

Kent and Canterbury Club

Rules

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THE KENT & CANTERBURY CLUB RULES

1. NAME

The Club shall be called "The Kent & Canterbury Club"

2. CONSTITUTION

The Club exists as a social club for the use of Ladies and Gentlemen members and generally afford the members all the usual privileges, advantages, conveniences and accommodation of a Club.

3. CLASSIFICATION AND RIGHTS OF MEMBERS

The club shall consist of Full, Senior, Country, Temporary, Honorary, Family, Partner and Junior members. The qualifications for each category are set out in the following clauses.

For the sake of clarity, the previous categories of Life members, Life Honorary, Supernumerary and Clergy shall from the date of these rules, no longer exist save for those members who at the date of these rules enjoy such membership but are subject to these rules particularly where these rules conflict with previous rules.

Those existing members shall pay an annual subscription as agreed annually by the committee and approved by the club at Annual General Meeting.

3.1 Full Membership:

- Application shall be in the prescribed form completed by the applicant, the proposer and seconder.
- Election in accordance with the rules of the club.

3.2 Senior Membership:

- Application to be made after completion of 10 years' unbroken years as a Full Member.
- Attainment of the age of 80 years.
- Payment of an annual subscription as agreed and approved as above.

3.3 Country Membership:

- Application shall be in the prescribed form.
- Completion of a least one year as a Full Member.
- Residence outside the County of Kent for at least 6 months in any one year.

- Payment of the Country Member's subscription as agreed and approved as above.

3.4 Honorary Membership:

- Election by the Committee for such period as the Committee may determine.
- No subscription is payable.

3.5 Temporary Membership:

- Falling within no other category of membership.
- Nominated by at least one Full Member.
- Prior approval of the committee.
- For no longer than 3 months at any one time.
- Payment of the Temporary Membership subscription as agreed and approved as above.

3.6 Family Membership:

- Available to any parents of a Full Member and at least one of their children between the ages of 18 and 25.
- At least one parent shall have been a Full Member for a period of no less than one year.
- Prior approval of the committee.
- Payment of the annual Family Member subscription agreed and approved as above.

3.7 Partner Membership:

- Available to husband and wife and cohabiting partners of Full Members.
- Prior approval of the committee.
- Payment of the annual Partner Member subscription agreed and approved as above.

3.8 Junior membership:

- Available to anyone between the ages of 18 and 25.
- Prior approval of the committee.
- Payment of the annual Junior member subscription agreed and approved as above.

Please note; Any member who is a full member and pays the appropriate fee for the use of an allocated parking space whilst having no additional privileges than those of a full member, save for the use of the allocated parking space, shall for these rules and accounting be described as 'Extended Membership'.

4. RIGHTS AND PRIVILEGES

All members are entitled to have the privilege to use the Club but only Full, Senior, Country Members and Junior Members shall have the privilege of proposing or seconding applicants for membership and voting at meetings. Those members who previously held a category of membership which is now defunct, (such as Clergy Members for example), shall hold the rights and privileges, as if they are Full Members.

In the event of members resigning under Partnership or Family Member, leaving a sole member, that person shall from the date of sole membership, become a Full Member and shall be liable to pay a Full Membership subscription from the date of renewal of the annual subscriptions.

5. ACCEPTANCE OF RULES

The payment of any entrance fee or subscription and the use of the Club and its facilities by a member shall be on the express basis of acquiescence in submission to the Rules and Byelaws of the Club by that Member.

6. *[Clause deleted as no longer applying]*

7. ANNUAL SUBSCRIPTION

The annual subscription applicable to any category of membership shall be in each case;

- For all categories of membership as determined by the Committee from time to time.
- In respect of any category of membership if a Member joins after the commencement of any financial year, the Committee may remit a proportion of the annual subscription and/or entrance fee required.

8. ELECTION OF FULL, COUNTRY AND JUNIOR MEMBERS

The qualification for the election of Full, Country or Junior members shall be:

- Save as provided below, proposal by any two Members who are currently voting members personally known to the candidate by the completion of the printed nomination form then in use and duly signed.
- Approval by the Committee.
- Display on the Club notice board as aforesaid at least 14 days before election.
- Due consideration by the Committee of any objection.
- Payment of any required and annual subscription.
- The Committee, where it considers the same to be appropriate, dispense with any of the qualifications, save as to payment of the annual subscription.

9. ELECTION OF ALL OTHER CATEGORIES OF MEMBERSHIP

Election to membership within any category other than that of Full, Country & Junior, membership shall be at the discretion of the Committee.

10. PAYMENT OF SUBSCRIPTION AND ARREARS

- Any annual subscription shall be paid immediately written notice has been given to a Member of his election and in the event of these amounts not being paid within 28 days after the date of such notice, the election shall, unless the Committee shall otherwise determine, be deemed to be void.
- A Member who is in arrears as to his/her annual subscription without reasonable excuse or any other payment due to the Club for more than 28 days from the due date shall not be entitled to use the Clubhouse nor enjoy any of the privileges of the Club so long as he/she shall remain in arrears.
- The Committee shall one month after the due date give written notice to any member whose annual subscription is in arrears for one month and shall have the power to specify in such notice a date by which if the annual subscription is not paid in full the Committee will terminate the membership of that Member and will post written notice on the Club notice board to that effect.

11. GUESTS

The qualification for the introduction of Guests are as follows:

- Guests may be introduced by any member.
- Any member introducing a Guest shall legibly write his/her name and that of the Guest in the book provided for that purpose.
- Any member introducing a Guest shall be responsible for the conduct of and any expense incurred by that Guest whilst on Club premises.
- The above restrictions shall not apply to persons attending a function approved by the Committee.

12. RESIGNATION

Any Member who wishes to resign his Membership must give written notice of his desire to do so addressed to the Secretary by 30th June in any year and if no such notice shall have been received then any member who purports to resign on a subsequent date shall be liable for such proportion of the current annual subscription as the Committee may determine and accordingly shall be deemed to remain Member for the purpose only of discharging those liabilities until such time as those liabilities are discharged.

13. EXPULSION OF MEMBERS

The following provisions shall apply to the expulsion of Members:

- The Committee may determine that any member who is convicted on an offence or is adjudged a bankrupt or enters an individual voluntary arrangement under the provisions of the Insolvency Act 1968 shall thereupon cease to be a Member of the Club.
- Any such Member may apply to the Committee to be reinstated. If the Committee believes the ex-member is desirable, then the Committee shall be entitled to re-admit the ex-member on such conditions as the Committee think fit.
- If the conduct of a Member or a Guest introduced by that Member be detrimental to the character or interests of the Club, then the Committee shall call upon him/her within 14 days of the conduct complained of in writing to attend a meeting to explain the conduct complained of.
- If the Committee acting reasonably does not accept the explanation of the Member as to the conduct complained of then the Committee may by resolution expel that member. Such resolution shall be communicated in writing within 7 days of the decision to the Member in question and upon receipt of the notice to that effect the Member shall cease to be a Member of the Club.
- No Member who has been expelled under the Rule shall afterwards be admissible to the Clubhouse as a Guest of any other member unless the Committee shall otherwise resolve.

14. GENERAL MANAGEMENT, HOLDING OF PROPERTY AND DEALING WITH THE ASSETS OF THE CLUB

The Rules as to the General Management of the Club, the holding of its' property and dealing with its' assets shall be as follows:

- Title to the Clubhouse and any other property owned by the Club shall be vested in Trustees who shall be not less than 2 and not more than 4 in number and shall be from time to time nominated by the Committee. Each person thus nominated shall execute a Trust Deed in relation to any assets of the Club vested in such Trustee the form of such Trust Deed as the Committee shall from time to time reasonably determine.
- The general management of the Club and the property thereof shall be vested in the Committee which may by resolution to that effect delegate any one or more of its' Members to represent it and sign and execute documents on its' part save for documents which only the trustees can execute.
- The committee may from time to time, appoint from amongst itself or from the membership at large, a Club Secretary whose role will be to keep the day-to-day running of the club in order and to act as a focal point of contact for the Club. Membership fees for that individual shall be reimbursed for the period of his or her appointment by way of an incentive for the member to take up the post.

- The Committee may resolve to borrow for the purposes of the Club any sum or sums of money which it may think fit and may resolve to charge the whole or any part of the Club's assets on such terms as may be deemed expedient.
- Where any Trustee to whom any assets of the club is vested is called upon by the committee to enter such mortgage or charge as aforesaid then such Trustee shall be indemnified by the Club on behalf of the Members of the Club generally in such manner as each Trustee acting may reasonably require.

15. PRESIDENT

The rules regarding the Office of President shall be as follows:

- The members of the Club at its' Annual General Meeting shall elect the President in each year and such appointment shall run for the period of 12 months.
- The president shall be Chairman of the Annual General Meeting and any Special General meeting of the Members called in the 12 months following the election.
- In the absence or at the wish of the President *the Chairman* of the Committee shall be Chairman of the General Meeting.
- In the absence of both the President and the Chairman of the Committee the members present shall elect a Chairman for the purposes of that General Meeting.
- The president shall be an ex-officio member of all Sub Committees.

16. RULES REGARDING THE CONDUCT AND OPERATION OF THE COMMITTEE

The Rules regarding the conduct and operation of the Committee shall be as follows:

- The general management, conduct and direction of the affairs of the Club shall be vested in the Committee, which shall (excluding the President) consist of not more than 12 Members of the Club who are entitled to vote (referred to in these Rules as "Committee members").
- The Quorum for a meeting of the Committee shall be four Committee Members.
- There shall be no more than 2 tenants allowed on the Committee. Tenants must be a member of the Club in good standing.
- Subject to the retirement rotation provisions defined below each Committee member shall hold office for 3 years.
- At each Annual General Meeting each Committee member who has at that date served three years since last elected shall retire but be eligible for re-election.
- A list of the Committee Members distinguishing between those who will retire and those not due and showing the number of vacancies shall be placed on the notice board of the Clubhouse at least 28 days prior to the Annual General meeting.

- Every candidate for membership of the Committee shall be proposed and seconded by two members entitled to vote (That is; Full, Senior, Country and Junior Members).
- If their number of names proposed is less than or equal to the number of vacancies, then a vote by a show of hands shall be deemed sufficient.
- If the number of names proposed exceeds the number of vacancies then a vote by a show of hands shall be taken with each member entitled to vote and present at the Annual General Meeting having one vote in respect of each candidate.
- The committee may co-opt any member of any category who may speak (but not vote) at any meeting, which he attends.
- The Committee may by resolution fill any vacancy occurring in the Committee between the Annual General Meetings and any such member shall be submitted for confirmation at the next Annual General Meeting whereupon he will become a Committee Member as if he had been elected at the Annual General Meeting where his membership is confirmed.
- The Committee shall have the power to declare that any member who fails to attend three consecutive meetings of the Committee without satisfactory explanation shall cease to be a member of the Committee.
- That at the Committee Meeting next following the Annual General Meeting the Committee shall elect a Chairman and Chairman of each Sub-Committee as it may establish.
- The Chairman shall preside at all Committee Meetings and in his absence, the Members present shall elect a Chairman for that meeting and whoever is Chairman presiding at any meeting of the Committee shall be entitled to vote and in the event of an equality of votes shall have a second or casting vote.
- The Committee shall meet from time to time as it may determine but in any event, not less than six times in any year commencing with the date of the Annual General Meeting.
- The Committee shall have the power from time to time to make byelaws necessary for the management and good order of the Club, which byelaws shall be binding upon all members of the club if they are not inconsistent with the rules.
- The Committee shall have the power from time to time to determine the fee which shall be payable in respect of use of any part of the Club premises including extended membership fees.
- The committee may delegate to the Chairman or Secretary on such terms as it sees fit the power to act on its' behalf between meetings of the Committee.
- The Chairman shall submit a report to the members not less than twice a year to be sent by email to the member's latest known email address unless by exception, a member requests an alternative method of notice. In any event a copy of the report to be posted on the notice board.

17. DRESS CODE

Dress code at the Club shall as a minimum be smart casual, with the same not to be worn at formal events or functions where more formal wear is required. T-Shirts shall not be worn at any time. The wearing of T-Shirts, sweaters or any other type of clothing bearing any slogan of whatsoever nature, is strictly forbidden.

18. USE OF CAR PARK

Unless a member has an 'Extended Membership' having paid the appropriate subscription and thus has been assigned a numbered parking space, no other member shall be permitted to park in any numbered car parking space unless with the consent of the member to which that space is allocated. In the alternative and in the event of there being no other parking spaces available, a member with the consent of the Club Secretary or Chairman may park in a numbered space provided he/she is aware that the member whose space is to be used, will not be using the allocated parking space at the time and date in question.

All other parking is to be on each side of the white fence and limited for two hours for anyone period and with a no return time of one hour.

19. SUB COMMITTEES

The Rules regarding Sub-Committees are as follows:

- The Committee shall have the power to appoint sub-committees from time to time from its' own body.
- Such sub-committees once constituted by the Committee shall have the power to co-opt. The power to co-opt shall not extend to persons who are not members of the Club.
- Any member co-opted as a member of a sub-committee shall not have the power to vote on any resolution before that sub-committee.
- The Chairman of any sub-committee shall be elected in accordance with Rule 16.

20. SECRETARY AND TREASURER

- The committee may appoint a Club Secretary and Treasurer (both of whom at the discretion of the Committee may be the same person) who shall keep or cause to be kept proper books of Accounts and Minutes and other books correctly recording all proceeding of the Club. These will be produced as the Committee may direct. The Club Secretary shall see that all correspondence in general of the business of the Club is properly conducted. See also clause 14. Appropriate role profiles for both positions shall be produced.

21. AUDITORS

- The Committee shall appoint a duly qualified person or firm on an annual basis to audit or review (as the Committee may determine) the Clubs' Accounts and to report to the Committee on the state and condition of the Clubs; finances. The Committee shall agree the remuneration for these services.

22. MONIES OF THE CLUB

- No payment shall be made from the Club Funds except by order of the Committee. The Secretary to provide to the Committee as often as the Committee shall determine as appropriate financial statements.
- The Committee shall cause the Accounts of the Club to be made up to 30th June in each year on such other date as members of the Club may in General Meeting determine and shall cause a Balance Sheet and Income and Expenditure Account to be prepared by the Auditors and submitted to members at the Annual General Meeting for approval.

23. ANNUAL GENERAL MEETING

An Annual General Meeting of those members of the Club who are entitled to attend the same shall be held within four months of the end of the Clubs' financial year at such time and in such place, as shall be determined by the Committee for the following purposes;

- To elect a President for the ensuing 12 months.
- To approve the Minutes of the previous AGM
- To receive the Annual Report and Accounts for the preceding financial year.
- To transact any other business shown upon the Notice convening the Meeting.

The Committee may call a Special General Meeting of the Club whenever they think it necessary or desirable and shall in any event call such a Special General Meeting after receipt by the Club Secretary of a requisition signed by at least 10 members each of whom is then a Full Member, Senior Member, Country Member or Junior Member stating the object of the proposed meeting.

- The Chairman of the Annual General Meeting or a Special General Meeting shall be the President but in his absence or at his wish shall be the Chairman of the Committee. In the absence of both the President and Chairman of the Committee the members present shall elect a Chairman for that General Meeting.
- The quorum for a General Meeting shall be 10 members who are entitled to vote (that is Full, Senior, Country and Junior Members). In the event of a proposal requiring amendment to the Club Rule Book the Committee at their discretion are empowered to invite postal voted from Members unable to attend a General Meeting, which will be

included in determining the outcome of any such resolution, and the Chairman shall have a casting vote.

- The Agenda for business to be transacted at a General Meeting and in the case of an Annual General Meeting shall be sent to all Members of the Club who are entitled to attend such meeting at least 7 days before such meeting.
- If a Special General Meeting is called on the requisition of Members, then the Committee shall procure that such a meeting shall be held not less than 14 days and not more than 21 days after receipt by the Club Secretary of that requisition.
- A Member entitled to cast a vote at a General Meeting may not be so entitled whilst any part of their subscription or other debt to the Club remains unpaid.

24. USE OF THE CLUB FOR PARTY-POLITICAL PURPOSES

Unless the Committee shall otherwise approve no member shall issue any party-political prospectus that bears the Club address nor use the Club premises for any party-political meeting.

25. CREDIT FACILITIES

Save for the use of a member's Gold Swipe Card, unless the Committee shall otherwise approve, no member shall be entitled to open any credit facility with the Club and shall pay for every expense, before leaving the Club premises.

A member may credit his or her Gold Swipe Card by cash or Debit Card only. No Credit Cards or Cheques are allowed for this purpose. All monies held on the member's Gold Swipe Card are to be used in payment of any items purchased by way of drinks, lunch, gifts and functions. Once a member's card has been loaded with cash, no refunds will be given in the event of a member's resignation or expulsion.

26. EXHIBITION OF NOTICES

Unless the Committee shall otherwise approve no member shall place or cause to be placed on the Club premises any newspaper, book or pamphlet or notice.

27. FORMER-MEMBERS

No person who has ceased to be a Member of the Club shall have any claim against the Club or any of its' assets or be entitled to the return of any portion of their subscription.

28. RULES

A copy of these Rules shall be sent to every new Member on election and a copy placed on the Club Notice Board and further copies placed and made available within the Club premises, as the Committee shall direct.

29. ALTERATION AND ADDITION TO THE RULES

- Notice of a Meeting:

The Committee shall give not less than 14 days' notice in writing to all Members of a General Meeting which business includes any alteration or addition to the rules of the Club

- Amendments proposed by a Member:

Members wishing to propose an alteration or addition to the Rules must give to the Club Secretary notice in writing of the proposed alteration or addition duly proposed and seconded by Members entitled to do so no later than 7 days prior to the meeting being held.

- Text of Amendments

The Committee shall ensure that the full text of any resolution proposing an alteration or addition to the Rules is sent out in or with the Notice convening the Meeting.

30. INDEMNITY

Every Member of the Committee and each Trustee shall be entitled to be indemnified out of the assets of the Club against all losses or liabilities which they may sustain or incur in or about the execution of any office held and shall not be liable for any loss or damage or misfortune which may happen to be incurred by the Club in the execution of their duties of office.

31. CLUB STAFF

All matters relating to the employment remuneration and conditions of employment and termination of employment of any staff of whatever kind, employed on the Club premises shall be determined from time to time by the Committee acting through any officer of the Club.

32. COMMUNICATION

Communication on all matters from the Club to members, will take place using the member's latest e-mail address, where known. In the alternative and by exception, where for example, a member does not have an e-mail address, then post will be used. Notices will also be posted up on the Club Notice Board and it shall be the member's responsibility to check the Notice Board as appropriate.

It is for the member to update both the Club Secretary and the Committee as to any change in his or her personal contact details such as his or her e-mail address and/or any address for correspondence or any other form of communication, such as telephone numbers.

33. AMALGAMATION AND WINDING UP

- Amalgamation:

With the consent of not less than three fourths of the Members entitled to vote at a Special General Meeting duly convened for that purpose, Members may resolve to amalgamate with any other Club on such terms as the Amalgamation Resolution duly passed may prescribe.

- Winding up:

With the consent of not less than three fourths of the members entitled to vote at a Special General Meeting duly convened for that purpose, members may resolve to wind up the Club. Upon such winding up the surplus remaining after payment of all liabilities of the Club and the costs of winding up shall be divisible only between Full, Senior, Country and Junior Members of the Club or shall be applied for such other purpose as the winding up resolution may direct.

At the time of winding up the Club only those members who are in good standing to the Club and as defined in the preceding rule shall receive **one equal share each** of all proceeds and profit from the sale of the Club's property minus any disbursements provided each such member has been a member as defined above for a continuous period of three years immediately prior to and including the date of the resolution to wind up the Club.

*By order and as approved by the members
13th September 2017*