



BARNES HOME GUARD ASSOCIATION
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CONSTITUTION & RULES

Effective 2nd April 2011

1. Title

- 1.1. The Association shall be called the "Barnes Home Guard Association" and, hereafter shall be referred to "the Club".

2. Origins

- 2.1. The Barnes Home Guard Association was originally formed for former members of "B" Company, 27th Battalion, County of London Home Guard and former members of 63rd Surrey (Richmond and Barnes) Home Guard Battalion.

3. Aim and Objectives

- 3.1. To perpetuate the companionship of the Home Guard, and to promote the Club as a social venue, to include such indoor and outdoor activities as the Management Committee may from time to time decide.
- 3.2. The Club will not hold nor express any political, religious or racial opinions, nor will it be associated with any organisation that does.

4. The Club

4.1. Rules

- 4.1.1. The Club is a private members Club and its premises are, unless agreed otherwise by the Management Committee, for the use of members and their guests during the agreed opening hours.
- 4.1.2. The Management Committee shall be the sole authority for the interpretation of these rules and the decision of that Committee upon any question of interpretation or upon any matter affecting the Association not provided for by these rules shall be final and binding on the members.
- 4.1.3. These rules may be added to, repealed or amended, by resolution at a General Meeting provided that the resolution shall be passed by a majority of at least two-thirds of the members present.
- 4.1.4. Notice of a proposed addition, repeal or amendment must be given in writing to the Honorary Secretary not later than twenty-one days prior to such meeting.
- 4.1.5. A copy of the rules shall be delivered to each member who shall be bound by such rules so long as he or she is a member of the Association.

4.2. Opening hours

- 4.2.1. The Club premises shall be open to the members on such days and between such hours as the Management Committee shall determine.

4.3. Sale of intoxicating liquors

- 4.3.1. The bar shall be open for the sale of intoxicating liquor to members and guests at times determined by the Management Committee, subject to the prevailing permitted hours in the district.
- 4.3.2. No member of the Management Committee and no Manager, servant or employee of the Club shall have any personal interest in the sale of alcoholic liquors in or to the Club or in the profit arising from such sale.

5. Membership

5.1. Rules

- 5.1.1. It shall be an obligation on the part of every member to observe the conditions for the regulation of the Club as laid down in the Club's Constitution and in any Bye-laws or other Rules established by the Management Committee.

5.1.2. Membership is by payment of an annual subscription which is determined by the Management Committee.

5.2. New members

5.2.1. Membership of the Association shall be open to any person over the age of 18 years.

5.2.2. Members shall be entitled to sponsor candidates for membership and to serve on committees after a period of not less than two years from the date of their election to membership and provided that their subscription for the current year is paid.

5.2.3. Every candidate for membership shall be proposed and seconded by two members in writing on the prescribed form, which shall be exhibited on the Club notice board for 14 days and his / her election shall be at the discretion of the Management Committee.

5.2.4. All applications for membership shall be in writing addressed to the Honorary Membership Secretary.

5.3. Life membership

5.3.1. Any Member who has been a Member for 40 years continuously, shall be eligible at the discretion of the management Committee for free membership for life and shall be designated a Life Member.

5.4. Honorary membership

5.4.1. The Management Committee, at its complete discretion, shall grant honorary membership - however, it is expected the reason for so doing will relate to some special circumstances totally outwith the normal donations and services provided to the Club by its members. An honorary member is accorded all the voting privileges of an ordinary member.

5.5. Member resignation

5.5.1. A member may resign his / her membership of the Association by giving the Honorary Secretary notice in writing to that effect. Every such notice shall be deemed, to take effect as from the 1st October next following the receipt thereof.

5.6. Suspension of membership / expulsion

5.6.1. If the Management Committee, in its sole discretion, considers that any member either in or out of the Club premises, is acting in contravention of the Constitution or Rules of the Club or conducting himself/herself in a manner unbecoming a member of the Club, it may, in the first instance, invite such member to resign and thereafter, if necessary, propose expulsion via a Management Committee Meeting of the Club at which a majority of those present and voting shall be sufficient for such motion to be carried. The Management Committee may also, in its sole discretion, ban / suspend, for a period of time, any person or member contravening the above Club disciplines.

6. Subscriptions

6.1. The annual subscription shall become payable on the first day of October.

6.2. The subscription shall be determined annually by the Management Committee at a Management Committee meeting to be nominated by the Club Secretary after consultation with the Honorary Treasurer. Notice of any variation in the Subscription, and the reasons therefore, will be communicated by post or electronically to members prior to the said first day of October.

6.3. There shall be a joining fee for new members of £5:00 inclusive of VAT.

6.4. A member can, if so wished and at any time, request to pay a lifetime membership fee, the rate of which will be determined by the Management Committee.

6.5. If any member fails to pay his / her subscription within one month of it falling due, their membership will lapse immediately.

6.6. If any such lapsed member wishes to renew his / her subscription within twelve months of the renewal date, he or she will be liable to the full subscription in force on the date on which his / her request was received.

6.7. If after twelve months a lapsed member wishes to renew his / her subscription it will be necessary to submit a new formal application. The person will be required to pay the full subscription in force on the date on which his / her request was received plus the joining fee.

7. Treatment of data held

7.1. In accordance with the Data Protection Act, the information supplied on all Club membership application forms and other Club generated forms will be stored on a computer to facilitate, the distribution of Club information and Club administration by the Honorary Secretary , or other nominated Management Committee Officer. The signature by the applicant on any such membership form will be taken as permission for both data storage and distribution.

7.2. All personal information given to committee members will be treated in confidence and where requested and as appropriate, will only be made available to the members of the committee.

- 7.3.** Personal information will not be passed on to any third party without the express permission of the individual to whom that information relates. The Club, however, reserves the right to pass on any information it may hold about any member to any third party where it is required to do so in order to comply with the law and / or due legal process.
- 7.4.** The Club maintains a Membership List comprising current members' names, addresses, phone numbers and e-mail addresses. An updated list of members' names and membership numbers is to be passed to the Club Steward on a regular basis, and at least four times per annum.
- 7.5.** The committee may from time to time publish statistical information about the membership. This will be in a form which does not allow the identification of any individual or contain any personal information about any given individual.
- 7.6.** Except with express approval of members, any use of members' data shall not be used for the purposes of forming social groups within the Club to develop hobby-related activities.

8. Management

8.1. The Management Committee

- 8.1.1.** The general management of the Association shall be vested in a Committee to be called "The Management Committee" consisting of Officers and members elected under Rule 8.2 all of whom shall be elected annually at the Annual General Meeting. All such elected persons shall have full voting rights at all meetings.

8.2. Officers

- 8.2.1.** The Officers of the Association shall consist of:

- President (who shall be an ex-officio Member of all Committees and, Sub-Committees).
- Vice President
- Honorary Secretary
- Honorary Membership Secretary
- Honorary Treasurer
- Assistant Honorary Secretary
- Assistant Honorary Treasurer

plus

- Five Members Representatives

All of whom shall retire annually but be eligible for re-election.

9. Meetings

9.1. Management Committee meetings

- 9.1.1.** Management Committee meetings shall be held on a monthly basis – usually the first Monday in each month, but subject to change as agreed by the Management Committee.
- 9.1.2.** At least 7 days notice in writing shall be given of Management Committee Meetings.
- 9.1.3.** The Chairperson shall have a deliberative and, in case of equality, a casting vote.
- 9.1.4.** The Management Committee shall have the power to fill any casual vacancy which may occur in their body.
- 9.1.5.** For dealing with the various sections of the Association's activities the Management Committee may appoint such members as may be deemed necessary to form Sub-Committees, with power to co-opt.
- 9.1.6.** Only members of the Management Committee shall be present at meetings with the exception of invited guests to speak on specialist matters. Such guests should only be present for the matter concerned and will have no voting rights.
- 9.1.7.** The Management Committee shall have authority to manage all investments on behalf of the Club.
- 9.1.8.** The quorum at a Management Committee Meeting shall be five, of whom one at least must be a Member's Representative elected under Rule 8.2.1.

9.2. Annual General Meeting

- 9.2.1.** The Annual General Meeting of the Association shall be held before the end of November of each year, normally the last Monday in the month, when a statement of accounts for the past year ending the 30th September, duly audited by two members appointed for such purposes, shall be presented. Such accounts shall also be available to be inspected by members at the Club premises in the seven days before the AGM.
- 9.2.2.** At a General Meeting the President, a Vice-President or a member of the Management Committee, selected by the Management Committee, shall take the Chair. Every member present shall be entitled to one vote on every motion, and in the event of an equality, the Chairperson shall have a casting vote.

- 9.2.3.** The business to be transacted at the meeting shall include only the following:
- To approve the Minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meeting.
 - To receive the President's Report for the year.
 - To receive the Treasurer's Report for the year and presentation of the Accounts of the Club for the previous accounting period.
 - To receive a Report from any other Officer of the Club.
 - To close nominations for any post for which a nomination has been received at least 14 days before the Annual General meeting.
 - To consider any motions / resolutions of which due notice has been given in accordance with the provisions of the Club's Constitution.
 - The election of President and other Officers.
 - The election of Members Representatives to the Committee.
 - To appoint the auditors.
 - Any other business which may be properly conducted.
- 9.2.4.** A Notice of the Annual General Meeting shall be sent to Members at least 21 clear days beforehand.
- 9.2.5.** Members shall submit, so as to be received by the Honorary Secretary, not less than 14 clear days before the date of the Annual General Meeting:
- Nominations for the Management Committee, such nominees to have been members for at least two years and to have given their consent before being nominated - all such nominations must be duly proposed and seconded by members of at least two years standing.
 - Such motions / resolutions as they wish to be presented to the meeting.
- 9.2.6.** At the Annual General Meeting only members who are present may vote. Any member of the Club is entitled to attend and take part in any discussion.
- 9.2.7.** None of the Rules of the Clubs shall be altered or revoked unless by a two-thirds majority of those present and entitled to vote at the Annual General Meeting or a Special General Meeting.
- 9.2.8.** The quorum at an Annual General Meeting shall be twenty-one.
- 9.3. Special General Meeting**
- 9.3.1.** On a requisition signed by no fewer than twenty members of the Association and handed to the Honorary Secretary, a Special General Meeting shall be called within twenty-one days.
- 9.3.2.** At a Special General Meeting the President or a Vice-President or in their absence, a member of the Management Committee selected by the meeting, shall take the Chair. Every member present shall be entitled to one vote on every motion, and in the event of an equality, the Chairperson shall have a casting vote.
- 9.3.3.** The quorum at a Special General Meeting shall be twenty-one.
- 9.4. Meeting Notice**
- 9.4.1.** The Honorary Secretary shall give not less than fourteen days' notice of General Meetings and Special Meetings, with full agenda, to members by electronic or standard post and by announcement on the Association's notice board.
- 9.4.2.** Except where these rules otherwise expressly provide, the decision of General Meetings shall be final and binding upon all members.
- 9.5. Meeting minutes**
- 9.5.1.** A record note of all meetings will be made and retained and will be for formal approval at the next meeting.
- 9.6. Speeches**
- 9.6.1.** Only persons eligible to vote shall be entitled to speak, unless specifically invited to do so by the Chairperson.
- 9.6.2.** Speakers shall always address themselves to the chair.
- 9.6.3.** Any member desiring to speak shall indicate this to the Chairperson, who shall normally call upon the person he/she first observed.
- 9.6.4.** A member shall remain quiet if instructed to do so by the Chairperson. If the person disregards this ruling, the Chairperson may instruct him/her to leave the meeting.
- 9.6.5.** Speeches are only permitted if they are relevant to the current business, or to a point of order or information.
- 9.6.6.** In the event of a dispute arising as to the relevance of any speech, the Chairperson's decision is final, as set out in these standing orders.

9.7. Procedures

- 9.7.1.** The Chairperson shall open the discussion on tabled resolutions by calling upon the proposer to talk through the resolution.
- 9.7.2.** If any member has indicated before the meeting that he wishes to oppose the resolution, that member may be called upon to make the initial opposing speech.
- 9.7.3.** After the opening speeches, the resolution is open for general debate.
- 9.7.4.** At the conclusion of general debate of a resolution, the proposer or his / her nominee shall have the right to sum up, without introducing new matter to the debate.

9.8. Order and information

- 9.8.1.** Points of information may be raised at any time if the speaker holding the floor will accept them.
- 9.8.2.** Points of order may be raised at any time, except that the Chairperson shall not be interrupted.
- 9.8.3.** Points of order may be raised only to question the procedure of the meeting.
- 9.8.4.** Points of order shall be attended to immediately by the Chairperson, whose ruling may not be questioned, except as provided for in these standing orders.
- 9.8.5.** If in the opinion of the Chairperson, points of order of information are being raised to prevent a speaker from stating his / her arguments, or to obstruct the course of the meeting, the Chairperson may refuse to permit any further requests for information or points of order during the remainder of that speaker's remarks.

9.9. Proposals and amendments

- 9.9.1.** Any member shall be entitled to propose or second any resolution or amendment.
- 9.9.2.** Amendments to resolutions may be proposed by any speaker during debate on that resolution, and require a seconder.
- 9.9.3.** Amendments must be such as to modify, and not wholly negate the original motion.
- 9.9.4.** An amendment to a resolution, once proposed and seconded, must be discussed and voted upon before discussion of the original resolution can continue. No further amendment to the original resolution may be proposed until the first amendment has been resolved.
- 9.9.5.** If an amendment is carried, the amended resolution displaces the original resolution, and becomes the main resolution. It can, in its turn, then be amended or voted upon.
- 9.9.6.** A resolution must have a proposer and a seconder before the meeting can move to a vote on the matter.

9.10. Voting

- 9.10.1.** Every member who is in attendance at the meeting is eligible to vote and shall have the right to cast a vote on each item under discussion.
- 9.10.2.** The Chairperson has the right to vote on any item, and in addition has a second ('casting') vote if the first vote is tied.

10. Trustees

- 10.1.** There shall be not more than four trustees of the Club.
- 10.2.** The first trustees shall be appointed by the Committee and the property of the Club (other than cash which shall be under the control of the Treasurer on behalf of the Club) shall be vested in them to be dealt with by them as the Committee shall from time to time direct by resolution (of which an entry in the minute book shall be conclusive evidence).
- 10.3.** The trustees shall be indemnified against risk and expense out of the Club property.
- 10.4.** The trustees shall hold office until death or resignation or until removed from office by a resolution of the Committee who may for any reason which may seem sufficient to a majority of them present and voting at any meeting remove any trustee or trustees from the office of trustee.
- 10.5.** Where by reason of any such death, resignation or removal it shall appear necessary to the Committee that a new trustee or trustees shall be appointed or if the Committee shall deem it expedient to appoint an additional trustee or additional trustees the Committee shall by resolution nominate the person or persons to be appointed the new trustee or trustees.
- 10.6.** For the purpose of giving effect to such nomination the President is hereby nominated as the person to appoint new trustees of the Club within the meaning of section 36 of the Trustee Act 1925 (or as amended) shall apply to any such appointment the person or persons so nominated by the Committee as the new trustee or trustees of the Club and the Provisions of the Trustee Act 1925 shall apply to any such appointment.
- 10.7.** Any statement of fact in any such deed of appointment shall in favour of a person dealing bona fide and for value with the Club or the Committee be conclusive evidence of the fact so stated.

11. Code of Conduct / standards of behaviour

- 11.1.** All members will behave in a responsible manner which allows other members to enjoy their membership of the Club. They will treat other members with due courtesy and consideration and respect the property and belongings of other members.
- 11.2.** The committee will consider acting to discipline or expel any member if they receive a formal complaint, upheld after investigation, of unacceptable behaviour from any other member.
- 11.3.** Examples of unacceptable behaviour include:
- Harassment - acting towards any other member in a manner which is intended, or could reasonably be expected, to cause distress and thereby harm their enjoyment of the Club. Examples might include bullying, preventing someone from attending events, deliberately passing on or improper use of confidential or personal information or spreading malicious rumours or gossip, unwanted persistent soliciting of favours of a sexual nature, unwanted persistent communications with another member of an explicit or offensive nature;
 - Unruly behaviour - behaving at events in a manner which could reasonably be expected to offend other members or the general public such as excessive drunken, disorderly or abusive behaviour, offensive language;
 - Bringing the Club into disrepute - behaving in a manner, or publicising opinions which damage the image of the Club.
- 11.4.** The committee may at its discretion, request that evidence be provided to substantiate any complaint made against another member. The committee may also at its discretion raise or use any such evidence during a grievance process with either party involved in such a process.
- 11.5.** The Management Committee shall have the power to suspend or expel, after enquiry and after due warning, any member who shall be deemed to have acted in a manner prejudicial to the interests of the Association.

12. Discrimination

- 12.1.** The Club operates a policy of non-discrimination. All events organised by the Club are open for the enjoyment of all members irrespective of age, sex, race, creed or any other ground for discrimination.

13. Discipline

- 13.1.** Any member who is the subject of disciplinary action will have the right to defend themselves in front of the committee in accordance with the terms of the Constitution.
- 13.2.** If a complaint against a member is upheld, the committee may issue a reprimand, require an apology, order the payment of any monies owing or ban that member from the Club for a period of time or on a permanent basis.
- 13.3.** If it so decrees, the Club may initiate legal proceeding against a member.

14. Grievance

- 14.1.** Any member who has a grievance concerning the Club or any other member must raise the matter with the committee. Grievances should not be discussed with anyone other than a committee member.
- 14.2.** The complaint will be raised at the next committee meeting where it will be investigated and, if appropriate, dealt with in accordance with the relevant guidelines.
- 14.3.** Where the complaint concerns a member, or members, of the Club, the committee will consider the member, or members, 'innocent until proven guilty' and will deal with the grievance in a fair and unbiased manner.

15. Disputes

- 15.1.** Every question in dispute, or any other matter not provided for in these rules shall be referred to the Club Management Committee, whose decision shall be final.

16. Finance

- 16.1.** The funds of the Association, from all sources, shall be controlled by the Management Committee and deposited in a banking account in the name of the Association, which shall be operated upon as determined by the Management Committee.
- 16.2.** The funds of the Association shall be used solely for expenses in connection with the activities of the Association. The Trustees are hereby authorised to raise money and to secure repayment thereof in such manner and upon such, terms and conditions in all respects as the Management Committee shall direct.

17. Auditors

- 17.1.** At the Annual General Meeting the members of the Association shall elect two Honorary Auditors from amongst their number to act for the current financial year.

17.2. The role of the auditors will be to ensure the correctness, and sign off, the Club's end year financial statements.

18. Visitors

18.1. Members may introduce visitors into the Club premises during permitted hours on condition that such members are responsible to the Management Committee for the conduct of the visitors during the time they are on or in the vicinity of Club premises. A guest shall not be supplied with alcoholic liquor in the Club premises unless on the invitation, and in the company of, a Club Member.

18.2. Visitors other than member's spouses / partners, must have their names and address entered in the visitors' book provided for that purpose.

18.3. Members introducing guests will be asked to pay a small fee in respect of such guests as the Management Committee may decide.

19. Children

19.1. Children, in the proper care of an adult member, are admitted to the Club at the discretion of the Management Committee.

19.2. No child under the age of 18 shall, other than with the agreement of the Management Committee:

- be allowed to play darts.
- be allowed in the Clubroom on formal social evenings.
- be allowed in the immediate vicinity of the bar.
- be allowed to make use of the Club grounds outside of Club opening hours and / or without his / her parent being present.

19.3. No child under the age of 18 is allowed to play the gaming machines.

20. Animals

20.1. Whilst the Management Committee does not wish to ban animals, members or guests who bring animals on to the Club premises are reminded that they must be kept on a leash in the case of dogs or otherwise under strict control so that any nuisance may be avoided.

21. Insurance

21.1. The Club provides insurance to cover members in respect of third party liability claims.

22. Trophy

22.1. Any challenge trophy offered by, or any such trophy won by the Association, shall be the property, for the time being, of the Association. Such trophies shall not be taken out of the United Kingdom, and shall be produced wherever the Committee may require.

23. Dissolution and merger

23.1. If, by reason of reduction in membership or for any other reason, the Management Committee decide that it is desirable to merge or dissolve the Association, a Special General Meeting shall be called, with due notice being given of the business to be discussed.

23.2. No resolution of merger shall be passed by any such General / Special Meeting, unless the objectives of the proposed merged association are, in the opinion of the Trustees of the Association, similar to the objects as set out in Rule 3 of these Rules.

23.3. On a resolution to dissolve the Association being carried, the assets of the Association shall be realised and if there is any surplus after all debts owing by the Association have been discharged, such surplus shall in the event be divided so that 50% of said surplus shall be distributed equally among eligible members (being those members who have been in continuous membership of the Association for five years or more). The remaining 50% shall be donated to a charity to be agreed at a Special General Meeting of eligible members. Prior to such meeting, members must nominate the charity of their choice in writing to the Club Secretary. If more than one charity is nominated, the choice shall be determined by eligible members at such meeting on a vote of members present. If no majority is obtained, the Chairman of the meeting shall have the casting vote.

23.4. No resolution to dissolve this Association shall be carried unless it shall first receive the support of two thirds of the eligible voting members present at the said General Meeting.