

ST GEORGE'S CHURCH

INSTITUTE

RULES

NAME OWNERSHIP AND OBJECTS

RULE 1

This Institute shall be called "ST. GEORGE'S CHURCH INSTITUTE" (hereinafter in these Rules referred to as "The Institute"). The ownership of the building called St. George's Church Institute and the properties connected therewith shall be vested in a body of Trustees consisting of the Vicar of St. George's Church, the two churchwardens, the Honorary Secretary of the Institute for the time being and one trustee elected by the members of the Institute.

The objects of the Institute are to provide and maintain recreational facilities for the members of the Institute and to foster companionship and goodwill - the Institute is non-political.

CONDUCT OF CLUB BUSINESS

RULE 2

The business of the Institute shall be conducted by a Council consisting of the President, Vice-Presidents, Honorary Secretary, Honorary Treasurer and Honorary Assistant Secretary / Treasurer and twelve Elected Members. A Quorum or Meeting of the Council shall consist of at least **seven** members of the Council, the majority of whom must be on the electoral roll of St. George and All Saints Parish. The President shall be the Chairperson of the Council and the Vice-Presidents shall be Vice-Chairpersons. The Council shall meet at least once in every month, provided that at any meeting they may resolve either not to meet during the next month or two months or that at the next month's meeting the business shall be confined to specified subjects.

OFFICERS

RULE 3

The Officers of the Institute shall consist of the President, Vice-Presidents, Honorary Secretary, Honorary Treasurer, and Honorary Assistant

Secretary / Treasurer.

The Vicar of St. George's Church shall be the President of the Institute and the Curate or Curates shall be Vice-Presidents, ex-officio. There shall be a Vice-President elected at the Annual General Meeting from amongst the members of the Institute who shall remain in office for three years or until resignation within that period, except that it shall be in the power of a General Meeting to declare the office of elected Vice-President vacant and to elect a successor, notice of such proposition being posted up in the Institute and given separately in writing to the elected Vice-President seven clear days before the meeting. The successor so elected shall remain in office (subject to the same exceptions as above) for three years if elected at an Annual General Meeting or, if otherwise, for three years from the last Annual General Meeting. The Honorary Secretary, Honorary Treasurer and the Honorary Assistant Secretary / Treasurer shall be elected annually at the Annual General Meeting from amongst the members of the Institute. The elected Vice-President, and two of the three Officers being the Honorary Secretary, Honorary Treasurer and Honorary Assistant Secretary / Treasurer must be members of the Electoral Roll of St. George and All Saints Parish. It shall be in the power of the Council to grant a remuneration to the Honorary Secretary, Honorary Treasurer and Honorary Assistant Secretary / Treasurer.

COUNCIL - ELECTED MEMBERS

RULE 4

The twelve elected members of the Council, all of whom must be members of the Institute and not less than **seven** of whom must be on the electoral roll of St. George and All Saints Parish, shall be elected at the Annual General Meeting in the following manner. At each Annual General Meeting six shall be elected for a period of two years, each having been nominated by two members of the Institute for that purpose, the consent of each nominee having been previously obtained. The election shall be by ballot in which each member present shall have as many votes as there are places to be filled on the Council but may not give more than one vote to any single nominee.

COUNCIL - VACANCIES

RULE 5

If any elected member of the Council resigns and the Council accepts the resignation, the vacancy may be filled for the remainder of the term for which they were elected by one of the members of the Institute who were nominated for election to the

Council at the last Annual General Meeting, but were not elected. The first such vacancy shall be filled by the one who received the greatest number of votes. (If two or more members tied in this position in the election, the Council shall choose between them.) A second vacancy shall be filled by the one who received the second greatest number of votes; and so on. If there are no such members available, the Council may co-opt a member or members.

If any elected member of the Council fails to attend any meeting of the Council, or fails to give any satisfactory reason for absence, during a period of three months, or three meetings of the Council (whichever is the greater) the Council shall ask for an explanation. If the member intimates a wish to resign, or fails to attend the next meeting or to give a satisfactory explanation the Council may, at that meeting, declare the place vacant and proceed to fill it in the manner detailed above.

ANNUAL GENERAL MEETING

RULE 6

The Annual General Meeting of members shall be held no later than 31st May for the election of officers and members of the Council, for the election of a fully qualified Auditor, for the presentation of a Statement of Accounts for the year ended 31st December (of which each member present shall receive a copy) and for the transaction of the general business of the Institute. Not less than sixteen days before the meeting a notice of the meeting signed by the Honorary Secretary, on the instructions of the Council, shall be posted up in the Institute with a Nomination Sheet for members of the Council. The nomination sheet shall be taken down two days before the meeting. A written notice of any motion for the Annual General Meeting signed by the proposer, shall be handed to the Honorary Secretary seven clear days before the meeting, and a notice of all such motions with the names of the respective proposers, signed by the Honorary Secretary shall be posted up in the Institute three clear days before the meeting.

GENERAL MEETING

RULE 7

The Council may call a General Meeting of the members at any time by giving seven days notice, signed by the Honorary Secretary and posted up in the

Institute, setting forth the purpose for which the meeting is called. Upon receiving a resolution signed by not less than one-fifth of the members of the Institute, none of whom is in arrears with his subscription, and stating the purpose for which the meeting is required, the Council shall call a General Meeting of the members in the manner detailed above, to be held within twenty-one days of the meeting at which the Council receive the resolution. No person other than a member shall be allowed to make any nomination or vote at any annual or extra-ordinary meeting of the Institute.

COMMITTEES

RULE 8

All Committees (except as provided below) shall be appointed by the Council; the minutes of their proceedings shall be transmitted at once to the Honorary Secretary of the Institute, who shall bring the same before the Council for confirmation or otherwise. Any members of the Institute may be appointed by the Council to sit upon a Committee.

OPENING HOURS OF THE INSTITUTE, CONTROL OF FINANCES, ACTIVITIES AND USE OF NAME

RULE 9

The Institute shall be open to all members as the Institute Council shall from time to time decide, but the Institute shall be closed on **CHRISTMAS DAY**. The Council shall control finances and act as the controlling authority over activities, either directly or through committees as in Rule 8. The Council shall have power to engage all the necessary staff and to determine their duties and wages, as occasion may arise. The name of the Institute may not be used for any purpose except with the sanction of the Council.

ADMISSION OF MEMBERS

RULE 10

A candidate for membership of the Institute must be not less than 16 years of age, shall sign an application for membership, which shall also be signed by their proposer and seconder, being themselves members of the Institute of at least six

months standing. On this form shall be stated their full name, address, and their date of birth. This application shall be delivered to the Honorary Secretary and brought before the next meeting of the Council, whose decision for admission or rejection shall be final. No reason for rejection need be given. The Council may, at their discretion, postpone their decision, and before deciding they may require further information respecting the candidate's place of abode, the church or religious body to which they belong, their present or past membership of another Institute, Clubs or Associations, or any arrears of subscription due from their proposer or seconder; and they shall have the discretionary power to reject a candidate as well on any of these grounds as on other grounds. A copy of the Rules of the Institute shall be given free of charge to each member of the Institute.

SUBSCRIPTIONS

RULE 11(a)

Subscriptions of all classes of membership to be fixed by the Council and only current members will be eligible to vote at the Annual General Meeting.

If not paid by 6 weeks from the start of the year, membership shall be deemed to have lapsed.

RULE 11[b]

Members may be accepted for the bowling season by the Council, on payment of a subscription to be fixed by the Council for each season. The Council shall have power to restrict the days or hours of play as the occasion may arise. Daily bowling charges for club members and non club members can be fixed by the Council for each season.

COUNCIL - SPECIAL POWERS

RULE 12

The Council shall have power to make Bye-Laws, provided that such Bye-Laws be not in opposition to the General Rules and spirit of the Institute.

The Council shall have power {subject to similar proviso, and subject to particular instructions of a General Meeting of the members} to extend or restrict the hours during which the Institute shall be open or to open or close the whole or part of the Institute on special occasions, or to appropriate a room temporarily for a special purpose.

SMOKING AND VAPING

RULE 13

The above activities are not permitted anywhere inside club premises or within the outside areas designated by law which restrict smoking.

DISORDERLY BEHAVIOUR

RULE 14

No wrangling, disorderly behaviour, improper language or betting or gambling shall be allowed in the Institute. If any member offends against this rule he shall be reported to the Honorary Secretary, who shall warn him, and, if necessary, report him to the Council. The Council shall have the power to suspend for a stated period or to terminate the membership of any member of the Institute who offends against this rule or is guilty of unworthy conduct outside of the Institute. The member shall have the right to appear before the Council to show cause against such action, and the member shall then have the right of appeal to the President or to a General Meeting of the members, but any suspension or termination of membership will remain effective until the appeal is determined, and shall remain effective if the appeal is dismissed.

INTRODUCTION OF GUESTS

RULE 15

A member may personally introduce relatives or friends as their guests but no person shall be introduced more than twice in one quarter and no member may introduce more than two guests at any one time.

The guest and the member introducing them shall sign their names and insert the guests full address in a book kept for that purpose.

The following shall not be admitted as visitors

- (a) Former members who have been expelled
- (b) Persons who, having been nominated for membership, have been rejected.
- (c) Members who are under suspension.

Members must accompany guests introduced by them during

the period of their stay in the Institute.

COMPLAINTS AND SUGGESTIONS

RULE 16

Complaints and suggestions may be made in writing to the Secretary and signed by the member(s). The Council may require the member(s) to appear before them to substantiate the complaint or support the suggestion.

SPECIAL REFERENCE

RULE 17

Anything not provided for in these Rules or in Bye-laws made under these Rules shall be referred to the President and Council, whose decision shall be binding as if there was a rule or bye-law providing for it, unless and until the matter is reviewed by a General Meeting or provided for by alteration of these Rules or of Byelaws.

PERMITTED HOURS FOR SUPPLY OF

INTOXICANTS

RULE 18(a)

The bar may be open at such hours between **11.00am & 12.00pm midnight**, on Mondays to Saturdays inclusive, between **12.00 noon & 12.00pm midnight** on Sundays, and between **11.00am & 1.00am** on New Year's Eve.

The Institute will be vacated no later than 45 minutes after last orders or by any other time as decided from time to time by the committee.

FUNCTIONS

RULE 18[b]

Notwithstanding anything herein before mentioned, intoxicating liquor may be supplied during the hours specified in Rule 18 section (a) to members and non-members of the Institute attending at the Institute premises when functions are authorised by the Council. Provided always that:

- (i) Such function is a function of a church, school or charitable organisation or
- (ii) Such function is promoted by and the responsibility of a member of the Institute who is present at the function or

(iii) Such other function not being provided by paragraph (i) or paragraph (ii) hereof limited to twelve functions in any one year.

RULE 19

No addition or alteration may be made to these Rules except by a General Meeting of the Members of the Institute. A written notice of every proposed addition or alteration shall be posted up in the Institute seven clear days before the meeting. Amendments by any of these proposals shall require for acceptance the votes of two-thirds of the members present.