

## **HARLOW WAR MEMORIAL INSTITUTE - RULES**

1. The name of the Institute shall be "HARLOW WAR MEMORIAL INSTITUTE".
2. The objects of the Institute shall be to provide a centre for social activities and for physical and mental recreation. No sectarian or political subject shall be discussed at any meeting in the Institute.
3.
  - a) The Leasehold property of the Institute shall be vested in Trustees who will hold the property for the use and benefit of the Club, to deal with as the Management Committee shall from time to time determine. The Trustees shall be indemnified out of Club funds against all liabilities.
  - b) The Trustees shall not be less than 2 nor more than 5, who shall be proposed by the Management Committee and approved by the Members at a General Meeting.  
Such duly appointed Trustees shall hold office at the pleasure of the Club or until such times as he resigns by notice in writing to the Management Committee, or until a resolution to remove him shall be passed at a General Meeting of Members by a majority of two thirds of the Members present. A vacancy created by the death may be temporarily be filled by the Management Committee until a new trustee is approved at the next General Meeting.
4. Membership of the Institute shall be open to all male and female inhabitants of no restricted postal district or not less than eighteen years of age.
5. The Officers of the Institute shall be the President, Chairman, Vice Chairman, Secretary and Assistant Secretary. Treasurer and Assistant Treasurer all of whom shall be elected by the Institute in General Meeting. The President shall serve until he resigns, elects retirement or an alternative candidate proposed by the Management Committee is elected by the Club in General Meeting. The Chairman, Secretary and Treasurer shall each serve for a period of three years. All other Offices shall be elected at each Annual General Meeting. All Officers and Trustees shall be ex-officio members of the Management Committee.
6. The affairs of the Institute shall be conducted by a Management Committee of 7 elected members (in addition ex-officio members as is Rule 5), who shall serve for three years. Three members to retire annually and be eligible for re-election at the Annual General Meeting. Nomination papers for Officers and Management Committee, signed proposer and seconder together with the signature of the nominee agreeing to his nomination, must be received by the Secretary at least 14 days before the Annual General Meeting and displayed on the notice board forthwith. No member shall seek election for more than one position of an Officer, and to do so must have served a minimum of one year on the Management Committee. Failure to be elected as an Officer in no way prejudices the nominee to either remain on the Management Committee or seek re-election to the Management Committee. Any election shall be by ballot on the forms provided. All voting papers for Officers and the Management Committee shall be returned to a returning Officer and two Scrutineers to be appointed by the members at each Annual General Meeting.

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7. Apart from the President, any elected member of the Management Committee absent from two consecutive Committee Meetings of any kind, shall forfeit his position if in the opinion of the Management Committee, the reasons of his absence are not satisfactory.
8. The Annual General Meeting shall be held not later than the 30<sup>th</sup> September in each year. Extraordinary General Meetings shall be summoned on the signed request of one fifth of the members of the Institute, or, at the discretion of the Management Committee. Notices of such meetings shall be posted in the Institute for at least seven days and shall give and state the purpose of which such meeting is required.
9. At Annual General Meetings 50 members shall form a quorum, and at Management Committee Meetings 5 members shall form a quorum.
10. In respect of each accounting year, which shall end on the 31<sup>st</sup> day of March each year, full Accounts including profit and loss accounts and balance sheets shall be prepared and shall be unaudited by professional Accountants appointed by the Management Committee. At each Annual General Meeting such unaudited Accounts for the accounting year immediately preceding that meeting shall be produced and approved by the Meeting and having been approved shall be signed as approved by the Chairman or such other Officer of the Institute as the Meeting may decide.
11. Members shall pay an annual subscription the amount of which shall be decided by the Management Committee. The subscription will be payable in advance to expire on the 30<sup>th</sup> September in each year. Membership ceases if the subscription is not paid by the 31<sup>st</sup> October in each subscription year.
12. When vacancies occur, any new member aged 18 and over can join at any time during the year, the subscription will be at the discretion of the Management Committee.
13. Every permanent member shall be entitled to vote at the Annual General Meetings provided that he/she shall have paid his/hers annual subscription and have been a member for at least one month.
14. The Management Committee shall have the power:-
  - (a) To co-opt a member to fill a vacancy on the Management Committee.
  - (b) To form such sub-committee as may be expedient from members of the committee and where this is not possible from members of the Institute.

The Chairman, Vice Chairman and Secretary are ex-officio members of any sub-committee of the Institute. At any Management Committee Meeting the Chairman shall have a casting vote.

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15. The Chairman, Secretary and Treasurer shall form a Sub-Committee known as the Staff Liaison Committee. The Staff Liaison Committee shall be responsible for the salaries, terms and conditions of service of all full and part time staff and for the issuing of contracts of employment for all full time staff in the employment of the Institute. Proposals for the termination of employment of full time staff must be submitted to the Management Committee for approval before action is taken. The Management Committee shall decide the amount of Honorarium to be paid to a person or persons rendering a service to the Institute.
16. Any member of staff and any member can sign in anybody as many times as they like. The Management Committee reserve the right to charge an admission fee for visitors as their discretion.
17. The Management Committee shall have the power to suspend any member for misconduct or for breach of the rules of the Institute but such suspended member shall have the right to be heard before the Committee at such review, and if the member is not satisfied they shall have the right to appeal to the next Annual General Meeting. On any such appeal the decision of the Annual General Meeting shall be final. A member of the Management Committee has authority to reprove any member or visitor for unseemly conduct in the Institute, and if necessary to request an offender to leave the premises without being required to state his reasons for so doing. Any member of the Management Committee having occasion to exert this authority shall report the incident at the next Management Committee Meeting.
18. In case any member of the Institute shall have any complaint to make against either an Officer, a Committee member or any member within the Institute, the person so aggrieved may bring the matter before the Management Committee at their next meeting by giving the Secretary not less than 7 days clear notice in writing of his intention to do so. Complaints and/or suggestions of any other nature must be recorded in the Complaints Book provided.
19. Any Management Committee member, the Bar Manager or any member of the staff, has the authority to request verification of membership or signed visitors status before serving any person with alcoholic liquors.  
The times of opening of the Bar will be determined by the Committee, but must be within the Permitted Hours for Licensed Houses in the district. Opening times for games etc. will be determined by the Committee. Any extension required for games only, is at the discretion of the Bar Manager.
20. On the recommendation of the Management Committee, members who have rendered outstanding services to the Institute may be elected Life Members at the Annual General Meeting.

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21. Except in special cases covered by Rules 22 and 23, no alteration or addition to these Rules shall be made except at the General Meeting. Such alteration or addition must be carried by a majority of members present (and entitled to vote) and be subject to the approval of the Lessor. Any suggested alteration or addition must be submitted to the Management Committee at least one month before the General Meeting and any amendments thereto two weeks before the Annual General Meeting and placed on the Agenda.
22. All members of the Institute shall be bound by these rules. Should any matter arise which is not provided for in the foregoing Rules, the Management Committee shall have the power to introduce a temporary rule or temporarily to amend an existing rule.
23. Any such temporary Rule or temporarily amended Rule shall lapse or be confirmed by the members at the next Annual General Meeting subject to the approval of the Lessor.