

Norton House Country Club

Club Rules

April 2024

Proposed Rules NOT RATIFIED

**Norton House, Norton Lane, Sheffield, S8 8HD
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Rule No. 1 – Name of Club

The name of the Club shall be “Norton House Country Club”

Rule No. 2 – Registered Address

The registered address of the Club shall be Norton House Country Club, 246 -248 Norton Lane, Sheffield, S8 8HD, at which address all business of the Club shall be transacted.

Rule No. 3 – Objects of the Club

- a) The Club shall not be run for profit, but to foster the spirit of friendship and to afford the members opportunity for social activities and recreation.
- b) Members will be expected to adhere to the following principles:
 - i. To foster friendship
 - ii. To keep the Club on a non-political and non-sectarian basis
 - iii. To uphold the dignity of the Club

Rule No. 4 – Membership

- a) No person may become a member until a written nomination, validated by a Club member has been accepted by the Executive Committee. No person may become a member until payment is received. The applicant’s name will be displayed on a notice board for at least fourteen days. Objections to new applications by members must be made in writing, within 14 days to the secretary. The Executive Committee’s decision in the matter will be final. If the Executive Committee conclude the new member is unfit to be a member, the membership will be terminated and a refund issued.
- b) The minimum age of membership is 18 years.
- c) There will be no honorary membership or any temporary membership within the subscription year
- d) A copy of the Club Rules will be available, online or by request, to each member.
- e) All members are bound by these rules.
- f) For members with over 40 years of continuous membership, when circumstances allow a discount on membership fees may be offered.
- g) Only food and drinks purchased from the Club may be consumed on the premises. Unless on special events which have been authorised by the Executive Committee.

Rule No. 5 – Subscriptions and visitors Fees

- a) The financial year of the Club shall be from 1st February to 31st January.

Subscriptions

- b) Membership subscriptions are due **on 1st April and must be paid before 1st May.**
- c) For new members, whose nominations are received after **30th September the fee will be 50% of the full annual subscription.**
- d) All fees are to be set by the Executive Committee and will only be put to the membership if any proposed increase is greater than 25%.
- e) There is no joining fee for new members and members re-joining.

Rule No. 6 – Membership Card

A members' swipe card will be issued to each member on payment of the membership fee. The members' swipe card is not transferrable to any other person. If a card is lost or damaged a replacement fee will apply.

Rule No. 7 – Disciplinary Procedure

Termination of Membership for whatever reason or cause will entail forfeiture of all rights to and claims upon the Club, its property, funds or privileges.

- a) Any member who is reported to the Executive Committee for misconduct or breach of Club Rules shall, within 14 days, have the case considered at a meeting of the Executive Committee at which the member concerned will be afforded an opportunity to answer the accusation. Any misconduct or breach of Club Rules by any member that the Executive Committee is aware of, but not reported, will follow the same procedure.

If the Executive Committee considers that the misconduct or breach of the rules has been proved, the member may be suspended, and warned of their future conduct or, if the incident was sufficiently serious, the member will be given the choice of resigning from the Club or of having their membership terminated by the Executive Committee and will also be denied entry to the club as a member's guest.

- b) A right of appeal is allowed and must be received in writing within 7 days of the member being notified of the Executive Committee's decision. The appeal should give detailed reasons why the appeal is being put forward. A written reply from the Executive Committee will be sent within 14 days. A further meeting will be arranged to discuss the appeal. After careful consideration of all the facts the Executive Committee's decision will be final.
- c) Subscription fees will not be refunded under any circumstances.

Rule No. 8 – Guests

- a) The admission of guests to the Club premises shall at all times be under the full control of the Executive Committee and shall be in accordance with notices from time to time incorporated in the Club programme. All members will adhere to such notices and will be responsible for ensuring that guests complete and sign the Visitors' Book and pay the appropriate fee stipulated by the Executive Committee. A member may bring in up to four guests on any specific date. Any transgression comes under Rule 7(a).
- b) Persons under the age of 16 may come into the Club until 9.30 p.m. when accompanied by a responsible member. Persons over the age of 16 may use the Club at all times when accompanied by a responsible member. Current laws on the serving of alcohol must be adhered to.
- c) Any visitor to the Club using the snooker tables shall pay a fee per day in addition to the current visitors' entrance fee. This rule to be waived only for officially approved snooker teams visiting the Club for the purpose of playing snooker league games. The responsibility for ensuring that the foregoing fees are paid rests with the member introducing the guests.
- d) Subject to the approval of the Executive Committee the premises may at any time be let to members or non-members for private functions but only after the Executive Committee has given consideration to any existing long standing Club activity.
- e) The member or hirer shall be responsible for any damage caused to Norton House Country Club or the furnishings, utensils and equipment therein by wilful act or default of the hirer or guests of the hirer and shall pay to Norton House Country Club, on demand, the amount required to make good or remedy any such damage.

Rule No. 9 – Management

- a) The overriding authority of the Club shall rest in the Annual General Meeting of the Members.
- b) The day-to-day management of the Club shall be vested in the Executive Committee. No debt or expenditure on behalf of the Club shall be incurred except by the resolution of the Executive Committee, who will from time to time set a limit on the amount any Sub-Committee may spend before seeking further approval over and above the agreed Sub-Committee level of expenditure.
- c) The Executive Committee shall control all Committees and have power to appoint and elect sub-committees and to determine the size, powers and functions of such committees, all actions and resolutions of the Committees and sub-committees shall be reported to the Executive Committee for confirmation.
- d) The Members will at all times hereafter indemnify and keep indemnified the Executive Committee and each of them, their Personal Representatives, Estate and Effects against all liability which he, she, or they may incur by virtue of their office of Executive Committee as aforesaid.

Rule No. 10 – Trustees

- a) There shall be four Trustees appointed who shall hold office on behalf of all members until they resign or are asked to resign at an Annual General Meeting by the Members.
- b) The four Trustees shall, twenty-eight days before the Annual General Meeting, nominate one of themselves to serve as an ex-officio member of the Executive Committee. The three remaining Trustees will remain eligible for election to any other office by normal ballot procedure.
- c) The members will at all times hereafter indemnify and keep indemnified the Trustees and each of them, their Personal Representatives, Estates and Effects against all liability which he, she, or they may incur by virtue of their office as aforesaid.
- d) The Trustees will, at the time of all insurance renewals, be given sight of the sums insured for land, buildings and contents and be given assurances that these values are sufficient cover, all times, and that they reflect the current market values relating to all categories of cover. The assurance given, will be documented in the minutes of the Executive Committee meeting held immediately following the date of the insurance renewal.
- e) To ensure that building and land values are correct, a professional valuation should be undertaken at least once every 5 years.

Rule No. 11 – Executive Committee

The Executive Committee shall consist of the President, Past President (for a period of 12 months), Vice-President, Secretary, Treasurer, one Trustee in accordance with Rule No.10 b), and a minimum of six and a maximum of ten other members. The President shall be the Chair of the Executive Committee and in their absence, the Committee shall elect its own Chair.

Rule No. 12 – Election of Committees and Officers of the Club

In the event of there being more nominees than positions available, Members of the Club will be given the opportunity to elect members of the Executive Committee and Officers of the Club by way of a ballot.

The election shall take place in time for the result to be announced at the AGM. Ballot papers shall be sent out to Members at least 14 days before the AGM and must be returned to the Secretary not less than 7 days before the AGM or will be regarded as invalid. The preferred option should be online as there can be no doubt over the date the notice was given.

If such a ballot results in an equal number of votes being cast for two or more people for the 10th position on the Executive Committee, a ballot will be held at the AGM itself.

Likewise, if an equal number of votes are cast for officers of the Club, a new ballot must also take place at the AGM.

Nominations

- a) Nominations (supported by a proposer and seconder) for the Executive Committee and Officers of the Club must reach the Secretary at least 21 days before the Annual General Meeting.
- b) Only members who have served on the Executive Committee can be nominated to hold the position of President or Vice-President.
- c) All nominees must have a minimum of 18 months' continuous membership.
- d) Nominees may stand for only ONE position of office, including membership of the Executive Committee.

Rule No. 13 – The Auditor

The Auditor shall be elected each year at the Annual General Meeting.

Rule No. 14 – Stewards, Bar Staff etc.

The Executive Committee shall have full power to employ a Steward, and or Stewardess. The bar/cleaning staff shall be engaged and controlled by the Steward after provisionally agreeing procedures and wage structure with the House management subcommittee (HMSC), who then report to Executive Committee for approval.

The Steward/Stewardess will have the authority to act as they see fit and reasonable under certain circumstances. A meeting with the Executive Committee / HMSC must firstly establish certain ground rules setting out the Clubs requirements after drawing upon the experience of the Steward and or Stewardess to establish a good working relationship between all concerned.

Rule No. 15 – Honoraria

The Executive Committee may, at their discretion, pay a fee by way of an honorarium to the Secretary, Treasurer, and any other member of the Club.

Rule No. 16 – Records

A proper set of accounts must be kept by the Treasurer, (or acting Treasurer), who shall be responsible to the Executive Committee for ensuring that the accounts and books of the Club are always up to date and available for inspection.

The Auditor, (or acting Auditor), must produce a certified copy of the accounts for the previous year and be available to any member on demand not less than 28 days prior to the AGM.

The Secretary of the Executive Committee and the Secretaries of the Sub-Committees shall record and keep minutes of all meetings up to date.

Rule No. 17 – Annual General Meeting

- a) Not less than 35 days' notice must be given of the date set for AGM. This allows a period of 7 days for members to consider any matters they may wish to be included on the agenda.
- b) Any proposed alteration to the rules and all other items for inclusion on the agenda of the Annual General Meeting must reach the Secretary, in writing, not less than 28 days prior to the holding of the Annual General Meeting.
- c) A copy of the agenda, a profit and loss account and the balance sheet shall be sent to each member at least 14 days prior to the date fixed for the AGM meeting.
- d) Any matters not included on the agenda may be discussed under "Any Other Business" if they do not involve alterations to the Club Rules or the constitution of the Club.

Rule No. 18 – Extraordinary General Meeting

- a) An extraordinary general meeting of members may be called by the Secretary and also by the Executive Committee and may also be convened by the Secretary on the written demand of 20 members. Each individual letter must be dated, show the name, address and Club membership number of the individual submitting the demand.
- b) The meeting shall be called within 30 days of the receipt of the first demand and at least 7 days' notice of the meeting must be given.
- c) The demand and the notice of the meeting must state the business for which the meeting is called and only that business may be discussed.

Rule No. 19 – Voting

- a) Voting at a general meeting of Club members shall be taken by a show of hands, or by ballot on demand of the majority of members present, or by the President.
- b) Votes by the Executive Committee must have a majority of those committee members present to be in favour of the proposal.
- c) The quorum of the Executive Committee must 50% plus one.

Rule No. 20 – Alteration to Club Rules or Constitution of the Club

A rule or rules may be added to, amended, or repealed by a resolution at an Annual General Meeting or an Extraordinary General Meeting of the Members, provided that no resolution shall be deemed to have been passed unless it be with the sanction of the majority of the Members present, and unless it shall have been included on the agenda of the meeting.

Rule No. 21- Sale of Club Assets that Involve the Land Registry

Any sale of Club assets that require the involvement of the Land Registry can only be concluded at an EGM. Members with at least 12 months' continuous membership will be invited and are entitled to vote on such matters and they will be sent by email or post and will have delivered the fullest information and documentation available, at least 28 days prior to any meeting outlining the reason for the proposed sale. Members will, if the vote is carried to sell land or buildings, accept the proceeds of such sale will remain within the Club.

All those Members (entitled to vote) will be given the opportunity to vote in person at the meeting. At least two Trustees must attend.

Rule No. 22 Dissolution of the Club

- a) A resolution for the dissolution of the Club can only be placed on the agenda at an Annual, or Extraordinary General Meeting, if the proposing member can prove that:
 - i. The club is trading in an insolvent manner.
 - ii. The membership of the Club has fallen below the legal limit of 25 members, or the membership has fallen to a state where the Club is not viable and is trading in an insolvent manner.
- b) If the resolution is passed by a majority of those members present, who are eligible to vote, and at an Extraordinary General Meeting of the Club held not less than six weeks later (of which not less than four weeks written notice has been given to each member), and at which not less than one half of those members, eligible to vote, shall be present, that resolution shall be confirmed by a resolution passed by a majority of two thirds of the members voting on such resolution, the Executive Committee shall immediately, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of liabilities of the Club shall divide such property among the Members in proportion to the completed years of continuous membership of such Members at the date of the confirmatory resolution and calculated by the Executive Committee or such person or persons as they may appoint on the following basis:
 - i. Members previously recognised as Full members will carry forward their accumulated completed years of continuous membership. Members previously recognised as Chantrey members have no accumulated entitlement during their time as a Chantrey member.
 - ii. The sum comprising the total realised property of the Club after the discharge of all liabilities shall be divided by the number of total completed years of membership of all the members to give a share of the property attributable to one completed year of membership ("the basic unit").
 - iii. Each Member of at least one year's completed membership shall be entitled to receive a sum equivalent to the basic unit when multiplied by the number of completed years of membership of that member or the sum that most closely approximates thereto.

- iv. A member of less than one year's completed membership shall not be entitled to receive any share of the property whatsoever.

The division of property shall take place as soon as reasonably practicable after the confirmation resolution, and on the completion of the division the Club shall be dissolved.