

The Rules and Constitution of the Great Doddington Club

41-43 Lower Street, Great Doddington, Northamptonshire NN29 7TL

1. Overview

- 1.1 The name of the Club is: The Great Doddington Club. Hereafter, sometimes referred to as, The Club. The registered address is, 41-43 Lower Street, Great Doddington, Wellingborough, Northants, NN29 7TL.
- 1.2 The Club is owned by its members and run by a duly elected Management Committee guided where necessary by duly nominated and approved Trustees.
- 1.3 The Club is a Friendly Society, registered at the Financial Conduct Authority, number 1038W.
- 1.4 The main purposes of the Club are to be a social club and meeting place for the residents of Great Doddington and the surrounding area. The Club will also make the premises available for external meetings, wakes, birthdays, weddings etc, with associated costs agreed on a case-by-case basis. At all times the Management Committee will ensure these events result in an overall monetary profit for the Club.

2.0 Membership

- 2.1 Any person over the age of 18 is eligible to become a member of the Club subject to the completion of an electronic membership form (via the till system) which will include the applicant's name, age, address, phone number, and email. Applicants may be asked to prove their age as part of the application process.
- 2.2 Membership must also include payment of the applicable membership fee.
- 2.3 Once approved for membership, applicants will be given access to a copy of the Club Rules and Constitution and from that time they will agree to be bound by the rules and support the objectives of the Club.
- 2.4 Membership is for one year. Renewal date will be 12 months from the date of membership purchase and will be due annually.
- 2.5 Any member who has not paid their fee shall cease to be an eligible member of the Club, relinquish their share of the Club and any right to vote.

3.0 Life Membership

3.1 Members can recommend that the Management Committee grant honorary life membership to Club Members who have provided valuable and distinguished service to the Club. Circumstances where life membership may also be offered include:

- Reaching 80 years of age.
- Being the spouse of a deceased member who was a long-standing member of the Club.
- Those who have provided extraordinary service to the Club.

4.0 Members' Access

4.1 The Club is owned by the Members and as such they will have the free right of entry during normal opening hours. However, the Management Committee reserve the right to vary this access in some circumstances.

4.2 These circumstances include, but are not limited to, times when ticketed entertainment has been booked; or the Club has been hired for special events.

4.3 For ticketed events, Members will be offered discounted entry. ***Members will not be entitled to free entry in these circumstances and will be expected to buy a ticket if they require access to the Club.***

4.4 The Management Committee will always work to ensure the Club maximises its potential and resources. It also needs to ensure those buying tickets to support an event are not disadvantaged by the Club allowing non-ticketed access.

4.5 These events will always be advertised in good time to allow those not wishing to buy tickets to make alternative arrangements.

5.0 Non-member entry and Children

5.1 Non-members are welcome, but will be subject to non-member prices at the bar and will not be entitled to any members discounts being offered at any time.

5.2 Accompanied children are welcome but must be supervised at all times. Members and non-members who bring children are at all times responsible for their well-being, behaviour and safety.

5.3 Members may be asked to produce their valid membership card at the request of a Management Committee member or their nominated representative.

6.0 Club Discipline

- 6.1 Any Member who acts in a way in which, in the informed judgment of the Management Committee, is inappropriate, is to the detriment of the Club's reputation or in any way disrespectful to Club Members, officers, employees or volunteers, will be subject to disciplinary action. This may result in the offending Club Member being excluded from the Club and their membership revoked.
- 6.2 Any excluded Member may appeal with further evidence to the Management Committee for re-admittance. If the initial ruling is upheld, the Member has a further right of appeal to the Trustees, their decision will be final.
- 6.3 All Members and their guests visiting the Club are expected to abide by Club rules, and behave in a considerate and courteous manner at all times.

7.0 Data Protection

- 7.1 Any personal information held by the Club relating to Members will at all times be managed in accordance with the General Data Protection Regulations pursuant to the Data Protection Act 2018.

Club Management

8.0 The Management Committee.

- 8.1 Overall direction and day to day running of the Club will be the responsibility of elected committee members, with duties devolved as agreed to the General Manager. Committee members will have been selected at an Annual General Meeting ('AGM') to serve for one year, after which they may stand for re-election no more than two times. After serving for a maximum of three years they will step down and not be eligible to stand again for 12 months unless the President and or Trustees agree otherwise.
- 8.2 Those elected to serve on the Management Committee will have been Members of the Club for no less than 3 years and will be fully paid-up Members who are eligible to vote at an AGM of the Club.
- 8.3 The Management Committee will at all times act in good faith, in an open, honest and accountable way for the Members. No personal liability shall attach to any Management Committee Member who is to be fully indemnified by the Club and its Members in respect of their actions and decisions made in their respective roles.

9.0 Election of Management Committee Members

- 9.1 Any vacancies will be notified to the membership and nominations requested for candidates at the Annual General Meeting.
- 9.2 Every candidate for Management Committee membership must be proposed by an existing paid-up Member of the Club. That Member will have known the candidate for at least one year.
- 9.3 The candidates will then undertake an interview with the President, Vice President and a Trustee and, if approved, will be confirmed and join the Committee for a one-year term.
- 9.4 If vacancies arise between AGMs, temporary appointments will be at the discretion of the Management Committee.
- 9.5 Any such temporary appointments will be notified to the membership and at the next available AGM these interim candidates will be presented to the membership for their approval if they choose to put themselves forward for election.
- 9.6 If the vacancies are for the President or Vice President roles, then the Trustees, supported by the Club Secretary will undertake the appointments process.

10.0 Management Committee Roles

- 10.1 From March 2023, the roles of the Management Committee are:
 - Club President – with overall responsibility for all the Club’s activities. Specific duties are delegated to the following individuals.
 - Vice President
 - Finance
 - Communications and PR
 - Maintenance and Health & Safety
 - Entertainment and Events
 - Memberships.
- 10.2 From time to time, people may be co-opted onto the Management Committee to fulfil specific projects such as land management, or special events.
- 10.3 Regular attendees of Management Committee meetings will be the Club Secretary, and the General Manager (or if away, the Bar Supervisor). Other attendees will be at the invitation of the Management Committee.

11.0 Club Finances

- 11.1 As of October 2023, the role of Club Treasurer lapsed and responsibility for managing the Clubs finances was given to Mark Robinson of MJB Accountants, Derngate Mews, Northampton NN1 1UE. 01604 234439. www.mjba.co.uk. Registered in England and Wales No 04474986. The Finance Committee Member now has responsibility of liaising with MJB on all financial matters.
- 11.2 The Club General Manager adopted responsibility for all cash handling matters including weekly banking.
- 11.3 The Club Annual returns to the FCA relating to the affairs and numbers of members of the society will be the responsibility of the Committee member for Finance.

12.0 Club Secretary

- 12.1 The Secretary is responsible for the keeping of all books, certificates (health & safety and legal) and the records of the Club. This includes the Members' register and the Club archive. The Secretary will take the minutes at Management Committee and Trustee meetings and at the AGM. Minutes of these meetings will be made available to Club Members.

13.0 The Trustees

- 13.1 All the property of the Club shall be vested in the Trustees. They should have proven business or managerial skills at a senior level and be able and willing to guide the Management Committee in these areas when required.
- 13.2 There should be a minimum of three Trustees at any one time.
- 13.3 The Trustees will be nominated by the Management Committee to serve a three-year term. At each AGM one of the Trustees will be re-affirmed for a further three-year term. This is to ensure that the Club avoids all Trustee tenures do not end at the same time and that the Club always has a serving Trustee cohort.
- 13.4 Members will be given prior notice of the selection and nomination of candidates before any appointment of a Trustee by the Management Committee.
- 13.5 A Trustees' role is to act as advisor to the Management Committee and to work at all times to protect the best interests of the Club and the membership.

- 13.6 Trustees will have access to all information the Club has to enable them to fulfil this vital role.
- 13.7 Should at any time the Management Committee be unable to function, the Trustees will step in to manage the Club and protect Members' interests until a new Committee election process has been completed.
- 13.8 The Club President and Secretary will meet with the Trustees regularly to report on business developments, finance and buildings maintenance and to seek advice and support on strategic Club operations.

14.0 Meetings

- 14.1 The date of the AGM will be notified to Members no later than one month beforehand. It will be held in the Club and be open to all eligible Members.
- 14.2 The agenda of the AGM will include a business update by the President and a summary explanation of the Club's financial performance over the past year. It will also include the voting process of a new Management Committee.
- 14.3 All Members are encouraged to attend and can in advance of the AGM advise the Management Committee of any issues or items of business they would like discussed. Every effort will be made to accommodate these requests.
- 14.4 The Committee will meet on a regular basis, normally on a monthly basis, but as required and agreed by the committee members.
- 14.5 At the Committee meetings, the members of the committee will report on and review various matters concerning the running of the Club, such as, but not limited to, agreeing the previous minutes, the president's report, the financial report, the buildings report, and any other business.

15.0 Alteration of Club Rules and Constitution

- 15.1 The Rules and Constitution of the Club may, at any time, be amended, repealed or replaced by a Resolution at an AGM of the Club. Any changes must have the support of at least two thirds of the Members present and eligible to vote.

16.0 Employment and other Contracts

- 16.1 The Management Committee may engage employees on such terms as they decide are needed to operate the Club efficiently and in the best interests of the Members.
- 16.2 All contracts will be made in the name of The Great Doddington Club and therefore the Management Committee are the designated employers on behalf of the Club.

- 16.3 All contracts will be checked and authorised by the Club President or the Vice President.

17.0 Full indemnities and limitation of liability

- 17.1 The individuals carrying out their roles on the Management Committee, any individual co-opted on to the Management Committee, the Club Secretary and the Trustees are all to be fully indemnified by the Club and its Members in respect of any claims whatsoever made against the Club or against any of these individuals in carrying out their roles and responsibilities on behalf of the Club.

18.0 Alcohol

- 18.1 The purchase and supply of alcohol for the Club will be managed by the Management Committee with day-to-day control devolved to the General Manager.
- 18.2 Alcohol can only be served on Club premises in accordance with the rules, conditions or restrictions of the Club's premises licence granted under the applicable Licencing Act.
- 18.3 No person shall receive at any time, to the detriment of or at the expense of the Club, or any Member of the Club, any commission, percentage or similar payment on or by reference to purchases of alcohol for the Club.

19.0 Closure of the Club

- 19.1 A motion to wind up and close the Club may be put to an Extraordinary General Meeting which will be called to hear the motion. This Meeting will be called no later than 21 days beforehand with every Member who has provided contact details to the Club and is on the Members' register being contacted.
- 19.2 The President will put the motion and its reasons, forward for discussion and a vote will be taken, with a majority of at least two thirds of those Members in attendance needed in order to carry it through.
- 19.3 Once liquidated, the assets of the Club, after payment of all liabilities and debts will be divided between eligible members.

20.0 Eligible Members

- 20.1 An eligible member is one who has paid the annual membership fee or who holds a Lifetime membership. In order to qualify for a share of any residual Club assets

following closure, they will need to have held Great Doddington Club membership for a minimum of 3 years prior to closure.

Steve Taschini
Club President

Martin Freeman
Club Secretary

Richard Wagstaff
Cttee Member, Finance

Date 5th July 2024