

4. GOVERNMENT

The affairs of the Club, except in those matters reserved under the rules of the Club in general meetings shall be managed by the Committee.

The Committee shall exercise the power given to it by these rules and shall consist of The Officers of the Club and eleven other members, all of whom shall have been elected in accordance with these rules.

Five members shall form a quorum of the committee and the Committee shall meet once each month. Nine members of the Committee shall be nominated by the Wakefield Labour Party and also members of the Club, nominated through, and by, the Wakefield Constituency Labour Party, and six members shall be individual members of the Club elected at the A.G.M. Any one position on the Committee may be undertaken as a job share. If such a situation occurs both job share partners will be able to attend and speak at all meetings of the Committee, but they will only be eligible to cast one vote in any situation where Voting is required. No trustees for the time being of the Club premises shall be entitled to be, or serve as, a member of the Committee.

The Committee shall appoint such sub-committee or other officers as it feels fit and co-opt up to three members to the Committee in a non-voting capacity.

5. MEETINGS

The Committee shall maintain the Club so as to provide rooms for:

- (a) Wakefield Constituency Labour Party and all its committees, sub-committees, sections, ward parties, local parties and all other bodies of members of Wakefield Constituency Labour Party, meeting to conduct any of its business or affairs.
- (b) Trades Unions and their branches, committees, organisations and Councils.
- (c) Any organisation affiliated to the Wakefield Constituency Labour Party.
- (d) Any organisation or bodies of persons not expressly proscribed by the Annual Conference of The Labour Party, or the National Executive thereof.

In the event of an election being called (whether Parliamentary or local) the hirers of the rooms shall be given notice of the cancellation of any contract for the duration of the election campaign.

The Committee shall maintain a diary for the booking of rooms.

6. MEMBERS

The name, address and contact details of every candidate for club membership, with the name of the proposer and seconder (both of whom shall vouch from their personal knowledge of the fitness of the candidate) shall be entered on an application form at least two days before the day on which the name is submitted for approval as a member. The name of the candidate along with the name of the proposer and seconder will be prominently displayed in the club premises. for not less than two days preceding the day the candidate comes before the committee for approval. No person shall be admitted to membership or be admitted as a candidate for membership or to any other of the privileges of membership, without an interval of at least two days between their nomination and admission.

The election of members shall be made by the Committee,

Immediately upon the election of a member, notice thereof shall be given to him/her, and after signing the declaration and payment of subscription he/she shall be furnished with a card of membership. A

copy of the Rules to be available on request and also accessible online and displayed on the premises. Such a person shall thereupon become a member of the Club and be entitled to all benefits and privileges of membership and be bound by the rules.

7. SUBSCRIPTIONS

The committee may, annually, decide upon the subscription rate for members. The notice of any change in the subscriptions will be posted in the Club one month before the new rates take effect. The subscriptions are payable in advance on the first day of January in each year. Any person whose subscription shall not be paid within two months of it becoming due shall be considered in arrears, and if the amount due shall not be paid within one month of it becoming in arrears. Such persons shall cease to be members.

No member shall be allowed to use the Club whilst he or she is in arrears with his or her subscription.

8. HONORARY MEMBERS

The Committee may invite as Honorary members such persons as they think fit, provided that they have been members of the Club for at least five years and they have attained the age of sixty years and have ceased to be employed. Other Club members may be considered as special recommendations at the discretion of the Club.

Honorary members shall not be required to pay any subscriptions, but shall have the same voting powers and the same rights and privileges and be subject to the same rules as other members.

9. ASSOCIATES

Except as provided by this rule and subject to any conditions which a Magistrates' Court may attach to the Club's Registration Certificate, a bona fide member of any organisation meeting at the Club or a member of any team invited to the Club premises for the purposes of playing a game of bowls, billiards, snooker, darts or dominoes as part of an organised and established competition or contest may (on production of his or her card of membership of such club or upon satisfactory proof of membership of such team as the case may be) be admitted to the Club premises and intoxicating liquor may be sold to him or her by, or on behalf of the Club, for consumption on the premises. Any such person is hereafter in these rules called an associate.

10. SUSPENSION

(a) The Committee may reprimand, suspend for such period as they think fit, or expel from membership, any member, wilfully disobeying any of these rules, or guilty of any conduct rendering such member unfit in their opinion to be a member of the Club. The officers of the Club by virtue of a majority of them agreeing such action, may temporarily suspend membership prior to the establishment of a panel to hear evidence of the member's conduct and by doing so exclude the member from the premises until the decision of such a panel is agreed.

(b) The Committee shall investigate and deal with disciplinary matters through a panel of five members, one of whom shall be an officer who shall Chair the panel. The panel shall be drawn from the members of the Committee (not involved in the matter in question, by rotation)

(c) Action to reprimand a member or suspend their membership of the Club for up to one year may be taken by the panel alone. Suspension from the Club for any longer period, or expulsion shall follow a presentation of the facts, with a recommendation, to the Committee who shall have powers to implement in full any disciplinary action against a member.

(d) A member called before a disciplinary panel shall have at least five clear days notice of this, and of the outline of allegations made about them. They shall have the right to call witnesses. The outcome of the disciplinary panel shall be notified in writing within five days of the meeting.

(e) A member who has been suspended or expelled shall have the right of appeal to the Trustees. An appeal shall be commenced by the aggrieved member sending to the Secretary of the Club within fourteen days of his expulsion or suspension, notice in writing of his desire to appeal. The Secretary shall then, within seven of receipt of such notice, send to the aggrieved member at least five clear days notice in writing of the date, time and place at which the Trustees shall meet to hear his appeal, an aggrieved member shall have the right to attend the hearing of his appeal and make representations either in person or in writing. The Trustees shall have the power to alter or confirm or rescind a decision of the Management Committee under rule 13 hereof.

(f) A member expelled in accordance with this rule shall have no claim on the property of the Club and shall not be eligible for re-election as a member during such period as the Committee may decide.

11. OFFICERS AND COMMITTEE

The election to the offices of President, Vice President, Treasurer and Secretary shall be held at the Annual General Meeting and each officer shall hold office until the next succeeding Annual General Meeting. Every candidate for the office of President, Vice President, Treasurer and Secretary shall be proposed and seconded by two members of the Club.

Such proposals shall be sent to the Secretary in writing not less than fourteen days before the Annual General Meeting and the name of every such candidate with the names of the proposer and seconder shall be posted in the Club not less than seven days before the Annual General Meeting.

The election to the Committee shall be held at the Annual General Meeting and each Committee Member shall hold office for one year from election. All members of the Committee shall retire at the Annual General Meeting. The retiring members shall be eligible for re-election. Save for the nominees of the Wakefield Constituency Labour Party, every candidate for membership of the Committee shall be proposed and seconded by two members of the Club. Such proposals shall be sent to the Secretary in writing not less than fourteen days before the Annual General Meeting and the name of every candidate, with the name of proposer and seconder (where applicable) shall be posted in the Club not less than seven days before the Annual General Meeting.

The election of such Officers and the Committee shall be by ballot at the Annual General Meeting. Balloting papers shall be prepared containing all the names properly nominated, and each member of the Club shall be entitled to vote for as many candidates as there are vacancies to be filled and no more.

The candidates up to the number of vacancies who shall receive most votes shall be declared elected, and in the case of two or more candidates receiving an equal number of votes, a second vote shall be taken.

Any officer or member of the Committee may, at any time, retire from office by giving the Secretary notice in writing of his desire to do so. Should any member of the Committee fail to attend for three consecutive meetings without satisfactory reason being given, the Committee shall have the power to declare the position of such member vacant, and to elect any member of the Club to fill such vacancy, save where such a member of the Committee is nominated by the Wakefield Constituency Labour Party, the Secretary shall inform the Secretary of the Wakefield Constituency Labour Party who will nominate from their membership a replacement member of the Committee. A member so appointed to fill a casual vacancy shall serve on the Committee, the remainder of the term of office of the member whose place he fills.

No member shall be allowed to hold any official position until he shall have been a full financial member of the Club for at least one year.

The Committee may, from time to time, appoint from among their number such subcommittees as they may deem necessary or expedient and may depute or refer to them such of the powers and duties of the Committee as the Committee may determine. Such subcommittees shall periodically report their proceedings to the Committee, and shall conduct their business in accordance with the directions of the Committee.

12. BYE-LAWS

The committee shall have the power to make, repeal or amend from time to time, all such bye-laws and regulations (not inconsistent with these rules) as they shall think expedient for the internal management and wellbeing of the Club. All bye-laws and regulations made by the Committee under this rule shall be binding upon the members until repealed by the Committee, or set aside by a resolution of a General Meeting of the Club.

13. GENERAL MEETINGS

The Annual General Meeting of the Club shall be held upon a day and at a time to be fixed by the Committee in the month of May in each year, for the following purposes, viz:

- (i) To receive a report and statement of accounts for the preceding year.
- (ii) To elect, or announce arrangements for the holding of the elections, for six members of the Committee for the ensuing year and the officers of the Committee, from the full membership thereof.
- (iii) To decide upon any resolution, proposal or matter and transact any other business which shall be duly submitted to the meeting.

The Committee may at any time for any special purpose call a Special General Meeting and they shall do so forthwith on a requisition in writing by thirty members entitled to attend and vote at a General Meeting, or one fifth of the total number of members so entitled (whichever is the less) stating the purpose for which the meeting is required. Notice of the Special General Meeting and the purpose for which it is summoned shall be posted in the Club seven days before same is held. The business to be transacted at such a meeting shall be confined to the purposes in notice.

At the Annual or Special Meetings of the Club, the President, or in his absence the Vice President, or in their absence a member selected by the Committee shall take the Chair.

Notice of the Annual General Meeting and the business to be transacted there at, shall be posted on the notice board of the Club twenty-eight days before the date of holding the same.

Any member desirous of moving any resolution at the Annual or Special General Meeting shall give notice thereof on writing to the Secretary, not less than seven days before the date of the meeting.

At the Annual or Special General Meetings the decision of the meeting shall (except as provided by the rules) be ascertained by show of hands or by taking a division in such a manner as the Committee may deem most convenient. Every member not in arrears with his/her subscription shall be entitled to be present at such a meeting and vote thereat, in the event of an equality of votes, the Chairman shall be entitled to a second or casting vote.

14. FINANCIAL YEAR

The financial year of the Club shall end on the thirty first day of December in each year, to which day the accounts of the Club shall be balanced.

15. PROFITS OF THE CLUB

The money or property of the Club or any gain arising from the carrying on of the Club may be applied in any of the following ways:

- (a) For the benefit of the Club as a whole, or
- (b) For charitable or benevolent purposes, or
- (c) For political purposes consistent with the political objects of the Club, or
- (d) To Wakefield Constituency Labour Party giving support to any body or project calculated to advance the interest of Wakefield Constituency Labour Party.

16. AUDITORS

At every Annual General Meeting an Auditor or Auditors shall be appointed to audit all the accounts of the Club. The person or persons appointed shall be either a professional accountant or accountants or two members of the Club, not being members of the Committee and he or they (as the case may be) shall serve for one year. The accounts of the Club shall be audited not less than fourteen days before the Annual General Meeting. For this purpose the Auditor or Auditors shall have access to all the books, deeds, documents, accounts and vouchers relating thereto and shall either sign the same as found by him or them to be correct, duly vouched and in accordance with the law, or shall specifically report to the Club in what respects they are found to be incorrect, unvouched, or not in accordance with the law. A copy of the balance sheet covering the financial year of the club with the report of the auditor or auditors shall be available prior to the start of the Annual General Meeting. A vacancy occurring in the office of Auditor during the year may be filled by the Committee.

17. DUTIES OF THE PRESIDENT

The President shall preside at all meetings and keep order and shall give advice to any member who may require it, on any matter that concerns the Club. He/She shall make, or cause to be made, all necessary enquiries as to any irregularities that may exist and report the result of these enquiries to the next Committee Meeting. He/She shall have free access to the accounts and the books of the Secretary and the Treasurer and shall sign the minutes of all meetings passed by the Committee. He/She shall put all motions which shall have been duly proposed and seconded. The decision of the majority of those present shall be deemed the decision of the whole body, in the case of an equal division of votes; he/she shall have a casting vote.

18. DUTIES OF VICE PRESIDENT

The Vice President shall assist the President in the discharge of the duties of his/her office and shall perform the duties of President in his/her absence.

19. DUTIES OF SECRETARY

The Secretary shall keep a correct register of the name and address of every member, a Minute Book, in which shall be recorded the transactions and resolutions of all meetings, and shall conduct all correspondence on behalf of the Club.

It shall also be the duty of the Secretary to give written notice, as required by the Licensing Act 2003, to the Chief Officer of Police and the Local Authority (in the case of any alteration of these rules) or to the Clerk to the Justices (in the case of any changes in the Club's particulars as contained in the register of clubs kept by the Clerk to the Justices).

20. DUTIES OF TREASURER

The Treasurer shall keep accounts, including a cash book in which shall be entered the receipts and disbursements of the Club, and shall be responsible for all monies handed to him in connection with the Club. He/She shall, after receiving instructions from the Committee, discharge payments of all bills and obtain receipts for all monies paid. He/She must pay in or withdraw from the bank, in the name of the Club, any amount which the Committee may, from time to time, determine and furnish a report at each Committee Meeting of the balance of the bank and in hand and produce all books, vouchers and papers in support thereof together with a cash book in which shall be entered the receipts and disbursements of the Club. He/She shall have his/her books prepared for the Auditor or Auditors, or at any other time the President or Committee deem it necessary. He/She shall also prepare a statement of accounts which, having been scrutinised by the Auditor or Auditors and by him/her or them signed, shall be submitted to the Annual General Meeting of the members, or at such other meetings of members as shall be determined by the Committee.

21. HOURS OF OPENING AND CLOSING

The Club shall be opened and closed at such hours as may, from time to time, be fixed by the Committee and as posted in the Club.

22. PERMITTED HOURS FOR THE SUPPLY OF INTOXICANTS

The Committee shall have power to fix permitted hours for the supply of intoxicants in the Club and, from time to time, to alter the hours so fixed, provided that the hours fixed, from time to time, by the Committee, pursuant to its power under this rule, shall be notified in writing to the Clerk to the Justices and until notified, shall not take effect.

23. INTOXICATING LIQUORS

Intoxicating liquors shall not be supplied to a member, or guests, or associates on the Club premises, otherwise than by, or on behalf of the Club, and shall not be supplied for consumption off the premises except to a member of the Club.

The Committee shall not enter into, or cause, or permit to enter into, any bond, covenant or other agreement or arrangement, restricting the Club's freedom of purchase of intoxicating liquor.

No arrangements shall be made by the Committee, for any person to receive at the expense of the Club any commission, percentage or similar payment on. Or with reference to, purchases of intoxicating liquor by the Club, or for any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of the Club to members and guests, apart from any benefit accruing to the Club as a whole and apart from any benefit which a person derives indirectly, by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

24. VISITORS

A member or associate shall be allowed to introduce visitors subject to such regulations or bye-laws as shall be made from time to time by the Committee and every visitor shall be considered the guest of and accompanied by, the member or associate introducing him. Provided that no person shall be introduced as a visitor to the Club who shall have been suspended or expelled from membership, or whose nomination as a member shall have been rejected.

Each visitor and the member or associate introducing him/her, must sign the Visitors book duly provided for that purpose. In the event of misconduct on the part of the visitor, he/she shall at once be

removed from the Club premises and the member or associate introducing such visitor shall be reported to the Committee and on the facts being proved, shall be liable, in the case of member, for suspension or expulsion, or to be debarred in the case of an associate.

There may be admitted to the premises of the Club, persons other than members and their guests, and intoxicating liquor may be supplied to them by, or on behalf of the Club, for consumption on the premises and not elsewhere, provided that the sale of intoxicating liquor to persons other than members and their guests, shall be restricted to members of the bodies referred to in Rule 5 hereof, who are not members of the Club and shall be on the Club premises for the purpose of meetings or other special functions organised by those bodies.

25. ALTERATIONS OF RULES

These rules may be added to, repealed or amended by resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless it is carried by a majority of at least two thirds of the members voting thereat.

An alteration in these rules, which may from time to time be made, shall forthwith be notified to the Chief Officer of Police and to the Clerk to the Local Authority, as required by the Licensing Act 1964.

26. DISSOLUTION

The Club may be dissolved at any Special General Meeting called for that purpose and at which three quarters of the members of the Club are present and vote in favour of dissolution. After the passing of such a resolution, the Management committee shall not, except with the written permission of the Wakefield Constituency Labour Party Committee, realise any of the assets of the Club but shall, within one month of the passing of such resolution as aforesaid, donate the assets of the Club to the Wakefield Constituency Labour Party, or, if the said Wakefield Constituency Labour Party ceases to exist, to such other party or body that the National Executive Committee of the Labour Party shall direct.

27. INTERPRETATION

The Committee shall be the sole authority for the interpretation of these rules and of the bye-laws and regulations made thereunder, and the decisions of the Committee upon any question or interpretation, or upon any matter affecting the Club and not provided for by these rules or by the bye-laws and regulations made thereunder, shall be final and binding on the members.

28. TRUSTEES

Three Trustees of the Club shall be appointed by an A.G.M. on the recommendation of the Committee from amongst members of at least five years standing for a term of five years. Term shall normally run 2000 AGM - 2005 AGM, 2005 AGM - 2010 AGM etc. If a trustee is not available or declines to act on any matter, two of the three shall be empowered to act. A Trustee of the Club may not serve on its Committee. Any vacancy in the position of Trustees which occurs shall be filled by the next A.G.M., for the remainder of the term of office of the outgoing Trustee. Trustees are eligible for re-appointment.

(Amended 21st May 2023, to take immediate effect.)