

**Constitution Rules and By-Laws
of
Barnhall Community Association
and
Barnhall Community Association Social Club
Amended 8^h April 2014**

1.NAME

The name of the Association shall be Barnhall Community Association.

2. OBJECTS

The Objects of the Association shall be:

- (a) to promote the benefits of the inhabitants of Wickford and the neighbourhood (hereinafter called "the area of benefit") without distinction of sex or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and Leisure-time occupation with the object of improving the conditions of life for the said inhabitants.
- (b) To maintain and manage or to co-operate with any statutory authority in the maintenance and management of a Community Centre (hereinafter called the Centre) for activities promoted by the Association and its constituent bodies in furtherance of the above objects.

The Association shall be non-party in politics and non-sectarian in religion. The Association shall have power to affiliate to the National Federation of Community Association and to other organisations with similar charitable objects.

3.MEMBERSHIP

Membership of the Association shall be open, irrespective of political party, nationality, religious opinion, race or colour to:

- (a) All persons over 18 living in the area of benefit and the neighbourhood who shall be full members. Persons under the age of 18 may be admitted into junior membership as and when, and subject to such conditions as, the General Committee may decide. Full members who have paid all dues to the Association shall be entitled to vote at all meetings.
- (b) Well-wishers anywhere, who shall be called Associate Members. Associate Members shall not have the right to vote at members Meetings.
- (c) Local statutory authorities and such voluntary organisations as operate in the neighbourhood shall be eligible to become constituent bodies and to have the right to appoint one representative each to the General Committee.

4. SUBSCRIPTIONS

The individual members and constituent bodies shall pay such subscriptions as the General Committee may from time to time determine.

5. TERMINATION OF MEMBERSHIP

The General Committee shall have the right for good and sufficient reason to terminate the membership of an individual member or of a constituent body or section provided that the individual member or person representing the body or section shall have the right to be heard by the General Committee before a decision is made.

Fighting anywhere on the Association premises will result in an immediate ban from the Association without question. The ban to be for one year minimum.

6. GENERAL COMMITTEE

(a)The policy and general management of the affairs of the Association shall be controlled by a General Committee.

(b)The General Committee shall consist of the Honorary Officers elected under Clause 7, and 6 representatives of individual members.

(c) Each constituent body section sponsored by the General Committee shall have the right to appoint one representative to the General Committee.

(d) If vacancies occur among the officers or the members, the General Committee shall advertise on the Association notice board such vacancies that may occur from time to time for a period of not less than 21 days in order that applications may be made by members to fill such vacancies. A ballot will then take place over 14 days of the members entering the premises.

(e) In addition the General Committee may co-opt further members, who shall be members of the Association, provided that the number of co-opted members shall not exceed one-third of the total membership of the Committee defined above.

The General Committee shall have the power to appoint such sub-committees as it may from time to time determine, and may determine their powers and terms of reference.

All members of the General Committee shall retire at the Annual General Meeting, but shall be eligible for re-election.

No Committee Member having been dismissed or asked to resign from the committee for whatever reason shall be allowed to stand again for any office in the future.

7. HONORARY OFFICERS

The Annual General Meeting shall elect a Chairman from amongst those eligible for election to the General Committee, who shall also be Chairman of the General Committee, a Secretary, a Treasurer and such other Officers as it may from time to time determine. All Honorary Officers shall retire at the Annual General Meeting but shall be eligible for re-election if re-elected to the General Committee.

8. ANNUAL GENERAL MEETING

Once in each year in the month of April the General Committee shall convene an Annual General Meeting of the Association having given 35 days notice, for the purpose of receiving the annual report of the General Committee and the audited Statement of Accounts; of electing the Honorary Officers; of electing representatives of individual members to serve on the General Committee; of appointing auditors; and of voting, whenever necessary on proposals to amend the Constitution, every member must be notified of the A.G.M., date, time and agenda.

9. SPECIAL GENERAL MEETING

The Chairman of the Association or the Secretary may at any time at their discretion, and shall within twenty-eight days of receiving a written request so to do signed by not less than 30 members having the power to vote and giving reasons for the request, call a Special General Meeting of the Association for the purpose of altering the Constitution in accordance with Clause 13 hereof or considering any other matter which may be referred to them by the General Committee or for any other purpose, every member must be notified of the Special General Meeting, date, time and agenda.

10. RULES OF PROCEDURE

(a) Voting. Subject to the provisions of Clause 13, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that in case of an equality of votes the Chairman shall have a casting vote.

(b) Quorum. One-half of the members shall form a quorum at meetings of the General Committees.

(c) Minutes. Minutes shall be kept electronically by the Association, the General Committee and all other Committees and the appropriate Secretary shall enter therein a record of all proceedings and resolutions.

11. FINANCE

(a)The financial year of the Association will end on 28th February.

(b)The Treasurer of the Association shall be responsible for receiving all monies on behalf of the Association and for making all payments on behalf of the Association. He shall keep proper accounts of the monies received and paid by the Association.

(c)All monies received by the Association shall be paid in a Bank Account at a Bank approved by the Committee, except where required for immediate cash disbursement, in which case due accounts should be shown of such disbursement. Payments shall normally be by cheque drawn on the Association's Bank Account and signed by the Treasurer and one of the two other authorised signatories.

(d)An auditor shall be appointed to audit the accounts of the Association and report thereon to the Annual General Meeting. They shall not be members of the Committee and shall be qualified to audit the accounts of limited liability companies in accordance with the Company law in force from time to time.

12.DISSOLUTION

If the General Committee by a simple majority decides at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association who have the power to vote and of the inhabitants of the area of benefit of the age of eighteen years and upwards of which meeting not less than 21 days notice (stating the terms of the resolution to be proposed thereat) shall be posted in a conspicuous place or places in the area of benefit and advertised in a newspaper circulating in the area of benefit and given in writing to the Charity Commissioners for England and Wales and the Secretary for the National Federation of Community Associations. If such decision shall be confirmed by a simple majority of those present and voting at such meeting the General Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the inhabitants of the area of benefit as the General Committee may decide and as may be approved by the Charity Commissioners for England and Wales.

13. ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Association not less than 28 days before the date of the meeting at which it is first to be considered.

An alteration will require the approval of a two-thirds majority of individual members and representatives of the Constituent Bodies and Sections of the Association present and voting at a General Meeting. Notice of each such meeting must have been given in accordance with normal procedure but not less than 14 days prior to the meeting in question and giving the wording of the proposed alteration.

No amendment shall be made that would cause the Association to cease to be a charity at law.

This Constitution was adopted as the Constitution of the BARNHALL COMMUNITY ASSOCIATION at a Meeting held at BARNHALL COMMUNITY ASSOCIATION on 8th April 2014.

1.NAME

The Club shall be called BARNHALL COMMUNITY ASSOCIATION SOCIAL CLUB (hereinafter referred to as "the Club").

2.OBJECTS

The object of the Club shall be:

(a)To further the interest and objects of the BARNHALL Community Association (hereinafter called "the Association").

(b)To provide for Members of the Association opportunities for meeting together, social activities, sport and recreation and other advantages of a social club.

(c)To provide refreshments and catering facilities.

3.MEMBERSHIP

Membership to the Club shall be open to:

(a) Full Members who shall be individual members of the Association who have attained the age of eighteen years.

(b) Honorary Members who shall be individual members of the Association who have rendered outstanding services to the Association.

4.ELECTION TO MEMBERSHIP

(a) Members of the Club shall be elected by the Management Committee.

(b) All applications for membership must be proposed and seconded by existing members

(b) The names and addresses of persons proposed for election to membership of the Club shall be prominently displayed on the Club notice board at the Community Centre for a period of at least two days before the Meeting of the Management Committee at which those applications for membership are considered.

(c) The names and addresses of Temporary Members shall be prominently displayed on the Club notice board throughout the period of the membership.

5.ADMISSION

No person shall be admitted to Membership of the Club or be admitted as candidate for admission to any privileges of membership, without an interval of at least two clear days between their nomination or application for membership and their admission; nor may any person becoming a member be admitted to the privileges of membership without an interval of at least two clear days between their becoming a member and their admission to the Club.

6.RESIGNATION

Any member may resign his membership by giving the Honorary Secretary notice in writing of his resignation.

7.EXPULSION, SUSPENSION AND EXCLUSION

(a) The Management Committee shall have the power to suspend (for a period not exceeding six months) or expel any member who shall contravene any rule of the Club or whose conduct shall, in the opinion of the Management Committee prejudicially affect the Club or render him unfit for membership of the Club.

(b) Before any member is suspended or expelled the Honorary Secretary shall give seven days written notice to the member to attend a Meeting of the Management Committee and shall inform him of the complaints made against him.

(c) No member shall be suspended or expelled without having an opportunity of appearing before a Meeting of the Management Committee to explain their conduct and answering any complaints made against him them nor unless a majority of not less than two-thirds of the Members of the Management Committee present at a Meeting of the Management Committee shall vote for their suspension or expulsion.

(d) The Management Committee shall have power to exclude any members from the Club premises until such Meeting of the Committee shall be held.

8.NAMES AND ADDRESSES

(a) The Honorary Secretary shall keep at the Club a list of the names and addresses of the members.

(b) Members shall within fourteen days give written notice to the Honorary Secretary of any change of address.

MANAGEMENT COMMITTEE

9. POWERS

(a) The whole of the affairs of the Club, excluding the purchase for the Club and the supply to the Club of intoxicating liquor shall be under the control of the Management Committee which shall be an elective Committee.

(b) Any decision of the Management Committee shall be final on any matter referred to them (except as in these rules otherwise provided).

10. ELECTION AND NOMINATION

(a) The Management Committee shall consist of:

(i) The following elected members:

The Chairman of the Club;
The Vice-Chairman of the Club;
The Honorary Secretary of the Club;
The Honorary Treasurer of the Club;
Seven Ordinary Committee Members.

(ii) The following nominated members: Three Committee Members nominated by the General Committee of the Association from amongst the Members of General Committee of the Association, one of whom shall be the Chairman of the Association, unless he shall be an elected Officer or Committee Member of the Club.

(iii) A maximum of three co-opted Members.

(b) The elected Officers and Committee Members shall all be elected at the Annual General Meeting by the full and honorary members of the Club from amongst the full and honorary members of the Club all of whom, being full or honorary members, shall be equally capable of nominating persons for election to the Committee, and all of whom shall be equally capable of being nominated to Committee, provided that after the first three years from the formation of the Club only full, or honorary members of the Club with two years or more standing as members of the Club may be elected as Officers of the Club. And provided that the Officers and Committee elected at the Meeting at which the Club is formed, if not so elected at the First General Meeting of the Club thereafter, shall hold office until the first Annual General Meeting,

(c) (i) The Management Committee may at its first meeting after the Annual General Meeting or at any subsequent meeting appoint a Sub-Committee for any purpose.

(ii) All members of any such Sub-Committee shall be full or honorary members of the Club and not less than two-thirds of the members of any such Sub-Committee (or in the case of a Sub-Committee concerned with the purchase of the Club or with the supply by the Club of intoxicating liquor, all of them) shall be members of the Management Committee elected in accordance with paragraph (b) of these rules who shall go out of office in the Sub-Committee on ceasing to be members of the Management Committee.

(d) On a casual vacancy amongst members of the Management Committee, the Management Committee shall advertise on the club notice board such vacancies that may occur from time to time for a period of not less than 21 days in order that applications may be made by members to fill such vacancies. A ballot will then take place over 14 days of the members entering the premises.

(e) The quorum of any meeting of the Management Committee shall be one half of the members.

(f) All members of the Management Committee shall hold office from the time of election until the next Annual General Meeting and shall be eligible for re-election if they remain qualified.

(g) The Management Committee may appoint from amongst the members of the Committee an Honorary Manager for the Club whose duties shall (subject to the control and instructions of the Bar Committee in respect of all matters relating to the purchase for the Club and the supply by the Club of intoxicating liquor) consist of the ordering, maintenance, sale and disposal of intoxicating liquor and other stock.

(h) The Management Committee may appoint a Club Steward and such other servants as the Management Committee may from time to time decide.

11. FINANCE

(a) The financial year of the Club will end on 28th February.

(b) The Honorary Treasurer of the Club shall be responsible for receiving all monies on behalf of the Club and for making all payments on behalf of the Club. He shall keep proper accounts of the monies received and paid by the Club.

(c) All monies received by the Club shall be paid into a Bank Account at a Bank approved by the Committee, except where required for immediate cash disbursement, in which case due account should be shown of such disbursement. Payments shall normally be by cheque drawn on the Association's Bank Account and signed by the Treasurer and one or two other authorised signatories.

(d) An Auditor shall be appointed to audit the accounts of the Association and report thereon to the Annual General Meeting. They shall not be members of the Management Committee and shall be qualified to audit the accounts of limited liability companies in accordance with the Company Law in force from time to time.

12. MEETINGS

(a) Meetings of the Management Committee shall normally be held once a month.

(b) Special meetings of the Management Committee may be called at the instance of its Chairman and shall be called on requisition of not less than four of its members.

ANNUAL AND OTHER GENERAL MEETINGS

I. MEETINGS

(a) (i) An Annual General Meeting of the Club shall be held once in each year and fifteen months shall not elapse without an Annual General Meeting.

(ii) Thirty-five days notice of such a meeting shall be given to the Members by the Honorary Secretary.

(iii) A notice of the Meeting specifying the business to be transacted and resolutions to be moved there shall be posted on the notice board of the Club twenty-one days before the Meeting, every member must be notified of the Annual General Meeting date, time, and agenda.

(iv) The business to be transacted at the Annual General Meeting shall be:

(a) To receive the Report of the Management Committee.

(b) To receive the Financial Statement and Report of the Honorary Treasurer and Auditor for the past twelve months.

(c) To elect the Officers of the Club and other-members of the Management Committee.

(d) To appoint an Auditor or auditors

(e) To transact any other business or consider any resolution relating to affairs of the Club of which duo notice has been given.

(b) At a General Meeting only Full and Honorary Members shall be entitled to vote and all Full and Honorary Members will have equal voting rights.

c) The Honorary Secretary shall summon a Special General Meeting:

(i) at the direction of the Management Committee;

(ii) on the request in writing of not less than thirty Full or Honorary Members entitled to attend and vote at the General Meeting (or, if the number is less than one hundred, one fifth of its members) such request to specify the object of the meeting and any resolution intended to be proposed;

(iii) upon the direction of the General Committee of the Association,

(d) (i) Not less than twenty-eight days notice of such Special Meeting shall be given by the Secretary.

(ii) A notice of meeting specifying the business to be transacted and resolutions to be moved thereat shall be posted on the principal notice board of the Club for twenty-one days before the Meeting. Every member must be notified of the Special General Meeting, date, time and agenda.

(iii) The date of the Meeting shall be within 28 days of the receipt by the Honorary Secretary of the direction or request for the Meeting.

14. RULES OF PROCEDURE

(a) Voting. Subject to the provisions of clause 21b all questions at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. No member shall exercise more than one vote notwithstanding that in case of an equality of votes the Chairman shall have a casting vote.

(b) Quorum. One half of the members shall form a quorum at meetings of the Management Committee.

(c) Minutes. Minutes shall be kept electronically by the Secretary and a record of all proceedings and resolutions.

INTOXICATING LIQUOR

15. BAR COMMITTEE

(a) The purchase for the Club and supply by the Club of intoxicating liquor and the management of the bar shall be under the control of a Bar Committee which shall be an elective Committee.

(b) The Bar Committee shall be a Sub-Committee of the Management Committee appointed in accordance with Rule 11 (c).

(c) The Bar Committee shall at its first meeting after the Annual General Meeting elect a Chairman, Vice-Chairman and Honorary Secretary and appoint any necessary Sub-Committee.

(d) The Honorary Treasurer of the Club shall be the Honorary Treasurer of the Bar Committee, but shall not be a member thereof unless elected in accordance with Rule 16 (b).

16. (a) Each member may bring into the Club two guests who must be aged eighteen years or over, provided that this rule shall not apply to guests of a member at a Wedding reception or similar social event held at the Club premises.

(b) The names and addresses of the guests must be entered in the Visitors' Book.

(c) Each member will be held responsible for the behaviour of his or her guest(s).

(d) A guest of a member will not be allowed to purchase intoxicating liquor.

(e) Any individual guest of a member may not attend the Club premises more than twelve times in any one financial year of the Club. This rule shall not apply to persons under 18 years of age.

(f) Any individual person under 18 years of age may be admitted to the Club premises provided that they are accompanied by an adult member who shall enter their name and address in the Visitors' Book and pay the appropriate guest fee, and provided always that they remain in the company of the member.

This rule does not apply to person under 18 years of age who are accompanied by their parents who are guests of a member.

(g) Intoxicating liquor may only be sold for consumption off the premises to members of the Club.

17. The permitted hours during which intoxicating liquors may be sold at the bar shall be:

Monday to Thursday	7.00 p.m. - 11.00 p.m.
Friday	5.00 p.m.-11.00 p.m.
Saturday	12 noon - 11.00 p.m.
Sunday	12 noon - 10.30 p.m.

Or such hours as may from time to time be determined by the Bar Committee in accordance with the

provisions of the Licensing Act for the time in force and as notified to the Clerk to the Justices for the Petty Sessional Division of Billericay, Essex.

18. Every member shall identify himself or herself if requested by a Steward or an Officer of the Club.

19.(a) No person shall receive at the expense of the Club, any commission, percentage or similar payment on, or with reference to purchase of intoxicating liquor by the Club.

(b) No person shall directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests, apart from the benefit accruing to the Club as a whole.

PROFITS OF THE CLUB

(c) All profits made by the Club after making all necessary allowances for expenses and reserves, shall be paid to the Association for the purposes of the Association.

20. DISSOLUTION OF THE CLUB

(a) The Club may at any time be dissolved on a resolution to that effect passed at a General Meeting of the Club, by a majority of not less than two-thirds of the members present and voting at the meeting.

(b) If in the event of the dissolution of the Club there remain after the satisfaction of all its debts and liabilities any property, stocks and/or credits, the same shall be transferred to the Association for the purpose of the Association.

21. AMENDMENT TO RULES

(a) Subject to the following paragraphs of these Rules, an alteration or addition to these Rules may be made at an Annual General Meeting or at a Special General Meeting of the Club.

(b) No alteration or addition to these Rules shall be made unless the Resolution proposing the alteration or addition shall be passed by a majority of not less than two-thirds of those present and voting at the Meeting.

(c) No alteration or amendment shall be made to these Rules unless:

(i) notice of the Resolution proposing the alteration or addition is submitted in writing to the Secretary of the Association;

and (ii) such Resolution is approved by the General Committee of the Association.

(d) The Honorary Secretary shall give written notice of any alteration or addition made to these Rules to the Chief Officer of Police and to the Clerk to the Justices for the Petty Sessional Division of Billericay, Essex.

22. BY-LAWS

(a) The Management Committee shall have the power to make such by-laws as it may consider necessary for the good management or order of the Club, provided that no such by-law shall be inconsistent with any of these Rules.

(b) A copy of such by-laws shall be posted in a conspicuous place upon the Club premises.

23. Any queries or dispute for which no provision is made in these Rules shall be dealt with by the Management Committee whose decision shall be final and binding upon all members.

24. COPIES OF RULES

Every member shall be entitled to a copy of the Rules and of any amendments or additions thereto

Dated: 8th April 2014