

WIMBLEDON VILLAGE CLUB

RULES & BYE LAWS

May 2017

It is important to note, when reading these Rules, that "The Club" means, as the context requires, either;

Wimbledon Village Club Ltd; or

the persons who as members may use as a Club part of the buildings of the Charity; or

that part of such buildings used or usable by such persons.

Officer of The Club means, as the context requires,

Chairman, Vice-Chairman, Director or other Committee Member.

The following Rules replace the Bye-Laws and Rules that were adopted by a Meeting of the Council of the Charity held on 29 October, 1993.

These Rules were adopted by a Meeting of the Committee of The Wimbledon Village Club held on 31 March 2005 at 26 Lingfield Road, London, SW19 4QD.

These Rules were updated during 2012 and adopted by a Meeting of The Committee of The Wimbledon Village Club Ltd held on 26th July 2012 at 26 Lingfield Road, London SW19 4QD.

These Rules were updated during 2014 and adopted by a Meeting of The Committee of The Wimbledon Village Club Ltd held in July 2015 at 26 Lingfield Road, London SW19 4QD.

These Rules were updated during 2017 and adopted by members at Annual General Meeting of The Wimbledon Village Club Ltd held in May 2017 at 26 Lingfield Road, London SW19 4QD.

Any amendments or updates to the Rules are agreed by the resident Committee on an as and when necessary basis and will be approved at the next Annual General Meeting of the Club.

WIMBLEDON VILLAGE CLUB
RULES AND MEMBERS' HANDBOOK

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BACKGROUND TO THE CLUB

A full history of Wimbledon Village Club & Lecture Hall is given in the book 'A Victorian Legacy' and a potted history is set out in the sesquicentenary booklet.

A summary of that history which has important implications for The Club are:

In 1858 Wimbledon Village Club and Lecture Hall was established to serve the local community.

In 1978 the charitable status was challenged by the Inland Revenue in order to tax the profit of the Bar.

In 1988 a structure was arranged to clarify the structure of the organisation and to ensure that the charitable status was retained. The new structure, although not implemented until 2003, was to divide the financial activities of Wimbledon Village Club and Lecture Hall into two organisations:

1. The Wimbledon Village Hall Trust Limited (The Trust)
Which own the building and is responsible for the maintenance and the hiring out of the facilities;

And

2. Wimbledon Village Club Limited (WVC Ltd).
Which handles the financial affairs of The Wimbledon Village Club (The Club).

The Trust is a registered charity and is a company limited by guarantee. The Club is a wholly owned subsidiary of The Trust.

The Trust's facilities comprise: The Village Hall, The Lingfield Room, The Norman Plastow Gallery, The Museum of Wimbledon and The Club.

Members of The Club are social Members of a private members' club and are entitled to enjoy the privileges and facilities of The Club.

The Trust employs a manager (The Manager), who is responsible the running of the entire site and in particular for the stewardship of The Club.

The Trust also employs a Secretary and a Treasurer to provide secretarial and financial services to The Club.

WVC Ltd operates within the financial controls and systems of The Trust however the management of The Club is the responsibility of The Club's Committee (The Committee).

A copy of these Rules can be supplied to Members upon request; copies are also available behind the bar. New Members will receive a copy when accepted.

COMPLIANCE WITH RULES AND BYE-LAWS

All members are bound by the Rules and Bye-Laws of The Club.

1. NAME

The name of The Club is 'The Wimbledon Village Club '. Its financial affairs are managed by Wimbledon Village Club Limited.

2. OBJECTIVES

The objectives of The Club are to provide:

- A. A convivial and welcoming atmosphere where refreshments and entertainment for Members and their guests can be provided.
- B. Facilities within The Club for these purposes.
- C. Staff for these purposes.

3. MEMBERSHIP

A. GENERAL MEMBERSHIP

- 1. Membership of The Club is open to all members of the community aged eighteen or over irrespective of gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation.
- 2. The Committee may refuse Membership only for good cause. Candidates may appeal against refusal of their application.
- 3. Candidates for admission to Membership of The Club must be proposed and seconded by two Members of The Club. Their names and addresses must be displayed on The Club's Notice Board, together with the names of the proposer and seconder, for at least seven days before the next meeting of The Committee.
- 4. If a candidate does not have a proposer and a seconder then an application can be made directly to The Secretary.
- 5. Only Members of at least one year's standing may propose or second the applications of candidates for membership of The Club.
- 6. The election of candidates for Membership is vested in The Committee.
- 7. A Membership Sub-Committee exists that may interview any prospective Member and will interview any applicant under Rule 3 A4 to advise The Committee as to the suitability of the candidate for Membership.
- 8. Candidates are entitled to the privileges of The Club when:
 - a) their Membership has been approved by The Committee;
 - b) they have paid their joining fee and annual subscription;
 - c) in accordance with local Licensing Laws, forty eight hours has elapsed since approval of the Membership.
 - d) The Committee (The Secretary or the Manager, subject to ratification by the Committee) may at their discretion permit membership to be granted within 7 days receipt of an application for membership that is

in accordance with The Club's rules and is accompanied by the appropriate fees.

9. New Members must pay a joining fee of an amount set by The Committee.
10. Members must pay an annual subscription of an amount set by The Committee.
11. All Members will be issued with a Membership Card which they should have with them at all times when in The Club to confirm their identity if requested.

B. LIFE MEMBERSHIP

1. A Life Member will enjoy all the privileges of Membership without having to pay the annual subscription.
2. The Committee may propose any subscribing Member to be a Life Member to The Club's AGM for approval.
3. Any subscribing Member may become a Life Member by making a single payment of an amount set by The Committee.
4. Any Member of The Club who has been a Member for 25 years will be made a Life Member at no further charge.

C. AFFILIATED MEMBERSHIP

1. The Committee may approve Membership of such organisations as they see fit.
2. The subscription for Affiliated Membership will be set by The Committee
3. Each affiliated Member will have a nominated person who will be responsible for the individuals attending The Club.
4. The nominated person will provide a list of all individuals entitled to attend The Club under the Affiliated Membership.
5. Only persons on the Affiliated Membership list will be admitted to The Club.
6. Any individual attending The Club as a Affiliated Member will enjoy all the privileges of Membership.
7. All individuals will be subject to the rules of Membership.
8. Affiliated Members are not entitled to vote, stand for The Committee or introduce guests into The Club.

D. SUBSCRIPTIONS

1. Subscriptions are due on 1 January each year.

2. A Member who joins during the currency of the year, a full year's subscription will be due for that period except that the subscriptions of Members elected during November and December will count for the current and the following year.
3. Members who have not paid their subscription in January will, failing a satisfactory explanation, cease to be a Member.
4. Members who have ceased to be Members under Rule 3 D 3 above may be readmitted to The Club on payment of both the joining fee and the annual subscription.

E. REGISTER OF MEMBERS

1. The Secretary keeps a register of all Members including name, date of birth, address and other contact details.
2. Members must advise The Secretary of any changes to their details.
3. The register will only be used for matters relating to The Club and will not be passed to any other individual or organisation unless required by law.

4. GUESTS

Any Member, other than Affiliated Members, may introduce guests to use The Club subject to the following conditions: -

- A. A Member introducing a guest must write the name and address of the guest in the guest book and sign for their introduction.
- B. Members are responsible for the conduct of their guests.
- C. Any Members introducing a guest must pay a guest fee of an amount set by The Committee.
- D. Guests may not remain in The Club without the Member who introduced them.
- E. Any guest introduced to The Club more than six times in any twelve month period will be required to apply for Membership.
- F. Expelled Members cannot be introduced as guests.
- G. The Committee may prohibit or regulate the introduction of Guests at their discretion at any time and may, without any reason, forbid the introduction of any person.

5. MATTERS WITHIN THE CLUB

A. OPENING HOURS

1. The opening hours of The Club will be determined by The Committee and will be displayed on The Club's Notice Board.
2. On special occasions The Committee will have the power to amend the opening hours of The Club. Any amendment will be exhibited on The Club's Notice Board specifying the nature of the occasion.
3. The Club opening hours will always comply with the requirements of the local licensing authority.

B. PURCHASES IN THE CLUB

1. Members will ensure that they and their guests have paid all expenses incurred by them before leaving The Club.
2. Only drinks purchased in The Club may be consumed within The Club.

C. CONDUCT

1. Any Member or guest who, in the judgment of any Member of The Committee, The Manager or any member of staff, is guilty, within The Club or in areas adjacent to The Club of:
 - a) disorderly conduct, including racist or sexist comments or foul or abusive language,
 - b) serious misbehaviour,
 - c) damaging the property of The Club,

will be asked to stop misbehaving and may, if appropriate, be removed from The Club by a Committee Member, The Manager or member of staff.

2. The Member will be suspended from The Club until The Committee has dealt with the case at their next meeting.
3. The Committee may give the Member the opportunity to explain their behaviour and may expel or reinstate the Member without giving any reason for their decision.
4. The Committee will also have power to refuse entry to The Club of any guest whose behaviour breaches Rule 5 C1 for so long as they may consider appropriate.
5. Any Member or guest reported to The Committee for behaviour in The Club or in areas adjacent to The Club that comes within the scope of Rule 5 C1 will be dealt with in accordance with that Rule even if they were not dealt with at the time of the inappropriate behaviour.
6. No part of any subscription will be returned to any expelled Member.

D. MINORS

Persons under the age of eighteen may be brought into The Club subject to the following:

1. They must be accompanied by a Member who will be responsible for their behaviour.
2. They may only attend The Club after seven pm with the specific approval of The Manager, a member of staff or a Member of The Committee.
3. They are only allowed on the carpeted areas but not near the fruit machines or bars within the Reading Room or the Small Bar.

E. SUGGESTION BOOK & COMPLAINTS.

1. A suggestion book is available for Members to submit comments.
2. All comments made in the suggestion book will be considered at the next meeting of The Committee and an answer provided in the book.
3. Any complaint addressed to The Committee by any other means will be considered and dealt with at the next meeting of The Committee.

F. DOGS.

1. Members and guests bringing their dogs to The Club must ensure that they are on a lead and under control at all times.
2. A dog's behaviour must not in any way interfere with any Member's or guest's enjoyment of The Club.
3. Any Member or guest whose dog breaches these Rules will be asked to remove their dog from The Club.

6. ANNUAL GENERAL MEETING (AGM)

- A. An AGM of the Members of The Club will be held no later than the end of May.
- B. The Secretary will give at least fourteen days notice of the meeting by display on The Club's Notice Board, The Club's website and by email where possible.
- C. At the AGM:
 1. The Chair of The Committee will give a report on the last year to the Members.
 2. The annual subscription and joining fees set by The Committee will be ratified.
 3. Any changes to The Club's rules will be proposed for approval.

4. Any additional Life Members under Rule 3 B2 will be proposed for approval.
5. The Treasurer will present the financial results for the preceding year.
6. Only Members who have been Members for six months during the current year, and who have paid their subscriptions, are entitled to vote at the meeting.
7. Quorum will be twelve Members.

7. EXTRAORDINARY GENERAL MEETING (EGM)

- A. An EGM may be requested at any time by The Committee or by a minimum of twenty five Members.
- B. The Secretary will give at least fourteen days' notice of the meeting specifying in an agenda the business to be transacted by display on The Club's Notice Board, the Club's website and by email where possible.
- C. Quorum will be twelve Members.

8. THE COMMITTEE

- A. The management of The Club is the responsibility of The Committee.
- B. The Committee will comprise:
 1. Twelve elected Members, being Members of The Club, who will be elected for a period of two years.
 2. Of the twelve, six will retire in rotation each year.
 3. Retiring Members will be eligible for re-election.
 4. Where circumstances arise where either more or less than six vacancies occur The Committee will be entitled to make arrangements to comply with this rule as closely as possible.
 5. The election of The Committee will take place at the Annual General Meeting.
- C. Election to The Committee
 1. Nominees must have been paid up Members for at least twelve months.
 2. Nominations will be made on the nomination form displayed on The Club's Notice Board.
 3. Each nominee must have a proposer and a seconder.
 4. Nominees are expected to attend the Annual General Meeting in order to present themselves to the Membership. If they are unable to attend the AGM they may nominate another Member as their representative.

- D. No Member who has been suspended from The Club may stand for election to The Committee or serve on any Sub-Committee.
- E. An Inaugural Meeting of The Committee will be held as soon as possible after the AGM.

At the Inaugural Meeting the following posts will be filled by election:

1. A Chair and a Vice Chair.
2. Two Directors of Wimbledon Village Club Limited.
3. Three Trustees of Wimbledon Village Hall Trust.
4. Members of the Sub-Committees.

- F. The Committee may co-opt a Club Member to serve on The Committee. Co-opted Members do not have voting rights at any Committee meeting.
- G. The Committee will meet on the last Thursday of every month (excluding December) and more often if necessary.

In attendance, without any voting rights, will be The Manager, The Secretary and The Treasurer.

- H. The quorum of The Committee meetings will be five Members.
- I. The Chair or any three Members of The Committee may, at any time, require The Secretary to call a Committee Meeting.
- J. At all meetings of The Committee The Chair, if present, will take the chair. If The Chair is not present The Vice-Chair will take the chair. If neither of them are present The Committee will choose one of its number to take the chair.
- K. All matters brought before The Committee will be determined by a majority of the votes of the persons present. In the case of a tied vote, The Member who has taken the chair will have the casting vote.
- L. Any Member of The Committee who has an interest in the provision of any goods or services to The Club or has any other conflict of interest in a matter being considered must declare their interest where the provision of such goods or services is under consideration or as otherwise appropriate.

- M. If any Member of The Committee is judged to be:
 1. Bankrupt, or makes a composition or arrangement with their creditors.
 2. Of unsound mind.
 3. Fails without a reasonable excuse to attend four consecutive Committee Meetings.
 4. Otherwise incapable or inappropriate to serve on The Committee.

Then that Member will be disqualified from being a Member of The Committee.

9. SUB-COMMITTEES

A. The Committee may appoint Sub-Committees for any purpose in connection with the affairs of The Club.

B. The Committee or Sub-Committee may co-opt any Member to serve on any Sub-Committee. Co-opted Members do not have voting rights at any meeting.

C. Minutes will be kept of all Sub-Committee meetings and will be distributed to the members of The Committee.

D. MEMBERSHIP SUB- COMMITTEE

1. The Membership Sub-Committee exists to advise The Committee on the suitability of persons nominated for Membership of The Club and will comprise a minimum of two members of The Committee.

2. The Sub-Committee may interview any person nominated for Membership and advise The Committee as to the suitability of the candidate for Membership

3. The Sub-Committee will interview every person who has applied directly to The Secretary for Membership under Rule 3 A4 of the club and will advise The Committee as to the suitability of the candidate for membership.

E. SOCIAL & GAMES SUB-COMMITTEE

1. The Social & Games Sub-Committee (S&G) exists to provide a range of social events for the benefit of Members and will comprise a minimum of two members of The Committee.

2. The Sub-Committee meets once a month on the first Tuesday of the month.

F. STRATEGIC PLANNING SUB-COMMITTEE

1. The Strategic Planning Sub-Committee exists to recommend strategic actions to further the objectives of The Club to The Committee.

10. MINUTES

The Secretary will keep minutes of all proceedings of The Club, including Sub-Committees, for reproduction at appropriate meetings.

11. FINANCIAL MATTERS

A. ACCOUNTS

The Treasurer will:

1. Keep monthly management accounts which will be presented at each meeting of The Committee along with any other financial information as required by The Committee.

2. Produce financial accounts for submission to The Trust and to an independent Inspector as soon as possible following the end of The Club's Financial Year.

3. Report to The Club on the inspected results of The Club at the AGM.

B. FINANCIAL YEAR

The Club's Financial Year end is October 31st.

C. INSPECTION OF ACCOUNTS

The Trust is responsible for the appointment of an Inspector, with a recognised Accountancy qualification, who will inspect the financial accounts of The Club and report on any pertinent matter to the AGM.

D. BANK ACCOUNTS

1. Bank accounts may only be opened with the approval of The Committee.
2. All bank accounts will have a minimum of two signatories to authorise payments.
3. The Club maintains a bank account under the name of Wimbledon Village Club Limited into which all monies due to The Club are paid.
4. A separate bank account exists for the use of the S&G Sub-Committee for the efficient management and funding of S&G events.

12. STAFF OF THE CLUB

- A. The Committee in conjunction with The Manager will engage such staff as it considers necessary for the efficient running of The Club.
- B. Club Staff will be under the supervision of The Manager and no Member shall seek to vary the duties of or to reprimand any member of Staff.

13. BYE-LAWS

- A. The Committee during the course of the year will be empowered to make or alter such Bye-Laws as they may consider necessary for the well-being of The Club.
- B. Any Bye-Law made or altered by The Committee will be subject to approval at the next AGM or EGM by a two-thirds majority of those present.

14. ALTERATION OF RULES

- A. The Rules of The Club may be altered or varied but only at an AGM or EGM.
- B. The proposed alterations will be fully specified in the notices calling the meeting and will be adopted only if approved by a two-thirds majority of those present.

15. ADDITIONAL INFORMATION

THIS SECTION DOES NOT FORM PART OF THE RULES FOR THE PURPOSES OF RULE 14 'ALTERATION OF RULES'

A. CARDS AND OTHER BAR GAMES

1. Cards and other bar games may be played in The Club.
2. In the interests of Members' and guests' comfort, restrictions will apply when The Committee, The Manager or any member of staff deems The Club to be too busy.
3. The Gambling Act says that only Members are allowed to gamble within The Club up to a maximum stake of £250.00 per game. However, a lower limit may be set by The Committee.

B. DARTS

1. Darts may be played in The Club.
2. In the interests of Members' and guests' comfort and safety, restrictions will apply when The Committee, The Manager or any member of staff deems The Club to be too busy.

C. SNOOKER

The Club has two snooker tables in the Ted Curry Snooker Room.

1. Access to the room is by key pad; the code is available from the Bar staff.
2. Sessions are for one hour, paid for by purchasing light meter tokens from the Bar.
3. To book a table Members must be in The Club and ready to play.
4. Members are required to enter the names of the players on the booking sheet in the Reading Room and wait for a free table.
5. Once a table is free, the time that play commences and the table number must be added to the booking sheet.
6. Cues and chalk are available from the Bar.
7. Food must not be consumed in the snooker room.
8. Cue cases are available for Members to store their cues securely in The Club. A waiting list for these cases is kept by the Bar staff.
9. Minors may use the snooker tables outside peak hours provided that
 - a) They are reasonably competent.
 - b) They are the under supervision of a Member.
 - c) No Club Member is waiting to play.

10. The Club runs two annual competitions, open and handicap, for both singles and doubles players. Competitions are advertised on The Club Notice Board and entry is confirmed by payment of the entry fee.
Snooker matches are to be played on either table 1 or 2 which may be reserved using the booking diary available in the bar.
11. Mobile phones must be switched off in the snooker room.

D. QUIZ

1. The S&G Sub-Committee organise a quiz evening on the third Thursday of the month in the Reading Room.
2. Any Member can register a team to take part in the quiz by writing the team name on the quiz list on The Club's Notice Board.

E. TV

1. The Club provides a television for coverage of sporting and other events.
2. The S&G Sub-Committee produces a list of events to be shown on the TV which is displayed on The Club's Notice Board.
3. At all other times the selection of programmes to be shown will be determined by a simple majority of Members and guests in the Reading Room.
4. In the event of a dispute The Manager, the staff or any member of The Committee present will decide on what will be shown.

F. MOBILE PHONES / ELECTRONIC COMMUNICATION

1. Devices must not be used to make or receive calls in either of the Bars or the Snooker Room.
2. Calls may be taken in the hallways.
3. The use of mobile devices (computers & phones) must not interfere with the enjoyment of the Club by other Members particularly as regards to the volume of those devices.

G. DRESS CODE

1. Members and guests are asked to dress appropriately for a social club. Vests or bare chests are not permitted. Soiled working clothes should not be worn after seven pm.
2. All disputes regarding Members' or guests' dress will be resolved by The Manager, the staff or any Member of The Committee present

H. FOOD

Food may be brought into The Club and consumed on the premises at the discretion of The Manager, the staff or any member of The Committee present

I. SMOKING

Smoking (including e cigarettes) is not permitted on the premises occupied by The Club.