and/or the Constitution shall prevail.

25. ALTERATION OF RULES

Any alteration of these Rules shall not be valid unless it shall have been passed by a two-thirds majority of those present and voting at an Executive Committee meeting.

26. AVAILABILITY OF RULES

26.1 The D.o.S. shall ensure that at all times an up to date copy of the rules is held by the Trustees, members of the Executive Committee, the Officers, and the Chairmen of sub committees.

26.2 The D.o.S. shall ensure that at all times an up to date copy of the rules is available for inspection in the office on request by any member. A notice to this effect shall be displayed on the main Centre notice board.

