

Harlow War Memorial Institute Rules

1. The name of the Institute shall be **HARLOW WAR MEMORIAL INSTITUTE** also known as **the Club**.
2. The object of the Club shall be to provide a centre for social activities and for physical and mental recreation. No sectarian or political subjects shall be discussed at any meeting in the Institute.
3. The leasehold property of the Institute shall be vested in Trustees who will hold the property for the use, and benefit of the Club members, and to deal with as the Management Committee shall from time to time determine. The Trustees shall be indemnified out of the Club funds against all liabilities.

The number of Trustees shall not be less than two and no more than five. They will be proposed by the Management Committee and approved by the members at a General Meeting. Duly appointed Trustees shall hold office at the pleasure of the Club or until such times as he or she resigns by notice in writing to the Management Committee, or until a resolution to remove him/her 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 of a Trustee, may be temporarily filled by the Management Committee until a new Trustee is approved at the next General Meeting.

4. Full membership of the Institute shall be open to all male and female inhabitants of Harlow and its surrounding areas who are over the age of 18. From 1st October 2023, junior memberships are available for 16 to 18-year-olds at a reduced membership fee, and at 18 they shall be allowed to become full member of the Institute.

Persons aged 16 to 18-years old, will only be allowed into the Club when they have been signed in by a full member who is responsible for the person and must always accompany them whilst on the premises.

No one under the age of 18 is permitted to be served, or allowed to consume, any alcoholic drink in the Club, the annual fee for junior membership will be £8 including the entry card. Junior members must adhere to the Club rules. No junior member may play the fruit machines at any time.

5. Any person wishing to join the Club as a member may do so but will not be allowed in as a member for 48 hours to comply with the Licensing Act 2003. They can be signed in as a guest during this period and pay the entrance fee.

6. 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 at a General Meeting. The President shall serve until he/she resigns or elects retirement, or an alternative candidate proposed by the Management Committee is elected by the Club in a General Meeting. The Chairman, Secretary and Treasurer shall each serve a period of three years, all other Committee members shall be elected at each Annual General Meeting. All officers and trustees shall be ex- officio members of the Management Committee.

7. The affairs of the Institute shall be conducted by the Management Committee of at least seven elected members (in addition to ex- officio members, as per rule 6) who shall serve for three years. Nomination papers for Officers and Management Committee signed by the proposer and seconder, together with the signature of the nominee agreed 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. To do so, one 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.

8. Apart from the President, any elected members of the Management Committee absent from three consecutive Committee meetings of any kind, shall forfeit his or her position, if in the opinion of the Management Committee, the reason for his or her absence is not satisfactory (excluding health, holiday or work commitments)

9. The Annual General Meeting shall be held no later than the 30th of September or early October in each year, (Subject to prevailing conditions). 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. Notice of such meetings shall be posted in the Institute for at least seven days and shall detail the purpose of the meeting together with the date and time.

10. At Annual General Meetings, 50 members shall form a quorum, and at Management Committee Meetings 5 members shall form a quorum.

11. In respect of each accounting year, which shall end on the 31st of March each year, full accounts, including profit and loss accounts and balance sheets, shall be prepared and shall be unaudited by a professional accountant 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 members and having been approved, shall be signed as approved by the Chairman or such other Officer of the Institute as the meeting may decide.

12. Members shall pay an annual subscription. The amount for the year shall be £15 including the entry card. Junior members will pay £8 for the year including the entry card. The subscription will be payable during October annually and expire on the 30th of September each year. Membership ceases if the subscription is not paid by the 31st of October in each subscription year. Any new member/s can join at any time during the year and the subscription will be at the discretion of the Management Committee. Any present member of the armed forces, members of the fire, police and ambulance service and any previous members of so stated, are exempt from paying the yearly membership subscription but will be eligible to pay the £3 card fee.

13. Every permanent and full member shall be entitled to vote at the Annual General Meeting provided he/she shall have paid his/her annual subscription and been a member for at least one year.

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 the casting vote.

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 for all full and part-time staff 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 any honorarium to be paid to a person or persons rendering a service to the Institute.

16. Any member of staff and any full member can sign-in up to four visitors. All visitors must pay a charge at the door of £2 per person unless a rule change is applied by the Management Committee.

17. The Management Committee shall have the power to suspend any member for misconduct or for the breach of the rules of the Institute, but such suspended member shall have the right to be heard before the Committee. If at such review the member is not satisfied, he or she 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 reprimand any member or visitor for unseemly conduct in the Institute or within close proximity to the Institute, and if necessary to request any offender to leave the Institute 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. Any visitor causing any complaint to be made, or causing any disturbance, will be removed from the Institute and not allowed re-entry, and the member signing in such person will put his/her membership in jeopardy.

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 the next meeting by giving the Secretary not less than 7-days notice in writing of his/her intention to do so. Complaints and/or suggestions of any nature must be recorded in the complaints book provided behind the bar.

19. Any Management Committee member, the bar manager or any member of staff has the authority to request verification of membership or signed visitors' status and proof of age of a member before serving that person with alcoholic liquors. Bar opening time will be determined by the Committee but must be within the permitted hours for licensed premises within the Harlow district. Opening times for games etc. will be determined by the Committee. Any extensions required for in-house games is at the discretion of the bar manager. Opening times shall be displayed on the notice board.

20. On the recommendation of the Management Committee, members who have rendered outstanding service to the Institute may be elected Life Membership at the Annual General Meeting.

21. Except in special cases by Rule 22 and 23, no alterations or additions to these rules shall be made except at the General Meeting. Such alterations or additions must be advertised on the notice board for a maximum of 28 days to allow all members time to read them. Any suggested alteration or additional requested by a member must be submitted to the Management Committee at least one month prior to the General Meeting and any amendments thereto two weeks before the Annual General Meeting and placed on the agenda.

22. Children under the age of 16 will not be allowed in the Institute, unless with a parent or guardian and only on the front forecourt. Any child will be allowed to use the toilet facilities within the Club but must be accompanied by a parent or guardian. The only exception being for a child to attend a funeral wake and will only be allowed in the lounge area.

23. 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 be able to amend an existing rule.

24. 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 Lesser.

Re-Issued September 2023.

Rick Irwin, Secretary.