



Rules of the Dunscar Conservative Club

Revised 20th March 2025

DUNSCAR CONSERVATIVE CLUB

ACC AFFILIATED

Hardmans Lane, Bromley Cross

Bolton BL7 9HJ

Telephone : Bolton (01204) 303661

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Name and Objectives of the Club

Rule 1

The Dunscair Conservative Club, hereinafter referred to as 'the club' shall be situated at Hardmans Lane, Bromley Cross, Bolton, or such other place as the majority of all members shall determine.

Its objectives shall be to carry on the business of a private members club, and in doing so, to promote by all proper means the principles of Conservatism and the implementation of the Conservative party's policies.

The club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs, subject to the rules and regulations thereof.

Membership

Election

Rule 2

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

Rule 3

Only Conservatives, not being under 18 years of age, shall be entitled to be eligible for membership. The provisions for junior members are contained in rule 8(c).

Rule 4

Any two members of not less than 6 months standing may propose and second a candidate for membership of the club. The proposer and seconder must be confident that the candidate is suitable to be a member of the club having regard to rule 3 above and also that the candidate will be able to meet the standards of behaviour and conduct that are required of all club members. The proposer and seconder shall sign the nomination form. The candidate shall also sign the form, and in so doing shall comply with rule 2 above and undertake to abide by the rules of the club once elected as a member.

Rule 5

The name of each candidate and the names of their proposer and seconder shall be posted on the club notice board at least seven days before the day which their name is to be submitted for election. The candidate will supply their address, telephone and email details to the club secretary. Such information will be maintained solely for membership and contact purposes and will be held in accordance with the club privacy policy.

Rule 6

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.

Rule 7

No candidate shall be admitted to the privileges of membership until they have formally been elected a member by the Committee, notified by the secretary and paid his or her first subscription.

In all cases, seven days shall have elapsed between nomination and election of the candidate to the privileges of membership.

Special classes of membership

Rule 8

a) Honorary members

The club, acting through the Committee or members at the AGM, shall have the power to elect from time to time a President or 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.

b) Life members

The Committee, at an Annual General Meeting, shall have the power to elect men or women as life members who have completed 25 years successive subscribing membership of the club and attained the age of 65 years. Life members shall be entitled to full rights and privileges of membership but of course shall remain subject to the rules of the club save for the payment of a subscription. Members of the 300 club who achieve life membership shall have the annual cost of 300 membership rebated by an amount equivalent to the appropriate membership subscription at the time of attaining life membership.

c) Junior members

The Committee shall have the power to elect at the age of 16 but not exceeding 18 years of age as a junior member young Conservatives in accordance with the rules relating to election of members. Junior members shall pay an annual subscription payable on election and subsequently on the 1st January each year. Junior members shall not be entitled to hold office, attend or vote at general meetings and shall be subject to such further regulations as the Committee may prescribe from time to time and provided always that alcoholic refreshment shall not be supplied to them.

On attaining the age of 18, junior members elected to membership in accordance with this rule shall cease to be members. However, if they can fulfil the requirements of rule 3, the Committee shall have the power to elect them to ordinary membership without the formality of nomination and upon payment of the ordinary subscription.

d) 300 club members

The Committee and its officers will operate a '300' club which will serve to generate funds for the club. Subscribing members will, in return for a monthly subscription receive certain benefits:

- Two free drink tickets twice a year
- Membership subscription included in the monthly payment (see also life members)
- Monthly 300 club prize money draw, with two higher prize money draws – ordinarily summer and Xmas.

Note that the Committee may add, amend or withdraw any benefits in the interests of the club.

Disqualification of candidates

Rule 9

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, shall ever again be proposed as a candidate, or make use of the club's premises, except by consent of the Committee.

Resignation of membership

Rule 10

Any member wishing to resign should send written notice to the secretary. The date on such notice shall be taken as the effective date of resignation and thereafter the individual ceases to be a member of the club.

Subscriptions

Rule 11

The ordinary subscription shall be decided by the Annual General Meeting. Members who pay the subscription by the 31 December shall receive a £2.00 discount off the membership fee applicable at that time. Members should note that the subscription fee is exclusive of the cost of an 'inter-affiliation' ticket. Members should also note that the subscription fee shall be inclusive of a contribution to the Bolton North East Conservative Association. However, the Committee will only decide to make such a contribution if it is affordable and in the interests of the club.

Rule 12

A suspended member shall remain liable to pay their subscription.

Non-payment of subscription

Rule 13

If any member fails to pay their subscription within one calendar month after the same has become due, they will cease to be members of the club. The club will ensure that membership renewal reminders are displayed prominently in good time, but it remains the responsibility of every member to pay their subscription by the due date. Individuals who fail to pay their subscription by the due date will have to make a renewal application. Individuals who have been prevented from paying their subscription due to ill- health should contact the club manager.

Rule 14

No member in arrears shall be permitted to make use of the club or take part in its affairs.

Change of address

Rule 15

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

Inter- affiliation ticket holders

Rule 16

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 the inter-affiliation ticket be admitted to the club premises and intoxicating liquor may be supplied to them by or on behalf of the club for consumption on the premises. In such cases, the maximum number of visits in a twelve month period shall be four.

Cessation of membership

Rule 17

Membership shall terminate:

- a) On resignation (rule 10);
- b) On non-payment of subscription (rule 13);
- c) On expulsion (rule 33);
- d) On death; and,
- e) On cessation of membership of a Conservative Association as defined in rule 4.

Officers

Rule 18

The officers of the Club shall consist of five trustees who shall be elected according to rule 24, a Chair (who shall be Chair of the Committee), in which capacity he or she shall have a second or casting vote), up to two Vice- Chairs, a Treasurer and a Secretary, who shall remain in office until they resign or their successors are elected and shall be elected annually by ballot at the Annual General Meeting and at the end of their term shall be eligible for re-election.

Committee persons

Rule 19

There shall be a maximum of 15 Committee persons who shall be elected by ballot to be held at the Annual General Meeting. Committee members serve for up to two years and then stand for re-election as appropriate. The senior six Committee persons 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 persons have served for the same period those to retire shall be selected by the Chairman by lot.

The Committee

Rule 20

The Committee shall consist of the officers and Committee persons referred to in rule 18 and 19. The Committee will ordinarily meet once per month. Six members shall form a quorum, subject to the Chair or vice-Chair being in attendance.

Rule 21

Any member of the Committee, being absent for any reason, from more than four meetings in a given Committee year shall, unless they send apologies, cease to be a member of the Committee.

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 their 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.

Any vacancy so caused shall be filled as provided in rule 40.

Rule 22

1) The officers and Committee persons shall receive such honorarium as the Committee or a general meeting shall from time to time determine.

2) Any officer of the club or the manager or his deputy dealing with the moneys of the club does so on the basis of utmost good faith. The Committee may from time to time determine and give instructions as to the procedures for the dealing of moneys. In doing so, the Committee will have regard to the recommendations of its auditors and current best practice.

Duties of officers

Rule 23

The Committee will agree in advance which officer or Committee person shall take the Chair at meetings of the club. Committee meetings will be chaired by the Chair or vice-Chairs of the club. When deputising for the Chair, the vice-Chairs shall have a second or casting vote.

Trustees

Rule 24

a) All the property of the club whether real or personal shall be vested in the trustees and shall be held by them in accordance with the terms of a conveyance and assignment or any deeds or documents which may be entered into subsequent to the date of the adoption of these rules and shall relate thereto or in default thereof, upon trust for the club and for furthering the objects of the club being dissolved all such property after payment of the outstanding obligations of the club (if any) shall be held by the trustees for furthering Conservative principles in such manner as the trustees shall in their absolute discretion determine.

The trustees shall have the power, subject to authorisation by the Committee, to mortgage or charge the premises and other property of the club for the purposes of raising such moneys as may be required to carry on the club for the benefit and convenience of its members.

Every trustee shall be entitled to be indemnified by the club from and against all liability costs damages claims and demands incurred or suffered against them arising out of and in

connection with anything done by them bona fide as such trustee of the club or at the request of and in accordance with a resolution of the Committee and the trustees shall be authorised to charge the assets of the club in their hands to satisfy any such liability. If the assets of the club shall be insufficient for the purpose aforesaid then a special subscription shall be raised from and become payable by those persons who shall, at the time indemnity is revoked, be members of the club who shall continue thereto such amounts as shall be determined by resolution of the Committee.

b) The trustees shall have the power to make loans upon such terms as they see fit to other Conservative clubs, associations or bodies whose aim in the opinion of the trustees coincide wholly or in part with the object of the club and the Conservative party's policies, and the trustees shall have powers to make monetary grants to the said clubs, associations or bodies subject to amounts above £2,000 being the subject of a Special General Meeting.

c) The trustees shall be elected at a general or special meeting by a majority of those members present and entitled to vote thereat, and shall remain in office during the pleasure of the club. The Trustees will be those individuals who each carry out the role of an Officer of the club.

Any or all of the trustees may be removed by a majority of three-fourths of the members present at a Special General Meeting called for the purpose in the following manner. The secretary shall summon the meeting:

(i) At the request of the Committee; or

(ii) Upon a request forwarded to him/her signed by one-fifth of the members or 30 members whichever is the less, stating the objects of such meeting, and he/she shall thereupon give fourteen days' notice thereof by circular sent by him/her to all members who have paid their current years' subscription, and to the trustees, and by a notice posted in the club's premises.

In the case of a vacancy caused by the removal, resignation or death of a trustee, another trustee shall be elected at a Special General Meeting called for that purpose in the manner provided in rule 40.

Chair

Rule 25

The Chair will be the lead officer for the club and oversee all aspects of club management. He/she will provide leadership to and work closely with the officers, Committee, members and employees of the club. The duties of the Chair will include:

- Oversight of financial matters relating to the running and development of the club
- Oversight of member related matters including disciplinary issues and complaints
- Chairing Committee and other meetings of the club as deemed appropriate
- Oversight of contract negotiations
- Liaison with local Conservative councillors and the constituency Conservative Association
- Employee management and recruitment
- Oversight of legal and insurance matters
- Oversight of maintenance and repairs to the club and its property

Vice- Chair (employees and members)

Rule 26

The Vice-Chair (employees and members) will assist the Chair and deputise for him/her as appropriate. This officer position will focus on employees and club members and will work closely with the Chairman and Committee. Duties of the position will include:

- Recruitment of employees
- Employee training requirements and development
- Management of employee related issues
- Management of the relationship between the club and its members including development, complaints and disciplinary issues

Vice-Chair (House/Property)

Rule 27

The Vice-Chair (House/Property) will assist the Chair and deputise for him/her as appropriate. This officer position will focus on the physical maintenance of the club and its property and will work closely with the Chair and Committee. The duties of this position will include:

- Ensuring the physical maintenance of the club building, club property and external areas
- Arranging repairs and renewals to the fabric of the club and its facilities
- Arranging replacements to equipment in order to maintain high standards
- Arranging and managing the updating of member facilities as necessary
- Managing the operation of maintenance contracts

Treasurer

Rule 28

The Treasurer shall be responsible for all aspects of the clubs financial management. He/she will work closely with officers and Committee to safeguard the clubs finances. The duties of the treasurer will include:

- A general financial oversight
- Funding and fundraising
- Financial and exception reporting
- Banking, book-keeping and record keeping
- Management of cash and bank transactions
- Payment of wages and creditors
- Control of stocks and fixed assets
- Payments in cash, by cheque or via online banking
- Working with the independent accountants

The treasurer will provide evidence at Committee meetings as to current cash and bank balances.

Scheme of delegations

Rule 29

The Chair and Vice-Chairs shall have delegated powers to incur expenditure up to £250 for the purpose of initiating urgent repairs and maintenance to the club or its facilities. They may also commission works for urgent repairs or maintenance up to £500 with the express agreement of the treasurer.

In the exercise of the above delegations, the officers will remain accountable to the Committee.

Secretary

Rule 30

The Secretary shall:

- On all occasions in the execution of their office act under the superintendence of the Committee;
- Keep such accounts, documents and papers of the club in such manner and for such purposes as the Committee may direct;
- Summon and attend all meetings and take minutes of the proceedings;
- Keep on club premises a register of the names and addresses of the club members and a record of the latest payment of their subscription;
- Ensure that the club is registered with the magistrates' court under the provisions of the Licensing Acts;
- In conjunction with the Chair, 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 any other purposes directed by the Committee;
- Be supplied by the Committee with copies of the rules and shall be bound to deliver an electronic copy thereof to any member on request. A copy of the club rules shall be maintained on the member notice board.

Authority of the Committee

Rule 31

The Committee shall conduct the general business of the club, regulate the internal management, have power to enforce the rules and make further provisions as may be necessary for the effective governance of the club.

The Chair will report to the Committee at each meeting matters pertaining to meetings with ward councillors and the constituency conservative association.

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

The appointment and dismissal of the manager if appointed in accordance with rules 26 and this rule, the manager and all other club employees shall be vested in the Committee. The Committee may however delegate the recruitment function to the Chair or relevant Vice-Chair.

Rule 32

No resolution passed by the Committee will be reconsidered within 3 months of the date the decision was made. Thereafter, a motion to rescind or amend an earlier resolution will only be considered if given in writing to the secretary, signed and seconded showing the names of the proposer and seconder. The motion must be received by the secretary 10 days before the date of the next meeting. The motion will then be added to the agenda of the next meeting.

Rule 33

a) All new members shall be deemed to be probationary members for the first 12 months of their membership. If a probationary member commits a serious breach of the rules within this initial 12 months period, then they shall be liable to immediate expulsion from membership of the club without the requirement for a disciplinary hearing. Any decision to expel a probationary member will be taken by the Chairman and another two Officers of the club acting together. The Chair and Officers must agree that the serious breach of the club rules warrants immediate expulsion.

b) The Committee shall have the power to reprimand, suspend for a period not exceeding one year, or expel any member who shall infringe any rule or whose conduct in or out of the club premises shall in their opinion be prejudicial to the Conservative cause, or to the character or interests of the club. Any member found guilty of conduct likely to endanger the welfare, unanimity or good order of the club, or whose political opinions or actions are found to be inconsistent with the rules shall be disciplined by the Committee and is liable to expulsion.

c) The Chair, Vice-Chairs, Secretary, Manager and Deputy Manager shall be empowered to order the immediate withdrawal of any member whose conduct on the premises is in conflict with the rules of the club and who after warning persists therein. An officer of the club will report the matter to the Committee and the Secretary will arrange a disciplinary hearing a minimum of seven days from the date when the member or members concerned receive the letter notifying them of the intention to hold a disciplinary hearing. Dependent on the nature of the alleged breach of club rules, an officer of the club may decide that it is appropriate for the member or members to be suspended pending the disciplinary hearing.

d) In all cases, the Secretary will give a minimum of seven days' notice to the member or members concerned of the intention to hold a disciplinary hearing. The notice to the member or members shall contain a statement setting out the complaints or complaints against them.

e) No member shall be reprimanded, suspended or expelled without being first summoned before the Committee and full opportunity afforded to them to defend themselves, nor unless a majority of at least two-thirds of the Committee then present vote for their 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 their failure their case can proceed and be dealt with by the Committee in their absence.

F) Any member shall not be interviewed by the Committee or any sub-Committee of the club without being offered the opportunity to be accompanied by a witness or representative of their own choice.

g) Notwithstanding the foregoing provisions of this rule, the Committee shall not be obliged to summon a member to appear before them in respect of an offence of which they have already been convicted and sentenced by a criminal Court of Law.

Rule 34

The Committee or any officer authorised by them in writing, shall have the power to give orders to tradesmen and others for goods and other things necessary for carrying out the purpose 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 can be recognised or paid for any works done or goods supplied to the club without an order from the Committee or from any officer authorised by them.

Members of the club and other persons recommended by members shall be entitled to quote for works and contract with the club for the supply by them of goods and services other than the audit of the Club's accounts, but such members shall declare their personal interest and shall not participate in any discussion or vote upon any motion relative thereto, either at a Committee meeting of a general meeting. Members wishing to quote for and undertake works on behalf of the club are reminded that the award of any contract will purely be on commercial and quality grounds.

Election of officers and Committee persons

Rule 35

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

Rule 36

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

Rule 37

At least three weeks' notice prior to the day appointed for the Annual General Meeting, a notice shall be posted on the club notice board by the secretary, inviting the nomination of candidates for the offices of Committee person or officer of the club. The notice shall remain posted for ten days.

Rule 38

The names of all candidates for office in the club, together with the names of their proposer and seconder, 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 Annual General Meeting and shall remain so posted until the result of the ballot has been declared.

Rule 39

a) The Committee shall appoint three scrutineers to carry out the ballot under their direction, and the result of the ballot shall be shown on a notice which shall be posted on the club notice board.

No officer or Committee person or candidate may be appointed as a scrutineer.

b) In the case of a tie between two or more candidates, the names of such candidates shall be written on pieces of paper, which 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.

c) If a member is elected for two offices, they shall choose which office they wish to fill. The vacancy thus arising shall be filled by the unsuccessful candidate with either highest number of votes, but if there shall be no such candidate, the office shall be filled by the method prescribed in this rule.

Casual Vacancies

Rule 40

Any casual vacancies, except vacancies occasioned by removal under rule 41, occurring amongst the officers (other than trustees), and the Committee persons shall be filled up by the Committee, who shall co-opt a person so willing to fill the office. Any person so appointed shall retain their office so long as the vacating officer or Committee person would have retained the same if no vacancy had occurred.

Resignation of the Committee

Rule 41

In the event of the whole Committee resigning at any time, the Secretary shall obtain nominations during the following three weeks and a ballot shall be held within seven days of such resignation for the election of a new Committee.

The result of the ballot shall be declared at a Special General Meeting called by the Secretary within ten days of such resignation.

The time and notice required for nominations under rule 36 and for Special General Meetings under rule 47, shall not apply in this case.

Removal of the Committee and election of New Committee

Rule 42

The Committee, or any member or members thereof, may be removed by a majority of three-fourths of the members of the club, or at least 30 members present and voting to remove the Committee or members thereof 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.

Rule 43

The members at the Annual General Meeting shall appoint an independent accountant who publicly carries on and is qualified to carry out the business of an accountant, to review the accounts of the

club for the ensuing year, but any general meeting may recommend that for any period and in place of the review referred to above, the accounts of the club shall be subject to a full audit.

The club Treasurer will prepare the trading, profit and loss and balance sheet from draft weekly and monthly information compiled by officers and employees of the club. Such information will be submitted to the independent accountants for input into their management/accounting system. The Committee will approve the report of the independent accountants as a 'true and fair view'.

Thereafter, the report of the independent accountants will be made available to club members and they may comment on or ask questions about any of the contents of the report.

No member of the club shall be the club's independent accountant.

General Meetings

Annual General Meeting

Rule 44

The Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee. The quorum for the AGM shall be one-fifth of the members, or 30 members whichever is the less.

Rule 45

Notice of such Annual General Meeting shall be posted on the club notice board for at least twenty-one 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.

For the purposes of the AGM, a copy of the accounts, prepared by the club Treasurer and approved by the Committee shall be posted on the club notice board at least seven days before the AGM.

Rule 46

At the AGM, the club Treasurer will present a statement of the club accounts to the members present.

Special General Meetings

Rule 47

The secretary shall summon a Special General Meeting as follows:

- a) In accordance with rule 41;
- b) At the discretion of the Committee;
- c) 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 42.

Meetings summoned under the provision (b) and (c) above shall be held within not less than fourteen days and not more than twenty-one days from the date of the request by the secretary.

Rule 48

Notice of any Special General Meeting and 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 41 and 42) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

Rule 49

At a Special General Meeting one-fifth of the members or 30 members whichever is the less, shall form a quorum.

Providing such meeting is declared quorate by the Chairman at its opening, no subsequent want of a quorum shall render the meeting incapable of transacting the business on the agenda.

Voting

Rule 50

At all general meetings every member present shall have one vote on each resolution.

Visitors

Rule 51

Every member shall be permitted to introduce friends as visitors, but the same visitor shall not be admitted more than four times within a period of one calendar year, unless special consent is obtained from the Committee in advance. The Committee reserve the right to refuse the admission of any visitor if in their opinion it is desirable in the interest of the club. In the case of serving Police Officers, the Committee may exercise its discretion and permit such persons to be admitted to the club more than four times in a calendar year.

Rule 52

The name of the visitor and the member who introduced them shall be written in the association of conservative clubs visitor day book kept for that purpose. Members and visitors should note that this is a mandatory licensing requirement for private member clubs.

Rule 53

No visitor shall be permitted to make a payment for entry of any kind whether directly or indirectly.

Rule 54

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 having been a candidate for election has been rejected, or who is indebted to the club (see rule 12) shall be admitted as a visitor.

The Committee may suspend rule 51 at any time and for such a period as they may think fit.

Misconduct of members

Rule 55

No betting, drunkenness, bad language or disorderly conduct shall be permitted on the club premises.

Any infringement of this rule will render the member offending liable to be dealt with by the Committee under rule 33.

It shall be the duty of club management, the officers, any member of the Committee or member of the club to take practical and reasonable steps to put a stop to the offence in question, and to report them forthwith to the Committee through the Secretary.

Hours of opening and closing

Rule 56

The club premises shall be open to the members during such hours as may be determined from time to time by the Committee and as notified to the Magistrates' Clerk and exhibited on the club notice board.

Hours of supply

Rule 57

The permitted hours for the supply of intoxicants shall be such as may from time to time be fixed by the Committee in accordance with the provisions of the relevant Licensing Act and as notified to the Magistrates' Clerk, and exhibited on the club notice board.

Excisable articles

Rule 58

Intoxicating liquor required for consumption off the premises shall be supplied to members only whilst on the club premises and taken away 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 33.

Application of surplus

Rule 59

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

Any surplus on dissolution shall be dealt with as provided in rule 24.

Amendment of rules

Rule 60

Any rule of the club herein not declared to be fundamental may be rescinded or amended or any new rule made by a resolution carried by three-fourths (providing always that a minimum of 30 members are present at the meeting) of the votes given in favour thereon at a special or general meeting of which notice has been given specifying the intention to propose such a rescission, amendment or new rule.

Rules 1, 3, 24, 59 and this rule are hereby declared to be fundamentals and shall not be rescinded or amended, except with prior consent in writing of the association of conservative clubs limited and by a resolution carried by three-fourths (providing always that a minimum of 30 members are present at

the meeting) of the votes given in favour thereon at a special or general meeting as provided in this rule.

Dissolution

Rule 61

The club may be dissolved by the consent of one- fifth (providing always that a minimum of 100 members are present at the meeting) of the members present and voting at a Special General Meeting called for that purpose, in strict accordance with rule 47.

Visiting Teams and Limited non-member functions

Rule 62

There may be admitted to the club premises persons other than members and their guests and intoxicating liquor may be sold or supplied to them by or on behalf of the club for consumption on the premises and not elsewhere. Such persons shall be as follows:

a) Persons attending pre-arranged functions which have the approval of the Committee provided such approval is recorded in the minutes of the meeting of the Committee and at least seven clear days' notice in writing is given to the commanding officer of Police for the district where the club is situated.

b) Also there may be admitted to the club premises persons who visit the club either as a member or an official of the visiting teams to play or partake in any recognised league or cup match or competitions in which the club officially partakes.

Bye-Laws

1. **Refreshments** - Such refreshments and at such tariff as the Committee may determine, shall be supplied to the Members, notwithstanding non-excisable refreshments may be supplied by an employee duly authorised by the Committee to do so at his/her expense and from which he/she shall derive any benefit.
2. **Members' payments** – All Members must pay every expense they incur in the Club before they leave the premises.
3. **Complaints** – All complaints or suggestions shall be made to the club manager in the first instance – see also service standards.
4. **Conduct of employees**– The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the club manager – see also service standards.
5. **Petitions** – No Committeeperson 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.
6. **Damage to property** – Any person damaging the furniture or other property of the club shall make good the same to the satisfaction of the Committee.
7. **Club Newspapers, pamphlets, books, etc.** – No member shall on any pretence take away, damage or destroy any newspaper, pamphlet, book or article the property of the club.
8. **Dogs** – Dogs shall be allowed on the club premises provided that the owner at all times keeps them under control and located next to them on the floor. Owners are responsible for cleaning any fouling by their dog.
9. **Exhibition of Rules and bye-laws** – A copy of these Rules and bye-laws shall at all times be exhibited in a prominent position on the Club premises.

Service standards and house rules for members and guests

This statement sets out the service standards which members are entitled to expect when using the club and its facilities. The second part of the statement sets out the standards expected of members and their guests when using the club facilities.

1. The management will ensure that the club facilities are open at the stated times.
2. The management will strive to maintain the highest quality of facilities at the club within the resources available to it.
3. The club will maintain high standards of cleanliness to its facilities at all times.
4. Facilities will be maintained and repaired when required. In this regard, members are asked to report defects or items requiring repair to the club manager or his deputy.
5. The club will do its best to ensure that its facilities are accessible to people who may have a disability.
6. A wide range of drinks will be available, maintained to the highest standard at attractive prices.
7. Club staff will act professionally and with courtesy toward members (see also house rules for members and their guests).
8. Members are requested to raise any complaint that they have about the club or its facilities to the club manager or his/her deputy in the first instance. The club manager will endeavour to resolve the complaint as speedily as possible, having regard to the nature of the complaint.
9. If the member concerned is still unhappy having raised the matter with the club manager in the first instance, they may then raise the matter with the Committee through a written complaint to the secretary. The club will maintain a complaints form for this purpose.
10. The club will also maintain a 'suggestions' book' in order that members may bring forward ideas/ proposals for continual improvement.

House rules for members

Members should note that this statement forms part of the rules of Dunscair Conservative Club. It is a general statement of the standard of behaviour and conduct expected of members and their guests. The rules of the club also contain specific provisions dealing with disciplinary action against individual members whose behaviour or conduct breaches such rules.

1. Members and their guests are asked to treat club staff and other members with respect, as they would wish to be treated themselves. Members and guests are encouraged to compliment staff in situations where they have been afforded excellent customer service.
2. Members and their guests will be aware that it causes offence to other members if foul language is used. Accordingly, all members and their guests will refrain from using foul language whilst on club premises. Similarly, members and their guests will not use discriminatory language against staff or other members.
3. Members wishing to bring a guest(s) to the club will ensure that they 'sign the guest in' as required in all private member clubs in accordance with licensing legislation.
4. Members and their guests are requested to treat member facilities with respect. The club does its best to maintain high standard facilities. Accordingly, it is not acceptable for members or guests to place their feet on tables or Chairs. Similarly, the parents of children should not allow them to run along seating. Bikes, scooters and the like are not allowed in the club at any time.
5. It is not permissible to reserve tables in the games room, Winston or concert rooms save for club sporting fixtures or arranged meetings and functions.
6. It is not permissible to ask members to move if they are seated at a table merely because it impedes your view of the large screen during football matches or sports events. Similarly, members should not move tables or Chairs in order to gain a better view of the screen. Escape routes should remain clear at all times in case of fire or other emergency.
7. Children are not allowed in the snooker, pool and darts area unless accompanied by an adult.
8. The club is a child friendly environment and families are most welcome. However, it is the responsibility of the parent or guardian to maintain active supervision of their child or children at all times. Please note that children may not be in the club after 9pm unless attending a private function in the concert room.