ALL PREVIOUS RULES RESCINDED

BOXMOOR SOCIAL CLUB – CLUB RULES

1. NAME AND ADDRESS:

The Club, which is a private members club, is called The Boxmoor Social Club, at 81 Horsecroft Road, Hemel Hempstead, Hertfordshire HP1 1PY.
Notice of any change of address should be sent to the Financial Conduct Authority within 14 days.

2. OBJECTIVES OF THE CLUB:

The main objectives of the Club are to provide members with a place to meet, mix socially, offer leisure activities and entertainment in a safe, comfortable and clean environment.

3. MEMBERSHIP:

(a) To become a member, an applicant must be proposed and seconded by two full members (not probationers) who are able from personal knowledge to vouch for the applicant's good character and fitness to be a member.
(b) On the death of a member their spouse or partner will automatically become a member and will not be required to complete a probationary period.
(c) Applicants must be 18 years of age or older. The name and address of the applicant and the name of their proposer and seconder must be prominently displayed in the Club at least 14 days before the Committee decides whether their application should be accepted.
(d) Any member objecting to a proposed membership must put their objections to the Club Secretary or a Committee Member in writing within the 14 day period.

4. PROBATIONARY MEMBERS:

(a) For the first six months those invited to take up membership will be probationers. At the start of the probationary period they must pay any joining fee that is due. During the six months they must attend the Club on at least 26 occasions and record their visits in the register provided for that purpose. The record of their attendance must be countersigned by a member of the Committee or staff.
(b) Probationary members will not be eligible to attend general meetings, vote at elections or hold office.
(c) At the end of the six-month probationary period, that person will be regarded as a full member with the full rights of membership. Those who fail to meet the required standards of behaviour and attendance will not be given full membership and will not be eligible for a refund of any joining fee.
(d) A copy of the Club rules and Bye Laws will be prominently displayed in the Club at all times and a copy will be available on request to the Secretary.

5. JOINING FEES AND SUBSCRIPTIONS:

(a) Probationary members will pay a joining fee and full members will pay an annual subscription.
(b) Subscriptions will be due for payment on the first day of January each year. All members including probationers must pay their fees or subscriptions by 1st February,

(c) Any member who has not paid their subscription fee by 1st February will be considered in arrears and shall cease to be a member.
(d) No member in arrears will be allowed to use the Club for any purpose. Any extenuating circumstances should be put to the Secretary in writing for consideration by the Committee.

6. REGISTER OF MEMBERS:

(a) The Club shall keep on the premises a register of the names and addresses of all the members. Every member should let the Secretary know of any change of address. The names of those who cease to be members will be removed from the register.
(b)To help with administration Club members will be asked to provide a telephone number/e-mail address. This information will be reviewed annually upon renewal of membership.

7. END OF MEMBERSHIP:

Members will lose their membership:-
(a) by non-payment of subscription fee – any person whose membership has ceased for this reason will not be eligible for membership again unless the Committee accepts that there were extenuating circumstances and the person pays off all their arrears.
(b) by expulsion.
(c) by resignation.
(d) by death.
(e) by failing to use the club on a regular basis. The Management Committee will be able to identify those members who are not using the club on a regular basis. The definition of a regular basis will be a matter for the Management Committee in consultation with the members at an AGM or SGM.

8. ADMISSION, CLUB SECURITY:

(a) Members will be required to carry their membership and door entry card with them at all times. Failure to do so may mean entry is refused or the person has to be signed in as a guest and as such pay any fee due.
(b) The loss of a membership or door entry card must be reported to the Secretary as soon as possible. There will be a fee for replacing door entry cards.

9. GENERAL COMPLAINTS OR SUGGESTIONS:

Specific complaints or concerns by members about how Club business is being conducted by the Management Committee should ideally be brought up at the AGM under the terms of Rule 16 (1) (c). Otherwise members should put any general points they wish to raise about the running of the Club in the 'Suggestions Box.' These will be put to the Management Committee by the Secretary on a monthly basis.

10. MISCONDUCT OF MEMBERS, PARTNERS, PROBATIONERS OR GUESTS:

(a) The Secretary or any member of the Management Committee has the right to insist that any member, partner, probationer or guest, who uses foul language loudly,

threatening behaviour, or is violent or appears to be under the influence of drink or drugs must leave the Club. Failure to comply with a request will be reported to the Police immediately.
(b) Disciplinary action will be taken by the Club where appropriate.

11. SUSPENSION OR EXPULSION OF MEMBERS OR PROBATIONERS:

(a) The Management Committee is able to reprimand, suspend or expel any member or probationer who breaks any Club rule or Bye law. It can also suspend a member pending investigation of an alleged offence.
(b) If a member or probationer's conduct outside the Club raises questions about their suitability for membership their membership or probationary period may be suspended until they appear before the Management Committee and provide an explanation for their conduct. Failure to do so may lead to expulsion.
(c) Every member or probationer asked to appear before the Management Committee will receive at least 7 days written notice of the hearing, details of the disciplinary charge and be invited if they wish, to name and bring witnesses to the hearing.
(d) A suspended member or probationer will not be entitled to use the Club or attend any general meetings or vote at elections or hold office. But members will be liable to pay any annual subscription fee that is due during suspension.

12. DISCIPLINARY AND APPEAL HEARINGS

(a) Whenever a disciplinary or appeal hearing is being considered, the Officers of the Club shall on a case by case basis, decide by majority, whether the circumstances of a case requires certain members of the Management Committee to step aside from the disciplinary/appeal procedure, to avoid reasonable claims of unfairness or prejudice.
(b) These principles apply equally to complaints by members about Officers of the Club or disputes with the Club by a member or a probationer-see Rules 13 and 14.
(c) In exceptional circumstances, the Officers of the Club may decide by majority, that a disciplinary hearing must be heard and any penalty decided, by an independent body to ensure that the process is fair and reasonable. There will be no right of appeal against that decision.
(d) This situation may arise when a significant number of Management Committee members are directly or indirectly involved in an alleged breach of discipline or, may be considered to hold a prejudiced view.
(e) The choice of an independent body will be a matter for the Officers of the Club.

13. SETTLEMENT OF DISPUTES OR COMPLAINTS ABOUT AN OFFICER OF THE CLUB:

(a) All complaints from a member or probationer about an Officer of the Club will, unless the Management Committee decide to refer the matter to a special general meeting be settled by the Management Committee.
(b) The decision of the Management Committee will be final unless the aggrieved person provides the Secretary with a written request from members that satisfies the conditions included in Rule 16 (2) (b) within 14 days of the decision. In those circumstances the decision will be reviewed at a special general meeting called for that purpose.

(c) The Management Committee will then reconsider its original decision and confirm or change it. That decision will be final.

14. DISPUTES BETWEEN A MEMBER OR PROBATIONER AND THE CLUB:

(a) If a member, or a probationer, is aggrieved about the termination of or refusal to renew or confirm their membership, or about a disciplinary penalty, they will have the right to have their grievance heard by the Trustees. If any of the Trustees are unavailable the Treasurer will deputise.
(b) Any appeal should be put to the Secretary in writing within 14 days of the decision being received.
(c) The Trustees decision will be final unless the aggrieved person provides the Secretary with a written request satisfying the conditions included in Rule 16 (2) (b) within 14 days of the decision being received.
(d) If Rule 16 (2) (b) is satisfied the decision will be reviewed at a special general meeting called for that purpose.
(e) The Management Committee including the Trustees will then reconsider its decision and confirm or change it. That decision will be final.

15. INTRODUCTION OF GUESTS:

(a) Members and probationers partners do not have to be signed in as guests.
(b) Members may sign in two guests; probationers may sign in one guest
(c) A 'Visitors Book' will be provided and the name and membership number of the member responsible for the guests, and the guest's names must be recorded clearly.
(d) The member must ensure that any entrance fees due are paid or they may be liable for the fees and/or disciplinary action.
(e) Members and probationers will be responsible for the good conduct of their guests at all times and may be liable for disciplinary action if the guests are involved in any misconduct inside or at the entrance to the Club.
(f) Members and probationers must not leave guests in the Club – the guests must leave when the sponsor member leaves, or another member must sign the guest in and take the responsibility for their conduct.
(g) The Club can refuse admission of any guests including former members who have been expelled, persons rejected for membership and members under suspension.
(h) Members and probationers can be barred from bringing guests into the Club.

16. GENERAL AND SPECIAL MEETINGS:

(1) Annual General Meeting

(a) The Annual General Meeting will usually be held in March each year on a date to be decided by the Committee. At least 14 days' notice of the meeting will be given to members.
(b) The President or in their absence the Vice President (or in the absence of both Officers an elected Chairman) will take the chair at the AGM and at Management Committee meetings.
(c) The business of each AGM will be to receive the audited accounts and balance sheet, any report from the Auditor, and to consider any business raised by the Committee together with any agenda items proposed by the members, which should be given in writing to the Secretary at least 7 days before the proposed meeting.

(d) At the AGM a report of the Club's business for the year should also be presented to members by the Committee.
(e) A copy of the audited accounts and balance sheet together with an agenda should be made available to members at least 5 days prior to the AGM.
(f) The Auditor is entitled to attend any general meeting and must be informed of when they are to be held.

(2) Special Meetings:

A special meeting will be called by the Secretary in the following cases:-
(a) upon direction of the Committee.
(b) a request in writing by at least 30 members, giving details of the matter(s) to be discussed – such meetings should be held not less than 14 and not more than 21 days from the date the Secretary receives the request.

(3) Notice to be Given:

Notice of any special meeting, and the reason for it, should be posted in the Club by the Secretary at least 10 days prior to the meeting. Should the Secretary not convene a special meeting 10 days after the request, the persons who have requested it can call the meeting themselves giving members 10 days' notice.

(4) Business:

No business other than that named in the notice of a meeting shall be discussed.

(5) Quorum:

A general meeting may proceed with business if 10 members are present within 1 hour of the time fixed for the start. Otherwise the meeting, if convened at the request of members, will be dissolved. But if the meeting is convened by the Committee, it will stand adjoined until the week after, at the same time, and may then proceed to business whatever the number of members present.

(6) Adjournment:

Any general meeting may be adjourned to such time as the majority of the members present and voting decide.

(7) Voting:

(a) Fully paid-up members (not probationers or guests) will have one vote on any motion.
((b) Any voting at Annual, Special or Management Committee meetings, or at Disciplinary or Appeal hearings will require two thirds of those present and voting to be in favour of any proposals put to the meeting/hearing.

17. OFFICERS OF THE CLUB:

(a) The Club will have the following officers: three Trustees, a President, Vice President, Treasurer and Secretary. The post of Treasurer and Secretary may be combined.

(b) Trustees will be appointed at a general meeting by a majority of the members present and voting and shall remain in office during the pleasure of the Club.
(c) The President and Vice President will be elected by ballot and remain in office during the pleasure of the club.

(d) In the event of the Secretary, Treasurer or combined position becoming vacant the club will advertise the relevant position internally and externally up to five months prior to the following AGM. A panel of four interviewers is to be selected, three from the Management Committee and one current member of the club who has no association with any candidate that has applied for the position. The Secretary and Treasurer (or a holder of both posts) shall remain in office during the pleasure of the Club.

(e) Any Officers can be removed from the Committee at any time, provided that two thirds of the members present and voting at a special meeting called for that purpose vote in favour of their removal.

(f) In the event of a vacancy arising amongst the Officers (other than Trustees) the Committee will have the power to appoint a member to fill the vacancy until the next election of Committee members.
(g) Any Officer must vacate their office if their membership is suspended or they are expelled.
(h) Any change in the office of Secretary must be notified to the local magistrates within the time limit prescribed.
(i) If a Trustee is removed from office and refuses or fails to assign or transfer any property of the Club as directed by the Committee or members, he shall be expelled from membership without prejudice to any liability to prosecution.
(j) Notice of any changes in the appointment of Trustees should be sent to the Financial Conduct Authority within the time limit prescribed.

(k) The Secretary and Treasurer (or a holder of both posts) will receive an honorarium paid annually in arrears or on a monthly basis. The amount per year will be decided by the Management Committee in November each year for the current year.

18. COMMITTEE: MAKE UP AND MANAGEMENT RESPONSIBILITIES

(1) Management Committee:

(a) The Management Committee shall be made up of the President, Vice President, Treasurer, the three Trustees and up to 12 elected (or seconded) Committee members. (b) The Secretary supports the Management Committee but does not have a vote.
(c) The Management Committee will have responsibility for the management of the Club. It will be able to employ or dismiss a Bar Manager and any other employees. It will decide the terms and conditions of employment it can afford. It will be able to purchase goods and services and do anything necessary to meet the objectives of the Club, including donations to charitable causes.
(d) The President or in their absence the Vice President (or in the absence of both an appointed Chairman) will take the chair at all Management Committee meetings. And in the event of equality of voting will have a casting vote.

(e) The Management Committee should have due regard to resolutions or recommendations by general meetings but shall not be bound to give effect to anything which in its opinion would not be in the best interests of the Club.
(f) It should only authorise the payment of monies from Club funds to supply goods or services that are specifically for the purpose of meeting the objectives of the Club.
(g) It will meet once a month to discuss general business and not less than one third of the total number of the Management Committee will form a quorum.

(2) End of Committee Membership:

(a) Any Committee member who misses three consecutive meetings will, unless they provide an acceptable explanation for their absence, cease to be a member of the Committee.
(b) Any Committee member whose Club membership ends or is suspended must vacate their place on the Committee. Any vacancy arising in these or other circumstances can, if necessary, be filled by the Committee before the next elections are held.
(c) The elected Committee members shall retire at the end of the election year but will be eligible to stand for re-election.

(3) Removal or Resignation:

All the members of the Management Committee individually and collectively may be removed by the votes of two thirds of members present and voting at a special meeting called for that purpose. In the event of the removal or resignation of the whole or a majority of the Management Committee, the Secretary should obtain nominations, appoint scrutineers and arrange a ballot. Three days should be allowed for the nominations and the ballot will be held on three successive days within the following seven days. The result will be declared by the scrutineers and posted in the Club.

19. FINANCIAL MANAGEMENT OF THE CLUB:

(1) Finance Committee:

(a) Following each annual election the Management Committee shall appoint a Finance Committee, which should consist of three of the ten elected Committee members plus the Officers of the Club.
(b) It should meet once a month, usually the week prior to the monthly general Committee meeting.
(c) No officer or member of the Committee shall supply goods or services or dispose of Club funds without the authority of the Management Committee. No honoraria will be paid to Committee members unless agreed by a general meeting.
(d) All monies received by the Club should only be put towards meeting the objectives of the Club.
(e) The Management Committee or a General meeting will decide how the assets of the club should be invested, provided it is in a manner authorised by the Friendly Society Act 1974

(2) All cheques drawn on the Club's bank accounts must be signed by the Secretary and a member of the Finance Committee. And the Finance Committee should check and authorise all on-line banking transactions via a robust audit trail.

(3) Finance Committee Responsibilities:

The main responsibilities of the Finance Committee will be to check each month that all the monies received by the Club have been banked or can be accounted for and that all the payments made were correct and authorised. A monthly report showing the state of the Club's finances must be agreed and posted in the Club for member's information.

(4) Brewery Sub Committee:

The Management Committee should appoint a Brewery Sub Committee to support the Secretary in his negotiations with suppliers. Its main purpose shall be to obtain the best supply deals so that it can give members a wide range of quality products at competitive prices.

20. TRUSTEES LIABILITY AND RESPONSIBILITIES:

(a) All the property of the Club will be held by the Trustees on behalf of the members of the Club. Normally no personal liability will fall upon a Trustee, apart from any Club funds a Trustee has actually received. But they may be personally liable if they allow Club assets to be spent unlawfully or in a way not connected to the Club objectives.
(b)Trustees should ensure via the Finance Committee, that all cheques drawn and monies paid are properly authorised, that reports to the Financial Conduct Authority are made as and when required, and check annually that the Club has an up to date, comprehensive and competitively priced insurance policy that covers fire, theft, public liability and members personal accidents.
(c) Trustees may when authorised by a general meeting or the Management Committee hold, purchase, or take on lease or buy any land or buildings and, may sell, exchange, mortgage, lease or build a property.
(d) Trustees may also when authorised (as above) obtain advances of money for the purpose of running the Club and upon such terms of interest and manner of repayment as the Management Committee or a general meeting may determine.

21. ELECTIONS:

(a) Nominations of Officers (except Trustees) and Committee members will be by ballot.
(b) At least 21 days before the date of a ballot a nomination sheet for the vacant posts will be posted in the Club by the Secretary. All the names of the candidates for any office must be entered before the closing date which should be at least 7 days before the AGM. Probationers at the time of the closing date will not be eligible to stand for office or be able to propose or second a nomination. All nominations must be proposed and seconded by two full members who must sign the nomination sheet.
(c) Members who are suspended will not be eligible for election. No members will be eligible for election to more than one position and no existing member of the

Management Committee can stand for another post unless they resign from the position they hold.

(d) Scrutineers:

The ballot shall be supervised by three scrutineers appointed by the Management Committee. The scrutineers must be full members of the Club but not candidates, Committee members or Officers.

(e) The Ballot:

Ballot boxes will be placed in the Club on the Tuesday prior to the AGM and shall remain in place for at least 3 days prior to the AGM. The Secretary will remove the ballot boxes at 2 p.m. on the day prior to the AGM. The result will be made known at the AGM. The members will be informed of the number of votes for each candidate and which candidates have been elected.

(f) Voting:

Each full member will have one vote for each vacancy.

(g) Results:

The candidate receiving the highest number of votes will be elected. In the event of a tie the names of the tied candidates will be written on slips of paper. The President or their deputy will then draw out as many slips that are needed to fill the vacancies, and those candidates will be elected.

(h) Scrutiny:

At the end of the ballot process the scrutineers will seal all the ballot papers and pass them to the Secretary within 7 days. A scrutiny of the ballot papers shall take place if a written demand by a full member is received within 7 days of the close of the ballot, signed by not less than 10% of the Club membership. The scrutiny will be carried out by 3 fresh scrutineers to be named by the Management Committee, and their decision shall be final.

22. CLUB RULES:

(a) Apart from (e) below, any proposed changes to the Club Rules must be put before members at an AGM or special general meeting called for that purpose.

(b) Changes to the rules including an increase in subscriptions or joining fees must be agreed by at least two thirds of the members present and voting at a general meeting.

(c) A copy of the amended rule book must be sent for registration purposes to the Financial Conduct Authority or equivalent body within the time specified.

(d) Once registered under the Friendly Society Acts written notice of amendments to the Club Rules must be sent to the Chief Officer of Police and the Clerk to the local authority within 14 days of registration.

(e) Any statutory changes to the Club Rules recommended by the Financial Conduct Authority will with the agreement of the Management Committee be automatically included in the Club Rules.

23. BYE LAWS:

(a) The Management Committee will be able to amend Bye laws and introduce new ones if it considers them necessary for the good management and wellbeing of the Club, provided the bye laws do not conflict with any of the Club Rules.

(b) Any changes in the Bye Laws will be recorded in the minutes of the monthly general meeting and displayed in the Club.

24. HOURS OF OPENING AND CLOSING AND SALE OF ALCOHOL:

(a) The Club will open and close at the times agreed by the Management Committee. Details of the opening hours will be displayed in the Club by the Secretary.
(b) The opening hours will be subject to the agreement of Dacorum Borough Council and the issue of a Club Premises Certificate, which should be displayed in a prominent position in the Club. The permitted hours for selling alcohol will be agreed by the Management Committee in accordance with the Licencing Act 2003
(c) The nominated officer responsible for obtaining the Certificate and controlling the hours authorised will be the Club Secretary.

25. LIFE MEMBERS:

(a) The Management Committee may at their discretion grant life membership to any member who has given special service to the Club.
(b) Life members will not be liable to pay subscriptions but will be entitled to all the rights and privileges of full members.

26. TEMPORARY MEMBERS:

Members of a games team and their supporters visiting the Club for a games contest will be given temporary membership for the day/evening of their visit. A list of the names of the people visiting the Club must be received prior to their admission to the Club. They are subject to the same rules as other guests – See Rule 10 and 15

27. CHECKING THE BOOKS:

Any member or person having an interest in the club funds may inspect the books of the Society (club) in accordance with the Friendly Society Act 1974.

28. DISSOLUTION

The club may at any time be dissolved by an instrument of dissolution approved by a special resolution of the club.

FCA Registered Complete Amendment of Rule Book 9th June 2017

FCA acknowledged Rule Amendments 22nd December 2020

FCA acknowledged Rule Amendments 6th June 2022

FCA acknowledged Rule Amendments 16th May 2025