

ORPINGTON LIBERAL CLUB CONSTITUTION (2020)

1. PREAMBLE

This is a restatement of the Constitution of ORPINGTON LIBERAL CLUB (“the Club”), adopted at the Annual General Meeting of the Club held on 6 March 2021. It is based on the Orpington Liberal Club Constitution dated October 2002 (“the Former Constitution”). The Club is a private members’ club open only to persons elected to membership of the Club and their guests as provided for in rules of the Club. Subject to that condition it shall continue to provide a meeting place for all persons of goodwill, in particular those of liberal views in politics with an interest in a free and open democracy where individual freedom and human rights are respected. All rights and obligations of the Club under the Former Constitution and the rights acquired by members of the Club (such as Honorary Life Memberships) are hereby preserved.

2. NAME

The Club shall continue to be called ORPINGTON LIBERAL CLUB and remain affiliated to the National Union of Liberal Clubs. Its registered office shall remain 7 Station Road Orpington Kent BR6 0RZ (“the premises”). The premises shall include any premises used by the Club in addition to or in substitution for the said premises.

3. COMPLIANCE WITH THE LICENSING ACT 2003

The Club shall continue to be a qualifying club and to satisfy the general conditions set out in section 62 of the Licensing Act 2003 and any statutory conditions replacing the same. Accordingly, in particular:

3.1 persons may not— (a) be admitted to membership, or (b) be admitted, as candidates for membership, to any of the privileges of membership, without an interval of at least two days between their nomination or application for membership and their admission

3.2 persons becoming members without prior nomination or application may not be admitted to the privileges of membership without an interval of at least two days between their becoming members and their admission

3.3 the Club is established and shall be conducted in good faith as a club in accordance with section 63 of the said Act

3.4 the Club shall have at least 25 members

3.5 alcohol shall not be supplied, or permitted to be supplied, to members on the premises otherwise than by or on behalf of the Club.

4. The Club shall satisfy the conditions for the supply of alcohol set out in section 64 of the said Act and accordingly:

4.1 (so far as not managed by the Club in general meeting or otherwise by the general body of members) the purchase of alcohol for the Club, and the supply of alcohol by the club, are managed by a committee (“the Management Committee”) whose members (a) are members of the Club; (b) have attained the age of 18 years; and (c) are elected by the members of the Club and

4.2 no arrangements are, or are intended to be, made for any person to receive at the expense of the Club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the Club and

4.3 no arrangements are, or are intended to be, made for any person directly or indirectly to derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or guests, apart from (a) any benefit accruing to the club as a whole, or (b) any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

4.4 The Club shall be licensed as a Club under the said Act and shall at all times procure and hold a Club Premises Certificate and comply with the licensing conditions set out in the said Certificate and prescribed by law for the supply of alcohol on and off the premises.

4.5 The Secretary of the Club shall notify Bromley Council as the relevant licensing authority of this change in the Club rules within 28 days in accordance with section 82 of the said Act.

4.6 This paragraph and paragraph 3 of this Constitution shall be paramount so that they shall prevail in the event of any inconsistency with the remaining paragraphs of this Constitution.

5. NOT FOR PROFIT

The Club is established not for profit but for the benefit of its members and the community of which it is part. All Club funds shall be retained by the Club and used for the purpose of fulfilling the Club's legal obligations, maintaining and improving its premises furniture and equipment, and fulfilling the Objects set out in this Constitution. No payments of any kind shall be made to members except for services rendered to the Club and expenses incurred by them on behalf of the Club.

6. OBJECTS

The Objects of the Club are as follows:

(i) to continue the tenancy of its premises at 7 Station Road Orpington held on behalf of the Club in the names of the Club trustees and to take a lease of its premises which will be renewed when required

(ii) to provide a place of hospitality, refreshment and entertainment for members of the Club and their guests

(iii) to secure that its premises and equipment are well maintained and improved and that the Club provides a safe and healthy environment for its members and their guests in their leisure time

(iv) to sponsor the arts and culture and to encourage singers, musicians and poets by means of a programme of live music, and other entertainment for the benefit of members and their guests

(v) to provide support for charities

(vi) to provide a meeting hall for members and for hiring out to local groups and parties for social, educational, religious, cultural and recreational purposes

(vii) to provide a well maintained and cultivated garden for the pleasure of members and guests

(viii) to rent out residential accommodation or office space for a subtenant or subtenants

(ix) to comply with all laws applicable to the operations of the Club and to ensure that the Club is respected in the community and that its activities are ethical

(xi) any other objects that may be agreed upon by the Club in general meeting or at a meeting of the Management Committee.

7. MEMBERS

The Club shall consist of any persons of 18 years or over, who agree to observe the Constitution and Rules of the Club. Persons aged 16 or 17 years may become junior members but cannot purchase or consume alcohol on the premises.

8. MEMBERSHIP STATUS

a. Ordinary Members have full voting rights.

b. Affiliated Members shall be members of any Club affiliated to the National Union of Liberal Clubs. They shall have no voting rights.

c. Honorary Life Members include those previously elected as such and those to be elected by the Management Committee for services to the Club. They shall be entitled to all rights

and privileges of Club membership. A certificate of life membership shall be issued to each life member.

d. Persons previously elected as Associate Members shall, on payment of any subscriptions due, become Ordinary Members.

e. Junior Members shall be aged 16 or 17 years, who may have full access to the Club's social facilities but may not consume or purchase intoxicating liquor on the Club premises or use any gaming machine. They shall have no voting rights.

9. MEMBERSHIP NOMINATION

a. Any person wishing to become a member must complete an application form, pay the appropriate subscription and be sponsored by a proposer and seconder who currently are and have been members of the Club for a minimum of six months and then shall be considered for membership by the Management Committee.

The names and addresses of those proposed shall be written in the nomination book and a notice containing their names only shall with their consent be displayed in a prominent position in the Club for not less than seven clear days prior to election.

b. Objections to a nomination must be sent to the Secretary in writing.

c. Nominations of persons who have been previously refused membership of the Club will not be reconsidered for a minimum period of 24 months.

d. A candidate for membership cannot purchase any excisable article until elected by the Management Committee. Each member, on acceptance, shall receive a copy of the Constitution and By-Laws and a membership card. All notices sent to the last address given by any member shall be considered as duly received.

e. No employee of the Club shall be eligible for membership of the Club.

f. The nomination book and membership list shall be kept confidential and dealt with in compliance with the General Data Protection Regulation (Regulation (EU) 2016/679) and any replacement for it applicable in England.

10. NATIONAL UNION OF LIBERAL CLUBS

Each member, other than Junior Members, is entitled to all the privileges of the National Union of Liberal Clubs, subject to the rules, on presentation of a valid membership card.

11. SUBSCRIPTION

All members except Honorary Life Members and Affiliated Members shall pay an annual subscription in advance. The amount shall be determined by the Management Committee. All subscriptions shall be due on 1st April or in the case of temporary membership on application. Any member who has not paid the annual subscription four weeks after it has become due shall be considered in arrear and shall not be permitted to use the Club. If the subscription be not paid six weeks thereafter the member shall be struck off the list of members, providing that two weeks' notice be given to such member, that failure to pay the amount owing within such time shall forfeit membership.

12. MANAGEMENT COMMITTEE AND OFFICERS

a) The Management Committee shall consist of the President, Chairman, Vice Chairman, Treasurer, Secretary known as the Officers, and six other members of the Club known as Committee Members. Two thirds of the members of the Management Committee shall form a quorum. The Officers and half of the six Committee Members shall be elected annually at an annual general meeting. Committee members (but not the Officers) sit for two years before requiring re-election.

b) Fourteen days before the Annual General Meeting, the Secretary shall display in the Club, notice of the Annual General Meeting. This notice shall contain the names of the retiring Management Committee members, and shall state that if any Club member wishes to nominate any one or more members to fill the vacancies, he or she must, not later than seven days before the day of the annual general meeting, notify the Secretary of the name of each person nominated.

c) In case more persons shall be nominated for the Management Committee than there are vacancies to be filled, the members to fill the vacancies shall be elected by ballot. The meeting shall appoint two scrutineers who shall examine the votes and announce the names of those members who have obtained the greatest number of votes as the new Management Committee members. If any member elected declines to serve, the member who has the next largest number of votes shall be elected. Retiring members shall be eligible for re-election.

d) Members of the Management Committee shall be persons who have been Ordinary Members or Honorary Life Members of the Club for at least two years at the date of their election unless there are insufficient such members to fill the vacancies on the Management Committee for Officers or Committee Members. In that event members of six months' or more standing may be proposed for election to the Management Committee.

13. POWERS OF MANAGEMENT COMMITTEE

a) The Management Committee shall endeavour to meet at least once in every month.

b) Special Management Committee meetings may be called by the Chairman for any special purpose; such purpose alone shall be discussed at such meetings.

c) The Management Committee may fill any casual vacancies in the Officers of the Club or the Management Committee and may co-opt members. Those so appointed shall serve until the next annual general meeting. The Management Committee may make by-laws (not inconsistent with this Constitution) for regulating the affairs of the Club, the conduct of members or visitors and the duties of the Secretary and servants of the Club.

Every By-Law made by the Management Committee shall be displayed in the Club and shall have effect and be binding on all members, as if it were part of this Constitution, until it is revoked by the Management Committee or by a vote at an annual or special general meeting.

d) The Management Committee may from their own elected or co-opted members, from time to time, appoint and remove sub-committees for special purposes and may delegate to them any of their powers (except the powers of expelling or suspending members, or otherwise disposing of the properties of the Club, expending money out of capital, making, altering or revoking bye-laws, or appointing a sub-committee).

e) The Management Committee shall cause the accounts of all business carried out by the Club, to be entered regularly in proper books, and shall at least once a year submit such accounts, together with a general statement of the same, and all necessary supporting vouchers for audit by the auditor appointed by the annual general meeting.

f) All moneys shall be paid into a branch of a bank to be nominated by the Management Committee in the name of the Club, and no money so deposited shall be withdrawn except by order of the Management Committee.

g) The Chairman, Treasurer and Secretary shall be authorised to sign cheques, and transfer moneys in accordance with the wishes of the Management Committee. The Chairman, with the agreement of the Treasurer, and either the Secretary or President, may incur expenditure up to a total of £250.00, without the prior agreement of the Management Committee, for the purposes of maintaining the fabric of the Club, or of facilitating the good management of the Club, between each meeting of the Management Committee.

h) The Treasurer and Secretary, shall within seven days after notice, deliver up all moneys, securities and documents they may hold in their possession belonging to the Club when required by a general meeting of members to do so.

i) The Secretary shall enter into the minute book, minutes of all resolutions and transactions of the Club, under the direction of the Management Committee. If the Secretary is unable to attend a meeting of the Management Committee or a General Meeting the meeting shall elect a deputy secretary to carry out the functions of the Secretary at that meeting who shall prepare the minutes in his place.

j) The Treasurer shall prepare regular statements to be placed before the Management Committee, also an annual income and expenditure account and balance sheet, to be made available to any member on request, and act generally in the business of the Club, as he may be directed by the Management Committee.

k) All correspondence to Officers and other authorised persons concerning the Club's business shall be sent to the Club's registered office, and addressed to the President, The Chairman, The Secretary or The Treasurer, as the case may be.

l) The Management Committee may pass a motion of No Confidence in the Chairman, Vice Chairman, Treasurer or Secretary, as the case may be.

14. ANNUAL GENERAL MEETING

There shall be an annual general meeting of the Club, which shall be held within six months of the end of the Club's financial year, or as soon as possible thereafter, notice of which shall be sent to members at least two weeks previously. At each meeting there shall be presented a report of the proceedings of the Club for the previous year and an account duly audited of the receipts and expenditure of the Club, together with a general statement of assets and liabilities. Notices of any special business to be brought before the meeting by any member of the Club shall be sent in writing to the Secretary not less than seven days before the meeting and shall be displayed in the Club together with the notice convening the meeting. Not more than 15 months shall elapse between successive Annual General Meetings.

15. SPECIAL GENERAL MEETING

a) If at any time it appears expedient to the Management Committee to make any proposition, requiring the sanction of a general meeting, the Management Committee shall call a special general meeting, notice of which shall be displayed in the Club, and sent to members at least two weeks prior to the meeting.

b) A special general meeting shall be called by the Secretary upon receipt of a notice signed by not less than ten members of the Management Committee, or upon receipt of a requisition signed by either thirty members or by 20% of the membership, whichever is the lesser. Such notice or requisition shall state the business of the meeting, a notice of which shall be displayed in the Club at least two weeks prior to the meeting.

c) No additions or amendments to the Constitution may be made without the consent of two thirds of the Ordinary Members and Honorary Life Members present at an annual general meeting or of a special meeting of the Club, called for that purpose, 14 days' notice of proposed additions or amendments being given.

16. GUESTS

1. Ordinary Members and Honorary Life Members shall have the privilege of introducing a maximum of four guests each under the following conditions:

a) The name and address of every guest with the date of the visit, must be entered in the guest book, together with the name of the member introducing him/her, on the occasion of

the first visit of that guest in every calendar year or immediately if not previously so entered.

b) A member introducing a guest must pay on the occasion of every visit of the guest to the Club an entry fee of £1 or such other sum as the Management Committee shall determine.

c) No person shall be introduced as a guest more than eight times in a calendar year. A Club steward or officer may record in the guest book the date of every visit by a guest who may be thought to be infringing this rule. In that event the guest introduced more than eight times in the calendar year shall be treated as an applicant for membership and be liable to pay the annual subscription due and the member introducing him or her shall complete a membership application form proposing him or her for membership of the Club.

d) A person attending the Club who is not a member, Temporary Member, Affiliated Member or guest of a member shall be excluded from the Club but remain liable for the amount of any unpaid entry fees in respect of each visit to the Club.

e) Guests must leave the Club with, or no later than, the member who introduces them.

f) A member's husband or wife, who is not a member of the Club, shall be classed as a guest.

g) Members introducing guests will be held responsible for their conduct.

h) Former members, who have been expelled, or members whose membership has been suspended, shall not be admitted as guests.

i) Persons who, having been nominated for membership were not elected, shall not be admitted as guests.

j) Guests of members shall not be entitled to any of the privileges of membership, such as the right to propose new members, introduce further guests or attend member-only events.

2. Subject to the conditions set out in paragraph 16.1 above, guests in excess of four, may be introduced provided that the Secretary is given at least 48 hours' notice.

17. CONDUCT OF MEMBERS

a) No member shall remove from the Club, any possession of the Club without the permission of the Management Committee, or the Secretary, and members damaging any possessions of the Club shall be held responsible.

b) Members must produce their membership cards when asked to do so by any Officer, member of the Management Committee, Club Official or bar-steward on duty. Any member lending his card to a non-member for the purpose of admission to the Club or lending his card to any member in arrears for the purpose of enabling that member to purchase excisable articles shall be liable for expulsion.

c) Any member who shall cease to be a member of the Club from any cause, shall have no claim on the property of the Club and shall not have any part of his subscription returned.

18. OPENING HOURS

The Club shall be open for the sale of beverages on such days and between such hours as the Management Committee shall from time to time determine, subject to the restrictions of the local licensing laws. But the Management Committee may close it at their discretion for special purposes.

19. TEMPORARY MEMBERSHIP – HALL HIRERS

Temporary membership is intended for hirers of the meeting hall to enable them to purchase excisable liquor from the Club during the period of their hire for themselves and their guests. Temporary membership may be granted at the discretion of the Management Committee providing that reasonable notice of at least 48 hours given to the Secretary of the name and address of the person(s) and a temporary membership subscription of an amount determined by the Management Committee is paid in advance. Temporary members and their guests have the right to use the clubroom and bar only if there is space available that is not required by members of the Club.

20. EXPULSION OR SUSPENSION OF MEMBERS

The Management Committee shall be empowered to expel or suspend members behaving inconsistently with the rules and by-laws of Club, or conducting themselves in a way likely to be injurious to the character and interests of the Club. In the case of expulsion (or suspension continuing at the date of the Club annual general meeting) there shall be a right of appeal to the Club annual general meeting. This appeal shall be made in writing. A majority of two-thirds of those present and entitled to vote shall be necessary for the appeal to be successful.

21. HONORARIA

The Management Committee shall be empowered to grant honoraria.

22. DISSOLUTION

In the event of the Club having to close permanently for whatever reason, after all liabilities have been discharged any remaining assets shall be dealt with for the benefit of any registered charity or charities as decided by the members of the Club in a Special General Meeting called for that purpose and in the event that it is not reasonably practicable to hold any such meeting at the discretion of the Management Committee for the benefit of any registered charity or charities.

23. INTERPRETATION

In any case of doubt, the interpretation of this Constitution in part or in whole, rests entirely on the majority decision of the Management Committee.

ORPINGTON LIBERAL CLUB

BY-LAWS

1) CLOSING TIME

All members must leave the Club premises within 30 minutes after closing time, unless on the premises for a purpose which has been authorised by the Management Committee. In order to comply with this rule, all games, music and use of gaming and video machines must cease as soon as the 20-minute drinking up time has ceased.

2) CHILDREN

Members of the Club and any hall hirer and his or her guests may bring their children (under 16) into the Club during opening hours and when there is a function in the hall organised by the Club or hall hirer so long as such children are properly supervised by their parent or guardian.

3) PETS

Pets may be brought into the Club, at the discretion of the Bar Steward on duty. (Dogs must be kept on a lead under the control of their owner.)

4) MEMBERSHIP SECRETARY

The Management Committee shall either appoint a Membership Secretary from amongst its elected or co-opted members, or shall empower the Secretary to appoint a Membership Secretary.

5) NORMAL OPENING HOURS

The Management Committee has resolved that the Club's Normal Opening Hours for the sale of alcoholic beverages shall be from 11.00am until 11.00pm on Mondays to Saturdays and from 12.00 noon until 3.00pm and from 8.00pm until 10.30pm on Sundays, Good Friday and Christmas Day (provided that the Management Committee may at its discretion vary the Normal Opening Hours having regard to any prevailing circumstances and any lawful extension of licensing hours).

The Normal Opening Hours do not apply during the Coronavirus Pandemic when the Club is required by law to close for business at 10.00pm. Bar service will cease at 9.30pm to enable the premises to be locked up by no later than 10.00pm.

6) UNRULY BEHAVIOUR

The Bar Steward on duty shall have full power to exclude any person from the premises who behaves in a discourteous, drunken or unruly manner or who is not entitled to be present and shall not serve any person who or is or appears to be underage or intoxicated.

BY ORDER OF THE MANAGEMENT COMMITTEE