



# New Orleans (Louth) Club

## Rules of the Club

### **Name**

**1** The name of the Club is 'New Orleans (Louth) Club' hereinafter referred to as 'the Club'.

### **Objects**

**2** The objects of the Club are:

- i. The presentation of music played in the New Orleans style and / or such other style(s) as may from time to time be determined by the Committee.
- ii. The provision of opportunities for recreation, social intercourse and refreshment for the benefit of its members and their guests.
- iii. The provision and maintenance of Club premises at 51 Queen Street, Louth, or at such other location as may be decided by the Committee, (after consultation with the membership if circumstances permit).

### **Membership**

**3** Those wishing to become members of the Club shall:

- i. Be persons who support the objects of the Club.
- ii. Fully complete a Membership Form, to be handed in to a Committee Member at the Club along with the appropriate fee; or,
- iii. Complete the Membership and Payment Forms on the Club's website.

In either case, the Membership Secretary will issue a Membership Card and a copy of the Club rules in due course. The Membership Card must be signed by the Member and shown (if

requested) each time the Member visits the Club.

Persons may not be admitted to any of the privileges of membership without an interval of at least two days between their becoming members and their admission.

No person who is under the age of 18 shall become a member.

## **Membership Fees**

**4** Every member shall pay a joining fee, which shall be due upon joining the Club.

An annual renewal fee will be payable yearly upon each anniversary of the member's joining date.

When a renewal fee is due, the Membership Secretary shall notify the member by post or email to the address as held in the Club's records.

It shall be entirely the responsibility of the member to notify the Club of changes to their contact details.

The Annual General Meeting of the Club shall have power to set or to vary the joining and renewal fees by Ordinary Resolution.

## **Annual Renewal Fee in Arrears**

**5** If any member shall fail to pay their annual renewal fee within 21 days after it becomes due, the Membership Secretary shall send that person a notice in writing or by email to the address as recorded in the Club's Records, calling upon the member to pay the same within seven days. If the said fee is not paid within that time the membership shall be regarded as lapsed.

## **Management**

**6** The management of the Club shall be entrusted to the Committee consisting of a Chairman, Secretary, Treasurer (The Officers) and up to six other members of the Club. The committee to be elected annually at the Annual General Meeting. All the Committee must be paid-up Members of the Club. All committee members shall retire at the next following quorate AGM and shall be eligible for re-election (subject to rule 20a).

The Committee shall have the power to appoint a Sub-Committee or Sub-Committees to deal with specific matters. Such Sub-Committee/s shall be responsible to and report directly to the Committee.

The Committee and any Sub-Committees shall meet as often as necessary to arrange and manage the affairs of the Club. Five members shall form a quorum at meetings of the Committee and three members shall form a quorum at meetings of a Sub-Committee. A written record of the proceedings of each Committee and Sub-Committee meeting shall be kept.

If a vote is required and the vote is tied, the status quo shall prevail.

Any matters that require an immediate decision may, at their discretion, be taken by Officers of the Club in consultation with the Chairman.

The Committee shall have the power to vary the general admission charges for special events.

## **Casual Vacancies**

**7** The Committee shall have power at any time and from time to time, to fill any casual vacancy that may arise within the Committee. Any member of the Committee so appointed shall hold office only until the next following Annual General Meeting, but shall then be eligible for re-election.

## **Complaints Procedure**

**8** Any complaint made against the Club, its Committee or individual members shall in the first instance be made in writing to the Secretary, who will make an initial investigation and prepare a report to place before the Committee at its next meeting. If the complaint is against the Secretary of the Club, another member of the Committee will be appointed to investigate. The outcome will be reported to the person making the complaint. Any decision of the Committee will be final.

## **Commission**

**9** No arrangements may be made for any member to receive any commission, percentage or similar payment at the expense of the Club with reference to purchases of alcohol by the Club. No arrangements may be made for any person to derive directly or indirectly any monetary benefit from the supply of alcohol to members or guests apart from to benefit the Club as a whole or any indirect benefit a person derives by reason of the supply contributing to a general gain for the Club as a whole.

## **Purchase and Supply of Intoxicating Liquor**

**10** The purchase by the Club and the supply by the Club of intoxicating liquor shall be at the absolute discretion of the Committee.

## **Sales of Intoxicating Liquor to Strangers**

**11** Visiting musicians and their retinue may be admitted to the Club's registered premises and intoxicating liquor may be sold to such persons by and on behalf of the Club for consumption on the premises and not elsewhere.

If an event at the Club's registered premises is covered by a Temporary Event Notice (T.E.N.), then intoxicating liquor may be sold to such persons attending that event by and on behalf of the Club for consumption on the premises and not elsewhere, subject to any T.E.N. restrictions.

## **Application of Profit**

**12** No money or property of the Club or any gain arising from the carrying on of the Club shall be applied otherwise than for the benefit of the Club as a whole.

## Guests

**13** Any member shall be entitled to introduce guests to the Club provided that no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest. The member introducing a guest shall enter the name and address of the guest together with their own name in a book that shall be kept at the Club premises.

No person shall be introduced as a guest on more than three occasions in any 12-month period. The 12-month period to commence with the date of the first introduction.

## Expulsion of Members

**14** The Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct, in the opinion of the Committee, renders the member unfit for membership of the Club. Before any such expulsion, the Secretary shall give the member seven days written notice to attend a meeting of the Committee and inform the member of the complaints made against him/her. No member shall be expelled without first having an opportunity of appearing before the Committee and answering such complaints, nor unless at least two-thirds of the Committee then present vote in favour of expulsion.

## Honorary Office

- 15**
- a) The Committee may appoint as honorary Life Members or honorary Vice Presidents, persons who have, in the Committee's opinion rendered singular service to the Club, and the husband or wife or partner of such persons.
  - b) The Committee may invite a person of suitable standing to become the Club's Honorary President; this would normally be for a term of three years.

## Accounts

**16** Full accounts of the financial affairs of the Club duly audited by the auditor shall be made available to the members by email or postal mail at least 21 days prior to each Annual General Meeting.

## Financial Year

**17** The financial year of the Club shall end on 31 December of each year, when the accounts of the Club shall be balanced and the accounts shall, as soon as practicable after the end of the financial year, be audited by the Club Auditor. The Auditor must not be a member of the Club.

## Notice of Meetings

**18** The Secretary shall, at least 21 days before any General Meeting, notify the members (by letter or email) of the meeting, stating the time when, and the place where, it will be held and the business to be conducted.

## Annual General Meetings

**19** An Annual General Meeting of the Club shall be held in April each year and thirteen months shall not elapse without an Annual General Meeting.

The business at the Annual General Meeting shall be limited to that provided by these rules and set out in the notice convening the meeting.

The quorum shall be the lesser of (a) 30 members or (b) 20% of the membership.

At the Annual General Meeting the following business shall be conducted:

- a) Approval of the minutes of the previous A.G.M.
- b) Reports of the Officers
- c) A financial report, balance sheet and statement of accounts, duly audited for the preceding financial year.
- d) The election of the Officers and Committee.
- e) The election of an Auditor.
- f) The determination of joining fees, renewal fees and general admission fees for the ensuing year.
- g) Such other business as shall have been communicated to the Secretary not less than 14 days prior to the date of the meeting and included in the final agenda.

The Secretary shall set and distribute the agenda in consultation with the Chairman.

In the event that an A.G.M. is inquorate the committee shall recall the meeting as soon as reasonably practicable having regard to Rule 18.

Business at the recalled meeting shall be restricted to that notified for the inquorate meeting with no additions or exceptions.

The existing committee shall continue in office and function until the next quorate A.G.M.

## Notice Of Business For Annual General Meeting

**20** Prior to an Annual General Meeting, the following procedure shall be followed:

- a) Nominations for Committee – All nominations for elected members to the Committee shall be forwarded to the Secretary at least 14 days before the AGM and shall be signed by two ordinary members, or honorary Life Members, or honorary Vice-Presidents, as proposer and seconder who have secured the nominee's consent to serve on the Committee.
- b) Resolutions – Any member wishing to move a resolution at the AGM shall give notice thereof in writing to the Secretary not less than 14 days before the date of such meeting. Such resolution shall be signed by two ordinary members, or honorary Life Members or honorary Vice-Presidents, who are prepared to move and second it, and shall be sent to all members with the final agenda for the meeting.

## **Extraordinary General Meetings**

**21** The Committee may at any time call an Extraordinary General Meeting, and shall do so forthwith upon the requisition in writing of 20% of the paid-up members of the Club for the time being or thirty paid-up members, whichever is the less. Such requisition must state the purpose for which such meeting is required. Business at such meeting will be absolutely restricted to matters notified in the requisition. The quorum shall be the lesser of (a) 30 members or (b) 20% of the membership.

## **Voting Procedure at General Meetings.**

**22** At all General Meetings of the Club each member present shall have one vote on every resolution.

- i. Resolutions at Annual General Meetings (other than those concerned with the modification of the Club Rules) shall be passed by a simple majority of the votes entitled to be cast by the members present at the meeting.
- ii. Resolutions relating to the modification of the Club Rules shall be passed by a majority of two-thirds of the votes entitled to be cast by the members present at the meeting.
- iii. Resolutions at Extraordinary General Meetings shall be passed by a majority of two-thirds of the votes entitled to be cast by the members present at the meeting.
- iv. In the event of equality in voting at an Annual General Meeting the Chairman (or Acting Chairman at that meeting) shall have a second or casting vote.

## **Chairman**

**23** The Chairman of the Club shall preside at all meetings of the Club, but if not present within fifteen minutes after the time appointed for the meeting, or has signified his inability to be present at the meeting, the Committee shall choose one of their number present to Chair the meeting.

Where the term 'Chairman' appears in this document, the term applies to a male or female incumbent.

## **Opening of the Club Premises**

**24** The Club shall be open on such days and at such times as may be determined by the Committee having regard to licensing requirements.

## **Permitted Hours**

**25** The permitted hours for the supply of intoxicating liquor shall be on such days and at such times as the Club is open. No alcohol will be served after 11pm.

No variation shall take effect unless a Temporary Event Notice has been submitted to the East Lindsey Licencing Team and the Notice acknowledged without rejection and any conditions in a counter-notice complied with.

## **Dissolution of the Club**

**26** If, in the opinion of the Committee, the Club should be dissolved, an Extraordinary General Meeting shall be called (subject to Rules 18 & 21). A vote shall be taken (subject to Rule 22iii) to decide whether to dissolve the Club.

If dissolution is confirmed, five members of the Club shall be appointed to wind up the Club. These five shall be the Chairman (or Deputy Chairman), Treasurer, (or Deputy Treasurer) and three other members voted for at that meeting.

After outstanding debts have been settled and assets sold, any remaining cash will be divided among members, who must have at least five consecutive years of membership to qualify. Any cash not claimed within 28 days of dissolution to be given to a charity of the Committee's nomination.

## **Modification of Rules**

**27** No alteration or addition to these rules shall be made except by a resolution carried by a majority of at least two-thirds of the members present at a General Meeting, the notice of which shall have contained particulars of the proposed alteration or addition.

The Secretary shall as soon as possible, and in any case within fourteen days of the making of such alteration or addition to these rules give written notice of such alteration or addition to the East Lindsey Licencing Team.

Rule 11 shall not be altered in any way without the consent of the East Lindsey Licencing Team.

15 July 2017