

Mutual Societies Application Form



FSA®

Amendment of Rules for a Society or Credit Union Form

Full name of society or credit union

The Court Barn Conservative Club Ltd

Important information you should read before completing this form

We require industrial and provident societies, credit unions and friendly societies registered under the Friendly Societies Act 1974 to complete this form if they are changing any of their rules either by a partial or complete amendment (by complete we mean the substitution of a new rule book in place of the existing rule book).

Do not use this form if your society is registered as a building society, or is registered as a friendly society under the Friendly Society Act 1992, or is a **branch of a society** registered under the Friendly Societies Act 1974.

Please keep a copy of the form and the supporting documents for future reference.

The notes that accompany this form will help you complete the questions.

Please be aware that any personal details you give on the form will be placed on the society's or credit union's public file.

It is important you provide accurate and complete information and disclose all relevant information. If you do not, it may take us longer to assess your application.

Terms in this form

'FSA' and 'we' refer to the Financial Services Authority.

'You' refers to the person signing the form on behalf of the society or credit union.

'Registered friendly society' – means a society registered within the meaning of the 1974 Act by virtue of section 7(1)(a) of that Act. Typically, registered friendly societies provide insurance to their members for events such as sickness, death or unemployment.

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Mutual Societies Application Form

Amendment of Rules for a Society or Credit Union Form



Filling in the form

1 If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print out the completed form and arrange for it to be signed in sections 1 and 2.

2 If you are filling in the form by hand:

- use black ink;
- write clearly; and
- arrange for it to be signed in sections 1 and 2.

3 If you make a mistake, cross it out and initial the changes; do not use correction fluid.

4 If you:

- leave a question blank;
- do not get the form signed; or
- do not attach the required supporting information

without telling us why, we will have to treat the application as incomplete. This will increase the time taken to assess your application.

5 If there is not enough space on the form, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number. Any separate sheets should be signed by the signatory to the form.

6 Post the form and supporting documents to us at:-

Mutuals Societies Registration
The Financial Services Authority
25 The North Colonnade
Canary Wharf
LONDON
E14 5HS

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Details of rule changes**Society details****1.1 Society or credit union details**

Register number	17634 R
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Proposed changes**1.2 Are you applying for a partial or complete amendment of rules?**

- ☐ Partial ▶ Continue to question 1.3
☒ Complete ▶ Continue to question 1.5

Partial Amendment of Rules**1.3 You must attach the following:**

Two printed copies of the amendment of rules, one marked 'X' and each signed by three members and the secretary of the society or credit union.

☒ Attached

A printed copy of the existing set of rules, marked to show where the amendments occur, and what they are.

☐ Attached

1.4 Is your society an industrial and provident society?

You must tick 'No' if you are a credit union.

- ☐ Yes ▶ You must confirm that you have completed part 1 of appendix 1
☐ No ▶ Continue to question 1.8

☐ Completed

Continue to question 1.8

Complete Amendment of Rules**1.5 You must confirm that you have completed the relevant appendix:**

Industrial and provident society	▶ Appendix 1	☒ Completed (part 1 and 2)
Credit union	▶ Appendix 2	☐ Completed
Friendly society	▶ Appendix 3	☐ Completed

1.6 You must attach the following:

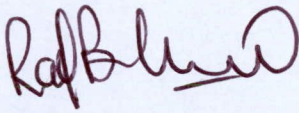
Two identical printed copies of the amendment of rules, one marked 'X' and each headed 'All previous rules rescinded' and signed at the end by three members and the Secretary of the society or credit union

☒ Attached**1.7 Have you used model rules provided by a sponsoring body?**☐ No ▶ Continue to question 1.8☒ Yes ▶ Enter the name of the model being used and the name of the sponsoring or trade body who provided the model.

The Association of Conservative Clubs

Continue to question 1.8

Signature**1.8 The Secretary of the society or credit union must sign and date below**

Signature	
Date	02 nd SEPTEMBER 09.

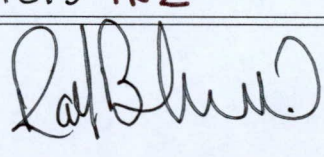
Continue to section 2

2 Statutory Declaration

2.1 An Officer of the society or credit union must sign below

I do solemnly and sincerely declare that the amendment of the rules of the said society or credit union, a copy of which is attached marked 'X', has been duly made by the society or credit union in the manner provided in its rules for the making, altering or rescinding of rules.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Name	L. BUCKLAND
Address	COURT BARR CONSERVATIVES CLUB COURT BARR LANE BROOK WALK LEE-ON-THE-SOLENT HANTS
Postcode	PO13 9NZ
Signature	
Position	SECRETARY
Date	15th SEPTEMBER 2009.

Declared before

- ☒ a solicitor; or ~~Accountant~~
☐ a commissioner for oaths; or
☐ notary public; or
☐ justice of the peace.

Name	RONY EDWARD MADDEN
Declared at	227 A WEST STREET FARNHAM HANTS PO16 0H2
Signature	R. E. Madden
Date	15/9/09

End of form

1

Appendix 1 – Part 1

Part 1 of this appendix must be completed by industrial and provident societies applying for either a partial or complete amendment of rules.

- 1.1 Is membership of the society required to obtain the benefits / facilities offered by the society?**

☒ Yes

☐ No

- 1.2 Type of industrial and provident society**

☒ A bona fide co-operative society

☐ A benefit of the community society

Please explain how this is demonstrated by referring to appropriate rules of the society

Rules 1, 7, 65 and 67

End of appendix if a bona fide cooperative society and applying for a partial amendment of rules. If you are a bona fide cooperative society applying for a complete amendment of rules you must continue to part 2 of this appendix.

Benefit of the community societies

- 1.3 Please give the special reasons why the society should remain registered as an industrial and provident society rather than registering as a company**

- 1.4 What groups or categories of people does the society benefit?**

If you are applying for a complete amendment of rules you must continue to part 2.

If you are applying for a partial amendment of rules this is the end of this appendix.

1

Appendix 1 – Part 2

This part of this appendix must only be completed by industrial and provident societies applying for a complete amendment of rules.

2.1 You must complete the following table indicating the rule number in the column provided.

Any references to 'the Act' below refer to the Industrial and Provident Societies Act 1965.

Matters to be provided for	Rule number
The name of the society.	1
The objects of the society.	4
The registered office of the society, to which all communications and notices to the society may be addressed.	1
The terms of admission of the members, including any society or company investing funds in the society under the provisions of the Act.	8-14
The mode of holding meetings, the scale and right of voting, and the mode of making, altering of rescinding rules.	50-58 & 75
The appointment and removal of a Committee of Management, (by the name of the COMMITTEE) and of managers or other officers and their respective powers and remuneration.	36-48
The maximum amount of interest in the shares of the society which may be held by any member otherwise than by virtue of section 6(1) (a) (b) (c) of the Act.	7
Whether the society may contract loans or receive money on deposit subject to the provisions of the Act from members or others; and, if so, under what conditions, under what security, and to what limits of amount.	68&69
Whether the shares or any of them shall be transferable, the form of transfer and registration of the shares, and the consent of the committee thereto; whether the shares or any of them shall be withdrawable, and the mode of withdrawal, and the payment of the balance due thereon on withdrawing from the society.	7
The audit of accounts by one or more auditors appointed by the society in accordance with the requirements of the Friendly and Industrial and Provident Societies Act 1968.	49
Whether and, if so, how members may withdraw from the society, and provision for the claims of the representatives of deceased members, or the trustees of the property of bankrupt members, or, in Scotland, members whose estate has been sequestrated, and for the payment of nominees.	17 & 70
The mode of application of profits.	67
If the society is to have a common seal, provision for its custody and use.	3
Whether and, if so, by what authority, and in what manner, any part of the society's funds may be invested.	71

End of Appendix

Register Number
17634R

RULES
OF THE
COURT BARN
CONSERVATIVE CLUB LTD
(Registered under the Industrial and Provident Societies Act)

THE ASSOCIATION OF CONSERVATIVE CLUBS LTD
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NAME AND REGISTERED OFFICE

Rule 1. The COURT BARN CONSERVATIVE CLUB LIMITED being the Society, and hereinafter referred to as the "Club", shall have its registered office at COURT BARN LANE, BROOM WAY, LEE-ON-THE-SOLENT, HAMPSHIRE PO13 9NZ or such other place as the majority of members shall determine.

In the event of any change in the situation of the registered office, notice of such change must be sent by the Secretary/Manager within fourteen days thereafter to the Financial Services Authority, hereinafter referred to as the "Authority", in the form provided.

Rule 2. The registered name of the Club shall be kept painted or affixed on the outside of every office or place in which the business of the Club is carried on, in a conspicuous position, in letters easily legibly, and shall be engraven in legible characters on its seal, and shall be mentioned in legible characters in all business letters of the Club and notices, advertisements, and other official publications of the club, and in all bills of exchange, promissory notes, endorsements, cheques and orders for money or goods, purporting to be signed by or on behalf of the Club, and in all bills, invoices, receipts, and letters of credit of the Club.

Seal of the Club

Rule 3. The Club shall have a common seal with the name of the Club engraved on it in legible characteristics, and such seal shall be entrusted to the care of the Secretary/Manager or such other officer as the Committee shall appoint, and the affixing of such seal shall be accompanied by a resolution of the Committee authorising the act, and shall be affixed in the presence of and attested by the signatures of two members of the Committee, and countersigned by the Secretary/Manager.

A register shall be kept in which any entry shall be made on all occasions upon which the said common seal shall be used.

OBJECTS OF THE CLUB

Rule 4. The objects of the Club shall be to carry on the business of a Club, and in so doing, to promote by all proper means the principles of Conservatism, and the implementation of the Conservative Party's policies.

Rule 5. The Club shall have the power to do all things necessary or expedient for the accomplishment of the objects specified in its rules, including the power to hold, purchase, take on lease in its own name, any land or building, and to sell, exchange, mortgage or lease the said land or buildings, or build upon the said land.

Rule 6. The club shall be affiliated to and inter-affiliated with the Association of Conservative Clubs Limited, subject to the rules and regulations thereof.

SHARES

Rule 7. The capital shall consist of shares of 25p each which shall be neither transferable nor withdrawable.

Every person on election (except as provided in Rule 15(1)) shall pay for one share. If any person shall cease to be a member of the Club for any cause whatever, the amount paid on the member's share shall be forfeited and the share shall be cancelled.

No member shall hold more than one share.

MEMBERSHIP

Election

Rule 8. 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 9. Only persons, being subscribing members or supporters of the Conservative Party, not being under 18 years of age, shall be entitled to be eligible for membership.

Rule 10. Any two members of not less than six months standing may propose and second a candidate for membership and shall be able from personal knowledge to vouch for the candidate's respectability and fitness to be a member and both of them shall sign the nomination form, as shall the candidate, who by doing so, shall pledge to support the Conservative Party and to abide by the Rules of the Club now, or hereafter, in force, in the event of his being elected a member.

No paid employee of the Club shall be eligible for membership.

Rule 11. The name, address, and occupation of each candidate, and the names of the proposer and seconder, shall be posted on the Club Notice Board at least seven days before the day on which the candidate's name is to be submitted for election.

Rule 12. Any member who is of the opinion that any candidate so proposed would not be a desirable member, shall inform the Secretary/Manager who shall communicate the objection to the Committee.

Rule 13. The Committee may require the attendance of any proposer, seconder and their candidate to answer such questions as may be put to them. Should they not appear before the Committee if summoned to do so, or send an explanation which the Committee shall deem to be satisfactory for not doing so within four weeks, that application for election shall be rejected.

Rule 14. No candidate, other than a candidate elected under Rule 15 (1), shall be admitted to the privileges of membership, until having been :-

- (a) formally elected a member by the Committee, and
- (b) notified of election by the candidate's proposer, and
- (c) paid the first subscription together with any entrance fee which may be determined by the Committee, and
- (d) shall have paid for and have been allotted one share duly registered in the register of the Club, and
- (e) in no circumstances shall a candidate be admitted to the privileges of membership until a minimum of seven days have elapsed between nomination and election to membership.

Membership of the Club and acceptance of these Rules by a member shall be deemed to constitute consent to the holding of relevant personal data for the purpose of the Data Protection Act.

Special Class of Membership

Rule 15. (1) Honorary Members

The Committee shall have power to elect from time to time as 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. An interval of a minimum of one calendar month shall elapse between their election and admission as members.

A candidate for honorary membership shall not be elected if such election would result in the number of honorary members exceeding the number of subscribing members of the Club.

One share shall be allotted without payment to any honorary member elected in accordance with this Rule.

Rule 15. (2) Life Members

The Committee shall have power to elect as Life Members those who have completed 10 years successive subscribing membership of the Club and attained the age of 70 years and to terminate at any time the Life Membership of any member so elected if in their opinion it is desirable in the interests of the Club.

Life Members shall be entitled to the full rights and privileges of membership without payment of any subscription.

Disqualification of Candidates

Rule 16. 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 limited shall ever again be proposed as a candidate, or make use of Club premises, except by consent of the Committee.

No person, who has at any previous time been a member of the Club, shall be eligible for re-election before the period of six months therefrom has elapsed.

Resignation of Membership

Rule 17. Any member wishing to resign must send a written notice to the Secretary/Manager, together with the subscription due up to the date of its taking effect, and shall thereupon cease to be a member. The Committee may accept the verbal resignation of a member provided it is reported and approved at a subsequent Committee Meeting.

REGISTER OF MEMBERS

Rule. 18. (1) The Club shall keep at its registered office a register of members (in these Rules referred to as 'the Register') in which the Secretary/Manager shall enter the following particulars:

- (a) the names and addresses of members
- (b) a statement of the number of shares held by each member and the amount paid or agreed to be considered as paid on the share of each member
- (c) a statement of other property in the Club, whether in loans or otherwise, held by each member
- (d) the date at which each person was entered in the Register as a member, and the date at which any person ceased to be a member
- (e) the names and addresses of the officers of the Club, with the offices held by them, and the dates on which they assumed office.

For the purposes of this Rule "an officer" includes every member of the Committee.

(2) The Club shall so construct the Register that it is possible to open to inspection the particulars entered therein mentioned in paragraphs (a), (d) and (e) hereof without opening to inspection the other particulars entered therein.

SUBSCRIPTIONS

Rule 19. The ordinary subscription shall be of such sum per annum, as shall from time to time be determined by the members at a General Meeting. Subscriptions shall be paid in advance on admission and subsequently on the annual anniversary of the original subscription. The rate of subscription may otherwise only be altered in accordance with Rule 75 and in the event of any increase members who have already paid their subscription for the current year shall be liable to pay the difference between the old and new rates.

Rule 20. A suspended member shall remain liable to pay the annual subscription.

Rule 21. Every member when on the Club premises shall produce the receipt for his subscription, or card of membership, whenever called upon to do so by any person authorised by the Committee to make such a demand.

Non-payment of Subscription

Rule 22. If any member fails to pay their subscription within fourteen days after the same has become due, the member shall be considered in arrear, and notice of the default shall be sent to the member in writing, by the Secretary/Manager; and if the sum due be not paid within another fourteen days after such notice has been sent, membership of the club shall cease.

If, however, the delay in payments can be accounted for to the satisfaction of the Committee, the Committee may at its discretion direct that any member shall be exempt from the foregoing provision.

CHANGE OF ADDRESS

Rule 23. Any member changing address shall, within fourteen days, give notice to the Secretary/Manager in writing of such change, and until such notice is given, all communications and notices sent to the last recorded address shall be deemed to have been served upon such member.

INTER-AFFILIATION TICKET HOLDERS

Rule 24. 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 their 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.

TERMINATION OF MEMBERSHIP

Rule 25. Membership shall terminate:

- (a) On resignation (Rule 17).
- (b) On non-payment of subscription (Rule 22).
- (c) On expulsion (Rule 38)
- (d) On ceasing to be a Conservative Association member as defined in Rule 9.
- (e) On death.

OFFICERS

Rule 26. (1) The Officers of the Club shall consist of a President, Vice President, Chairman, Vice Chairman and Treasurer, who shall remain in office until their successors are elected, and they shall be elected annually by ballot to be held in the week preceding the Annual General Meeting and at the end of their term shall be eligible for re-election.

Rule 26. (2) The Secretary/Manager will be an Officer of the Club duly appointed and employed by the Committee.

COMMITTEE MEMBERS

Rule 27. There shall be ten Committee Members who shall be elected by ballot to be held in the week preceding the Annual General Meeting. The senior five Committee Members 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 Members have served for the same period those to retire shall be selected by the Chairman by lot.

THE COMMITTEE

Rule 28. The Committee shall consist of the Officers and Committee Members referred to in Rules 26 and 27.

The Committee shall meet at least once a month. Five members shall form a quorum.

The Chairman, or in this person's absence the Vice Chairman, or in this person's absence a Chairman elected by the meeting shall preside.

Each member shall have one vote and in the event of equality of votes the presiding officer of the meeting shall have in addition to his vote as a member of the Committee a second or casting vote.
For the purpose of this Rule only, 'Officer' includes every member of the Committee.

Rule 29. Any member of the Committee being absent from three consecutive meetings of the Committee shall, unless sending a written explanation which the Committee deem satisfactory cease to be a member of the Committee. The Committee may accept the verbal resignation of a Committee member provided it is reported and approved at a subsequent Committee meeting.
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/Manager of 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 46.

Rule 30. (1) The Treasurer shall receive such honoraria, if any, as agreed by the Committee.

Appointment of Secretary/Manager

(2) In the event of a person being appointed Secretary/Manager and receiving a fixed salary such a person shall not be an ordinary member of the Club, but the Committee shall have power to direct that such an employee may be admitted to the Club premises and that intoxicating liquor may be supplied to such an employee for consumption on the premises.
A written Contract of Employment shall be sufficient evidence of the appointment under this section and the terms thereof shall be substituted for all provisions in these Rules relating to the election, term of office, retirement and dismissal from office and similar matters relating to the Secretary/Manager.
On vacating the position of Secretary/Manager the Committee may at their discretion permit the person to pay forthwith a subscription under Rule 19.

DUTIES OF OFFICERS President, Vice President, Chairman and Vice Chairman.

Rule 31. The President, or in the Officers absence the Vice-President, the Chairman or in the Officers absence the Vice-Chairman, shall preside at all meetings (other than Committee meetings) of the Club.

Treasurer

Rule 32. The Treasurer shall be responsible for ensuring that all moneys, whether received personally from the Secretary/Manager, or any other officer, or any other employee or agent of the Club, are duly paid into the Club's Bank at least once a week. The Treasurer shall also see that all debts of the Club are paid as directed by the Committee (except petty cash payments) by cheques signed by two of the authorised signatories and countersigned by the Treasurer. The Treasurer shall at every regular meeting of the Committee (or more often if required) produce the Paying-in Book and Bank statements for inspection showing that the foregoing duties have been carried out.
The Treasurer shall keep such accounts, documents and other papers of the Club, not otherwise kept by the Secretary/Manager, in such manner and for such purposes as the Committee/Auditors may direct.

Secretary/Manager

Rule 33. The Secretary/Manager shall on all occasions in the execution of the office act under the superintendence, control and direction of the Committee. The general duties of the Secretary/Manager shall be:

- (a) To receive moneys on account of the Club and pay the same to the Treasurer or direct to the Club's Bank. The Secretary/Manager shall keep such accounts, documents and papers of the Club in such manner and for such purposes as the Committee may direct.
- (b) To prepare or cause to be prepared, yearly, the balance sheet and income and expenditure account and submit the same to the auditor of the Club.
- (c) To summon and attend all meetings of the Club and take minutes of the proceedings.
- (d) To ensure that the Club is registered with the Magistrates' Court under the provisions of the Licensing Act.
- (e) To ensure that the Club Premises Certificate, or a certified copy thereof, is kept at the Club premises in the custody or under the control of the person nominated for the purposes of Section 94(2) of the Licensing Act 2003. The nominated person shall be the Secretary/Manager unless otherwise decided by the Club committee and shall be identified in writing to the Licensing Authority. The Secretary/Manager shall ensure that the summary of the Certificate issued by the Licensing Authority is prominently displayed on the Club premises.
- (f) To be responsible for the insurance of the Club against fire and burglary and in respect to liability for accidents occurring to the Club servants and for other purposes directed by the Committee.
- (g) To comply with the requirements of the commissioners of Inland Revenue with regard to the deduction of income tax from the wages or salaries of employees and with the requirements of the National Insurance Acts in respect to such employees.
- (h) Once supplied by the Committee with copies of the rules, shall be bound to deliver a copy thereof to any member on demand on such payment (not exceeding 10p) as the Committee may from time to time determine.
- (i) To carry out such other duties as are reasonably incidental to his office.

Annual Return

Rule 34. Every year within the period presented by the statute, the Secretary/Manager shall send to the Authority the annual return in the form prescribed, relating to the Club's affairs for the period required under the Industrial and Provident Societies Act 1965 to be included in the return together with:

- (a) a copy of the report of the auditor on the Club's accounts for the period in the return or with a copy of such other report (if any) as is required by statute for such period; and
- (b) a copy of each balance sheet made during that period and of the report (if any) of the auditors or other appropriate person on that balance sheet as required by statute.

Rule 35. A copy of the last annual return for the time being of the Club, together with a copy of the report of the auditor on the accounts and balance sheet contained in the return, shall be supplied gratuitously by the Secretary/Manager to every member or person interested in the funds of the Club upon application and the Committee shall provide the Secretary/Manager with sufficient copies of the said annual return for this purpose.

AUTHORITY OF THE COMMITTEE

Rule 36. The Committee shall conduct the general business of the Club, regulate the internal management, have power to enforce rules, and make such bye-laws as may be necessary for the conduct of the Club in conformity with these Rules.

At the first meeting after the Annual General Meeting the Committee shall appoint a Political Sub-committee, of which not more than one half of the members shall also be members of the Committee.

It may also 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 Secretary/Manager and Club employees shall be vested solely in the Committee.

Rule 37. No resolution passed by the Committee shall be rescinded unless notice shall have been given at a previous meeting of the Committee of the intention to propose a rescission.

Rule 38. (1) The Committee shall have the power to reprimand, suspend from the facilities of membership for a period not exceeding one year, or expel from membership of the Club any member who is adjudged guilty by the Committee of any infringement of the Rules or Bye-Laws or whose conduct in or out of the Club is, in the opinion of the Committee, prejudicial to the Conservative Cause or to the interests of the Club.

(2) The Chairman or Secretary/Manager, or in their absence, any member of the Committee, shall be empowered to order the immediate removal of any member whose conduct on the premises is in conflict with the Rules of the Club. The matter must be reported to the Committee at their next regular meeting. Such a member shall have no right of re-entry to the Club.

(3) In all other cases, any complaint or complaints against a member shall also be considered by the Committee at their next regular meeting, and the Committee shall be empowered to require the member concerned to withdraw from the facilities of membership until the date of the meeting to which he shall be summoned under the terms of sub paragraph (e) below.

(4) If the Committee are of the opinion that the complaint or complaints do not warrant them summoning the member to appear before them, the member in question must be immediately notified to this effect and in the case of sub-paragraph (b) above, be free to resume all membership rights.

(5) If the Committee are of the opinion that the complaint or complaints against a member does warrant them summoning the member to appear before them, at least seven clear days notice in writing shall be given by the Secretary/Manager to the member being so summoned, and the notice shall contain a statement specifying the precise details of the complaint or complaints brought against the member.

(6) No member shall be reprimanded, suspended from the facilities of membership or expelled from membership of the Club without being first summoned before the Committee, and full opportunity afforded to the member to make a defence against the allegations, nor unless a majority of at least two thirds of the Committee then present vote for the member being reprimanded, suspended or expelled. The decision of the Committee shall be final.

Should the member fail to appear before the Committee, having given no prior reasonable explanation for failing to do so, the case can proceed and be dealt with by the Committee, in the absence of the member.

Rule 39. The Committee or any Officer authorised by them in writing, shall have power to give orders to tradesmen and others for goods and other things necessary for carrying out the functions 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 expenses/charges will be recognised or paid for any work done or for any goods supplied to the Club, without authorisation from the Secretary/Manager or from authorised Officers.

Members of the Club shall be entitled to contract with the Club for supply by them of goods and services, other than the audit of the Club's accounts, but shall not participate in any discussion or vote upon any motion relative thereto, either at a Committee Meeting or General Meeting.

ELECTION OF OFFICERS AND COMMITTEE MEMBERS

Rule 40. Every candidate for office shall be proposed and seconded by two members entitled to vote. The candidate must have paid the current subscription and must have been a member for the previous twelve months.

Rule 41. 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 42. At least three weeks prior to the day appointed for the commencement of the ballot a notice shall be posted on the Club Notice Board by the Secretary/Manager, inviting the nominations of the candidates for the office of Committee Member or Officer of the Club. The notice shall remain so posted for ten days.

Rule 43. The names of all candidates for office in the Club, together with the names of their proposers and seconders, 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 commencement of the ballot and shall remain so posted until the result of the ballot has been declared.

Rule 44. (1) The Committee shall appoint three scrutinisers to carry out the ballot under their direction and the result of the ballot shall be declared at the ensuing Annual General or Special General Meeting.

No Officer or Committee Member of the Club or any candidate may be appointed a scrutiniser.

(2) In the case of a tie between any two or more candidates, the names of such candidates 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 members whose names are thus drawn shall be declared duly elected.

Rule 45. In the event of being elected for two offices, the member shall choose which office to fill.

The vacancy thus arising shall be filled by the unsuccessful candidate with the highest number of votes, but if there shall be no such candidate, the office shall be filled by the Meeting who shall elect by ballot a member to fill the office.

Casual Vacancies

Rule 46. Any casual vacancies, except vacancies occasioned by removal under Rule 48, occurring amongst the Officers and Committee Members shall be filled up by the Committee who shall appoint a person to assume the office. Any person so appointed shall retain this office so long as the vacating Officer or Committee Member would have retained the same if no vacancy had occurred.

Resignation of the Committee

Rule 47. In the event of the whole Committee resigning at any time, the Secretary/Manager shall obtain nominations during the following ten days, and a ballot shall take place and be declared at a Special General Meeting held within fourteen days of such resignation for the election of a new Committee.

The time and notice required for nominations under Rule 42, and for Special General Meetings under Rule 54, shall not apply in this case.

Removal of Committee and Election of New Committee

Rule 48. The Committee, or any member or members thereof, may be removed from office by a majority of three-fourths of the members of the Club present and voting 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.

APPOINTMENT AND DUTIES OF THE AUDITOR

Rule 49. (1) The Club shall in each year of account appoint a qualified auditor to audit its accounts and balance sheet for that year. For the purposes of this Rule "qualified auditor" means a person who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968.

The Society may not apply the need for a full audit in accordance with the Friendly and Industrial and Provident Societies Act 1968, as amended by the Deregulation (Industrial and Provident Societies) Order 1996. If in any year a full audit is required, either by membership or legislation, then the conditions above regarding the appointment of an auditor shall apply for that year only.

(2) Save as provided in Section (3) of this Rule every appointment of an auditor shall be made by resolution of a General Meeting of the Club.

(3) The Committee may appoint an auditor to fill any casual vacancy occurring between the General Meetings of the Club.

(4) An auditor appointed to audit the accounts and balance sheet of the Club for the preceding year of account (whether by General Meeting or by the Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly re-appointing the auditor has been passed) unless:

- (a) a resolution has been passed at a General Meeting of the Club appointing somebody instead of the auditor or providing expressly that the auditor shall not be re-appointed, or
- (b) the auditor has given to the Club notice in writing of his or her unwillingness to be re-appointed, or
- (c) the auditor is ineligible for appointment as auditor of the Club for the current year of account, or
- (d) the auditor has ceased to act as auditor of the Club by reason of his or her incapacity.

Provided that a retiring auditor shall not be automatically re-appointed by virtue of this Rule if notice of an intended resolution to appoint another person in the auditor's place has been given in accordance with section (5) of this Rule and the resolution cannot be proceeded with because of the death, incapacity or ineligibility of the other person.

(5) A resolution at a General Meeting of the Club (i) appointing another person as a auditor in place of a retiring auditor or (ii) providing expressly that a retiring auditor shall not be reappointed shall not be effective unless notice of the intention to move it has been given to the Club not less than twenty eight days before the meeting at which it is moved. On receipt by the Club of notice of the intention to move any such resolution the Club shall give notice of the resolution to the members and to the retiring auditor in accordance with section 6 of the Friendly and Industrial and Provident Societies Act 1968, and shall give notice to the members in accordance with that section of any representation made or intended to be made by the retiring auditor.

(6) None of the following persons shall be appointed as auditor of the Club:

(a) an Officer or employee of the Club,

(b) a person who is a partner or in the employment of or who employs an Officer or employee of the Club, or

For the purpose of this Rule "officer" includes every member of the Committee.

(7) The auditor shall in accordance with section 9 of the Friendly and Industrial and Provident Societies Act 1968, make a report to the Club on the accounts and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which the auditor is appointed.

GENERAL MEETINGS

Annual General Meetings

Rule 50. The Annual General Meeting shall be held in the month of March on a day to be fixed by the Committee.

Rule 51. Notice of such Annual General Meeting shall be exhibited on the Club Notice Board 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/Manager 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.

A copy of the balance sheet, income and expenditure account for the year, with the report of the auditor, shall be posted on the Club Notice Board at least seven days before the Annual General Meeting..

Rule 52. (1) At the Annual General Meeting a statement of affairs, the balance sheet, income and expenditure account and report of the auditor shall be presented, together with a report of the ballot for Officers and Committee Members.

(2) At the Annual General Meeting ten members, excluding the Officers and Committee Members, shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to such a day and at such a time as the members present may determine and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall form a quorum.

No want of a quorum occurring after the presiding Officer has opened a meeting shall make a meeting incompetent to transact business.

Special General Meetings

Rule 53. The Secretary shall summon Special General Meetings as follows:

1. In accordance with Rule 47.

2. At the direction of the Committee

3. Upon a request forwarded to the Secretary/Manager signed by one-fifth of the members or 30 members, whichever is the less, stating the objects of such a meeting, in accordance with Rule 54.

Meetings summoned under the provisions (2) and (3) above shall be held within not less than fourteen days and not more than twenty-one days from the date of the receipt of the request by the Secretary/Manager.

Rule 54. Notice of any Special General Meeting, and of 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 a meeting (except in the case of a Special General Meeting called under Rule 47) and no other business except that for which the meeting has been convened shall be brought before a Special General Meeting.

Rule 55. At a Special General Meeting one-fifth of the members, or 30 members, whichever is the less, shall form a quorum. If within half an hour from the time appointed for the meeting a quorum is not present the meeting if convened upon the requisition of members shall be dissolved; in any other case shall stand adjourned to such a day and at such a time as the members present may determine and if the at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the members present shall form a quorum. No want of a quorum occurring after the presiding Officer has opened a meeting shall make a meeting incompetent to transact business.

Adjournment of Meetings

Rule 56. Any Annual General or Special General Meeting may be adjourned to such time as a majority shall decide, but no business other than that which could have been transacted at the original meeting shall be brought forward at such adjourned meeting.

Rescission of Resolutions

Rule 57. No resolution passed at an Annual General or Special General Meeting shall be rescinded unless notice of the intention to propose such rescission shall have been given to the Secretary/Manager at least twenty-one days before the date appointed for the subsequent Annual General or Special General Meeting

Voting

Rule 58. At all General Meetings every member present shall have one vote on each resolution.

GUESTS, MEMBERS' FUNCTIONS AND OTHER EVENTS

Rule 59. (1) Every member shall be permitted to introduce friends as visitors; but the same visitor shall not be admitted more than twice within a period of one calendar month, unless special consent be obtained from the Committee. Intoxicating liquor may be sold to guests of Members for consumption on the premises only. The Committee shall have the power to refuse the admission of any visitor if in their opinion it is desirable, in the interests of the Club.

(2) Members of other Clubs or other organisations who have been invited to take part in organised games, tournaments and other recreational activities held on the Club premises and Members, Officials and supporters of visiting teams invited to participate in the same, and persons attending at the Club premises to attend a meeting or function, held in the name of the Conservative Party may, at the discretion of the Committee, be admitted to the Club premises as guests of Members and intoxicating liquor may be sold to such persons for consumption on the premises only.

(3) Intoxicating liquor may be sold for consumption on the Club premises to guests attending at any function on the Club premises which has been authorised by the Committee, provided that any such function shall be organised and supervised by at least one Member who is present throughout the duration of such function, and the same shall apply to such other functions which may from time-to-time be held on the Club premises within the scope permitted by the provisions of the Licensing Act 2003 in respect of Temporary Events Notices.

Rule 60. The name of all guests admitted to the Club premises, and where appropriate, the name of the member who introduced that person, shall be written in the A.C.C. Visitors' Guest Book which shall be kept for the purpose, on the Club premises. For large members functions a guest list is to be submitted to the Secretary/Manager a minimum of two days prior to the function.

Rule 61. 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, at the request of the Committee, has resigned from membership, or who, having been a candidate for election, has been rejected, or who is indebted to the Club (see Rule 22), shall be admitted as a guest. The Committee may suspend or vary Rule 59 at any time and for such period as they may think fit.

MISCONDUCT OF MEMBERS

Rule 62. No betting, unlawful gaming, 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 38.

It shall be the duty of any member of the Committee or member of the Club to take available means for putting a stop to the offences in question, and to report them forthwith to the Committee through the Secretary/Manager.

HOURS OF OPENING AND CLOSING PREMISES

Rule 63. The Club premises shall be open to the members during such hours as may be determined from time to time by the Committee.

HOURS OF SUPPLY

Rule 64. The permitted hours for the supply of intoxicating liquor qualifying activities to take place shall be at such times as the Committee may determine, subject to the terms and conditions specified in the Club Premises Certificate granted to the Club under the provisions of the Licensing Act 2003.

EXCISABLE ARTICLES

Rule 65. No payment whatever shall be received from any person not being a member of the Club, an inter-affiliated member, or a person admitted in accordance with Rule 59.

Any such person shall make such payment, he shall forth-with be expelled from the Club premises.

No person under the age of 18 shall be supplied or sold Intoxicating liquor required for consumption on or off the premises, and no person under the age of 18 shall be entitled to play the Clubs' Gaming Machines.

Any member of the Committee shall make an immediate report to the Secretary/Manager of any breach or attempted breach of this regulation.

Intoxicating liquor required for consumption off the premises shall be supplied to members only, whilst on the Club premises, and taken away by them 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 38.

The purchase and supply of intoxicating liquor shall be controlled by the elected Officers and Committee.

Rule 66. The proceeds of the supply of excisable refreshments shall be carried to the credit of the Club funds, and no individual employee or other person shall derive any advantage from the supply thereof.

FINANCIAL POWERS

Application of Surplus

Rule 67.

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

Borrowing Powers

Rule 68. (1) The Club shall have power to borrow money for the purposes of the Club, and to issue loan stock and to secure the repayment of any money borrowed by mortgaging or charging any of its property, provided that that the amount of money borrowed for the time being remaining un-discharged shall not exceed £100,000 and that the interest paid or to be paid in respect of any money borrowed, except money borrowed by way of Bank overdraft or a mortgage from a Building Society or on the Club premises shall not exceed 6% per annum or 1% above the club's registered bank, Base Lending Rate which ever is the higher.

(2) The Committee shall have power to determine from time to time the terms and conditions upon which money is borrowed or loan stock is issued and to vary such terms and conditions.

(3) The Club shall not receive money on deposit.

Transfer of Loan Stock

Rule 69. (1) The holder of loan stock may transfer all or any part thereof by instrument in writing in such form as the Committee may approve.

(2) The instrument of transfer shall be executed by or on behalf of the transferor and transferee and properly stamped, and upon delivery thereof at the Registered Office together with the sum of £1, the certificate of the loan stock (if any) and such evidence of identity or title as the Committee may reasonably require, the transfer shall be registered.

(3) A transfer of loan stock shall not be valid until registered

Payment of Member's Interest at Death

Rule 70. (1) Upon a claim being made by the personal representative of a deceased member or the trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member the Committee shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

(2) (a) A member may in accordance with the Act nominate any person or persons to whom any property belonging to that member in the Club at the time of their death shall be transferred, but such nomination shall only be valid to the extent of the amount for the time being provided in the Act.

(b) On receiving satisfactory proof of death of a member who has made a nomination the committee shall, in accordance with the Act, either transfer or pay the full value of the property comprised in the nomination to the person entitled thereunder

Investments

Rule 71. The Committee may invest any of the funds of the club in any investment referred to in section 31 of the Industrial and Provident Societies Act 1995, but not otherwise.

DISPUTES

Rule 72. (1) Any dispute arising between a member or any person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such member or person aggrieved, or under the Rules, and the Club, or an Officer or Committee Member thereof shall be decided by three arbitrators to be chosen for this purpose as is hereinafter mentioned and any decision made by such arbitrators shall be binding and conclusive on all parties without appeal, and application for the enforcement of such decision may be made to the County Court.

(2) The Club shall have a panel of five arbitrators, not being persons directly or indirectly interested in the funds of the Club, who shall be elected at a General Meeting of the Club and in the event of any dispute arising as aforesaid the three arbitrators to be chosen to decide the dispute shall be those persons whose names are drawn by lot from amongst the names of the five arbitrators aforesaid by the complaining party to the dispute or, if there is more than one such party, by that party whose name comes first in alphabetical order.

STATUTORY APPLICATIONS TO THE AUTHORITY

Rule 73. Any ten members of the Club each of whom has been a member of the Club for not less than twelve months immediately preceding the date of the Application, may apply to the Authority in the form prescribed by the Treasury Regulations to appoint an actuary or accountant to inspect the books of the Club and to report thereon pursuant to section 47 of the Industrial and Provident Societies Act 1965. It shall be the right of one-tenth of the whole number of members or if the number of members shall at any time exceed 1000 it shall be the right of 100 members, by an application in writing to the Authority, signed by them in the forms respectively prescribed by the Treasury Regulations to,

- (a) Apply for the appointment of an inspector or inspectors to examine into the affairs of the Club to report thereon, or
- (b) To apply for the calling of a Special General Meeting of the Club.

INSPECTION OF BOOKS

Rule 74. Any member or person having an interest in the funds of the Club shall be allowed to inspect their own account and the books containing the names and addresses of members, including particulars in the Register, except those mentioned in paragraphs (b) and (c) of Rule 18, at all reasonable hours at the Registered Office or place where they are kept, and it shall be the duty of the Secretary/Manager to produce them for inspection at all reasonable times. No person, unless being a member of the Committee of the Club, or specially authorised by a resolution thereof, shall have the right to inspect the loan account of any other member without that member's written consent

AMENDMENT OF RULES

Rule 75.

Any rule of the Club not hereinafter declared to be fundamental may be rescinded or amended or any new Rule made by a resolution carried by three-fourths of the votes given thereon, at any Special General Meeting of which notice has been given specifying the intention to propose such rescission, amendment or new Rule. Rules 1, 4, 9, 67 and this Rule are hereby declared to be fundamental and shall not be amended or rescinded except with the prior consent in writing of the Association of Conservative Clubs Limited and by a resolution carried by three-fourths of the votes given thereon at a Special General Meeting as provided by this Rule.

Propositions for amendments of Rules made by the members must be submitted in writing to the Committee one month prior to the date of such meeting. No proposition shall be taken into consideration unless supported by twenty members, who shall attach their signatures to the proposed amendment.

The Committee may propose Rule amendments at any time in accordance with the terms of this Rule.

No amendment of rules is valid until registered with the Financial Services Authority.

Written notice of any amendment of rules must be given by the Secretary/Manager to the Licensing Authority within 28 days of the date of the acknowledgement of registry of such amendment.

DISSOLUTION

Rule 76. The Club may be dissolved by the consent of three-fourths of the members, testified by their signatures to an instrument of dissolution, in the form provided by the Treasury Regulations in that behalf, or by winding up in the manner prescribed by the Act.

DEFINITIONS

Rule 77. In these Rules, including this Rule, unless the subject matter or context are inconsistent therewith:

- (a) words importing the singular or plural shall include the plural or singular respectively.
- (b) "the Act" shall mean the Industrial and Provident Societies Acts 1965 to 1978 or any Act or Acts amending or in substitution for the same and for the time being in force.
- (c) "the Authority" shall have the meaning given to it by the Act.
- (d) "Officers" for the purpose of these Rules shall include every member of the Committee.
- (e) "intoxicating liquor" for the purpose of these Rules shall mean "alcohol" within the meaning of section 191 of the Licensing Act 2003.
- (f) "Inter-affiliated Ticket Holders" for the purpose of these Rules shall mean "Associates" within the meaning of Section 67 of the Licensing Act 2003.

BYE-LAWS

Refreshments

1. At the discretion of the Committee, members may provide refreshments for their own consumption on the premises.

Members' Payment

2. All members must pay every expense they incur in the Club before they leave the premises.

Complaints

3. All complaints or suggestions shall be made in writing to the Secretary/Manager.

Conduct of Employees

4. The conduct of an employee shall in no instance be made a matter of personal reprimand by anyone other than the Secretary/Manager of the Club.

All complaints against employees, or in regard to domestic arrangements of the Club shall by anyone other than the Secretary/Manager be addressed to the Secretary/Manager in writing who shall submit the same for determination by the Committee.

5. No member shall give any money or gratuity to the employees of the Club, upon any pretence whatever.

Bills, Notices etc.,

6. No bill, notice, placard, or newspaper, shall be posted or distributed on or about the Club premises without the permission of the Committee or some person authorised by them.

Books, papers etc.,

7. All books, papers or pamphlets written or printed, shall be stamped with the Club stamp before being placed in the Club rooms, and no books, papers, or pamphlets shall be admitted into the Club without the sanction of the Committee or the Secretary/Manager.

Petitions

8. No Committee Member 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.

Damage to Property

9. Any person damaging the furniture or other property of the Club shall make good the same to the satisfaction of the Committee.

Removal of Property

10. No member shall remove any property of the Club.

Dress

11. All members and their guests whilst on the Club premises shall maintain such suitable standard of dress as the Committee in their absolute discretion shall determine.

Children

12. Children shall be admitted to the Club premises during the hours fixed by or under Rule 63 and specifically at such times and in such parts of the premises as the Committee in their sole discretion shall determine, always provided they are under the care and sole control of a bona fide parent or guardian. Children under the age of 14 are not permitted in the immediate vicinity of the bar area.

Cashing of Members' Cheques

13. Any Officer or paid employee or any other agent authorised by the Committee shall be empowered to cash cheques up to a limit determined by the Committee presented by a member during any one week, but in the event of default by any such member the facility shall thereafter be withdrawn unless the sum concerned be repaid to the Club and in any event the member shall be liable to be dealt with in accordance with Rule 38 and as appropriate liable to proceedings for recovery.

Disclaimer for Personal Injury or damage to Property

14. The Club accepts no responsibility for injury, loss or damage to persons or property however sustained on the premises of the Club.

Dogs

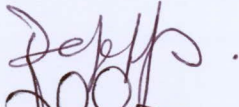
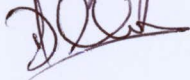
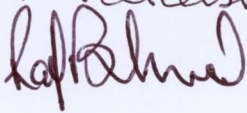
15. No dogs shall be allowed on the Club premises except at the discretion of the Committee.

Alteration of Bye-Laws

16. These Bye-laws shall not be altered without the approval by the members at a Special General Meeting, but the Committee may at any time add thereto by the issue of new Bye-Laws.

Exhibition of Rules and Bye-Laws

17. A copy of these Rules and Bye-Laws are to be displayed in a prominent position in the Club.

①		Member
②		Member
③	P. Patterson	Member
④		Secretary

Financial Services Authority

R/IP/RA7

Form H



INDUSTRIAL AND PROVIDENT SOCIETIES ACT 1965

Register No. **17634 R**

The amendment of the rules of **Court Barn Conservative Club Limited** to which this acknowledgement is attached, is this day registered under the Industrial and Provident Societies Act 1965.

Date: **22 September 2009**

Financial Services Authority
25 The North Colonnade
Canary Wharf
London, E14 5HS

E. B. S.
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