

# DEVON COUNTY COUNCIL COAVER CLUB

## RULES & CONSTITUTION

### 1. Name and Objectives of the Club

The Club shall be a non-profit making organisation known as "the Coaver Club". Its objects shall be the promotion of recreational, social and catering facilities for its members.

### 2. Membership

(a) Full Membership. Persons eligible shall be:

- (i) members of staff of Devon County Council
- (ii) former members of staff who were members at the time of leaving the Council's employment and have maintained their membership since that time
- (iii) retired members of staff who were members at the time of retirement and have maintained their membership since that time
- (iv) any person not within (i) to (iii) above who at 1<sup>st</sup> January 2006 enjoyed full membership and has maintained it continuously thereafter.

(b) Associate Membership. Persons eligible shall be:

- (i) nominated partners of members
- (ii) the staff of the Club and their nominated partner
- (iii) full members' children aged 18 or over requiring independent use of the Club facilities
- (iv) any other persons who by reason of their association with Devon County Council or the Club are elected by the Management Committee
- (v) residents in the immediate area of the Club as determined by the Management Committee from time to time who are introduced by an existing full member and approved by the Management Committee – provided that such residence is maintained
- (vi) any person not within (i) to (v) above who at 1<sup>st</sup> January 2006 enjoyed associate membership and has maintained it continuously thereafter

(c) Election of Members. Applications shall be made to the Secretary who shall arrange for the name, address, employing authority/department, and category of membership of the person concerned to be displayed on the Club notice board for a period of seven days. Subject to no member registering an objection with the Secretary during this period the person shall be considered elected except for Associate Members as defined in rule 2(b)(iv) and (v) whose applications shall be determined by the Management Committee.

(d) Limitation of Non-Full Members. The combined number of associate members, excluding nominated partners of members and other persons who are members by reason of their association with Devon County Council, shall not exceed 25% of the total membership and such membership shall be subject to annual re-election by the Management Committee.

(e) Cessation of Membership. Members shall cease to be members on the date they cease to be eligible for membership under these rules, or by non-payment of subscriptions when due.

(f) Persons other than full or associate Members who are invited to functions organised pursuant to Rule 8 (d) below or any other functions designated by the Management Committee shall be Temporary Members provided that the names of those persons have been notified to the Secretary and/or Manager of the Club not less than 48 hours before the relevant function and details thereof have been entered in the register maintained for that purpose.

### **3. General Meetings**

(a) General. The President, Chair or Vice Chair of the Management Committee shall preside at any General Meeting and participation shall be confined to full members. At least ten days notice shall be given on a notice displayed on the Club notice board in such appropriate manner as decided by the Management Committee specifying the business to be transacted.

(b) The Annual General Meeting shall normally be held in May each year and in any event by the end of July in any year. At least twenty eight days notice shall be given on a notice displayed on the Club notice board in such appropriate manner as decided by the Management Committee.

(c) A Special General Meeting may be called at any time by the Management Committee or on application by any twenty full members of the Club. The Secretary shall call such a meeting between fourteen and twenty-eight days of receiving such application.

(d) A quorum for all General Meetings shall be twenty full members.

(e) Items for the Agenda of any General Meeting must be received by the Secretary not less than fourteen days prior to the date of that meeting.

### **4. Rules**

Any alterations to these rules shall require the consent of a two-thirds majority of those present and voting at any General Meeting. Notice of any proposed alterations shall be received by the Secretary at least fourteen days before the meeting and shall be given in the Notice calling the meeting. Where rule changes are proposed at the Annual General Meeting, at least ten days notice shall be given on a notice displayed on the Club notice board in such appropriate manner as decided by the Management Committee. The quorum for a meeting to change these rules shall be thirty full members.

### **5. Subscriptions**

5.1 Except as otherwise provided there shall be an annual subscription or membership fee; proposed changes to annual subscriptions shall be included in the notice calling a General Meeting and the level of annual subscription shall be determined at that meeting.

5.2 No charge shall be levied in respect of associate membership arising under Rule 2b (ii) above during the period of employment by the Club.

5.3 No charge shall be levied in respect of those members upon whom a zero life subscription rate shall have been conferred before 1st January 2006.

### **6. Officers of the Club**

(i) There shall be a President, Chair, Vice Chair, Secretary and Honorary Treasurer.

(ii) The Chief Executive, or the Senior Chief Officer of the Devon County Council, shall be the Club President.

(iii) The Club Chair and Vice Chair shall be appointed by the Management Committee from within its membership at its first meeting following the Annual General meeting and they shall also be Chair and Vice Chair of the Management Committee.

(iv) The Secretary shall be appointed by the Management Committee from within its membership at its first meeting following the Annual General Meeting.

(v) The Director of Finance of the Devon County Council (or nominated representative) shall be the Club's Honorary Treasurer.

(vi) Officers within (iii) and (iv) shall hold office until the appointment of a successor.

## **7. The Management Committee**

(a) Membership. The Club shall be managed by a Committee to be known as the Management Committee. The members of this Committee shall be:

(i) The President and the Honorary Treasurer (both ex-officio)

(ii) Up to fourteen members elected at the Annual General Meeting. Associate members shall be eligible for election to the Committee provided that not more than two such members are elected to the Committee at any one time. Should any casual vacancies occur during the term of the Committee but not later than 1st February such vacancies shall be filled from elections made at the Annual General Meeting of the Club.

(iii) Up to two co-opted members.

(iv) In order to be eligible for re-election to the Management Committee a retiring member shall have attended at least half of the Management Committee meetings during the previous twelve month term, unless he or she can show good reason to the Management Committee and subsequently the membership for his or her absence.

(v) Nominations for election to the Management Committee should be supplied to the Secretary in writing, duly proposed and seconded, at least seven days before the meeting at which the election is due to take place. In the absence of sufficient nominations for the places available further nominations may be received from the floor at that meeting.

(vi) The quorum for the Management Committee shall be 5 members thereof.

### **(b) Powers**

(i) The Management Committee shall have power to make such regulations and do such things as it may deem necessary for carrying out the objects of the Club. At its first meeting after the Annual General Meeting it shall allocate responsibilities for the following year and in particular shall appoint a Secretary and such other officers and servants with such delegated powers as it thinks fit.

(ii) Minutes of meetings of the Management Committee shall be displayed on the Club notice board. Implementation of any major decisions affecting the character of the Club shall be delayed for a period of fourteen days after publication of minutes to allow members to call a Special General Meeting to debate the matter. At no time when such a Special General Meeting has been called shall any action be taken by the Management Committee until this meeting has been held.

(iii) It shall have the power to appoint a Management Board and such Sub-Committees as it deems necessary with the appropriate delegated powers. Non-members of the Management Committee shall be eligible to serve on the Sports and Social Sub-Committee.

(iv) The Chairs of all Sub-Committees shall be appointed by, and be members of, the Management Committee.

(v) The Management Board shall consist of the Vice Chair, the Secretary, the Chairs of the Sub-Committees.

(vi) The Sub-Committees shall normally consist of members of the Management Committee except that each Sub-Committee shall have the power to co-opt other Club members up to a total of one third of its membership. The exception to this is that the Sports and Social Sub-Committee shall be able to co-opt all but its Chair.

(vii) The Chair, Vice Chair, Secretary and Honorary Treasurer shall be ex-officio members of all Sub-Committees.

## **8. Use of Club Facilities**

(a) Fees. There shall be no general entrance fee but persons joining Sports Clubs or Sections or attending functions shall pay such additional sums as may be fixed by the relevant organising body.

(b) Hours of Opening and Closing. The Management Committee shall determine these hours from time to time as necessary.

(c) Functions etc. The Management Committee shall be responsible for the use of the Club for receptions, socials and other functions organised by members of the Club. The Manager shall receive instructions about this as necessary.

(d) Applications for the Use of the Club premises\* may be made to the Manager by any full member or associate member; the Manager shall liaise with the Secretary in respect of all applications and a regular report on applications shall be made to the Management Committee to include details of expenses incurred and income received. \*[Note: The premises do not include use of the surrounding grounds and lawned areas; applications to use these parts of the campus must be made to the County Hall Superintendent].

(e) Use by Non-Members

(i) Children of members accompanied by their parent(s) or another responsible Club member shall have the use of the Club facilities at the discretion of the Management Committee.

(ii) Guests. Subject to regulation members shall be allowed to introduce up to four guests at any one time provided that no person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest; and provided also that any persons eligible for membership under Rule 2 but not actually members shall not be admitted to the Club excepting in those cases where they are required to attend a meeting in accordance with their official duties or such other meetings as the Management Committee deems appropriate. Such a tolerance is only to apply to the meeting rooms (which definition for the purposes of this rule only, will not apply to the bar). The member introducing the guest(s) shall enter the name and address of each guest together with his/her own name and any other relevant information as may be required on the appropriate record kept for that purpose on the Club premises.

(iii) Visitors. Subject to regulation persons other than members, their guests and persons eligible to be members shall be entitled to use Club facilities as follow:

- Members of teams and others directly connected with such, provided that such use is limited to the days of the event and is the object of the visit;

- Persons attending County Hall or the Club for meetings, conferences, courses and similar events upon the invitation or with the permission of the Management Committee;

- Persons attending functions held by or with the permission of the Management Committee, provided that no more than twelve such functions are held in any one calendar year.

(f) Removal from Club Premises.

(i) The Chair, Vice Chair, Secretary or any member of staff in charge at the time may require the immediate withdrawal from the Club premises of any member, visitor or guest whose conduct is disorderly or in any other respect in conflict with the proper regulation of the Club and may further exclude that member from the Club for a period not exceeding fourteen days.

(ii) The Management Committee may expel any member who offends against the rules of the Club or whose conduct, in the opinion of the Committee, renders him or her unfit for membership.

(iii) Before expelling a member the Committee must give him or her seven days written notice setting out the complaints against him or her and giving him or her the opportunity to attend a meeting of the Committee to answer these complaints.

(iv) A decision to expel a member shall require a majority of at least two thirds of the Committee present at the meeting at which that decision is taken.

(v) No member whose membership has been terminated under this rule may be introduced by any other member either as a guest or as a visitor to the Club premises.

#### **9. Supply and Consumption of Intoxicants**

(a) Only persons aged 18 or over may be supplied, sold or allowed to consume intoxicating liquors. Guests and visitors may be supplied with or sold intoxicating liquor only for consumption on the premises.

(b) The permitted hours for the supply and consumption of intoxicating liquor shall be authorised by the Management Committee.

(c) A special order of exemption may be applied for in connection with any event held on the Club premises.

(d) No person shall at any time be entitled to receive at the expense of the Club or of any member thereof any commission percentage or similar payment on or with reference to the purchase of intoxicating liquor by the Club; nor shall any person directly or indirectly derive any pecuniary benefit from members or guests apart also from any benefit for the Club as a whole and apart from any benefit which a person derives directly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

(e) In order to promote community safety beverages supplied by the Club for consumption on the terrace or elsewhere in the grounds of County Hall shall be supplied in plastic, aluminium or similar receptacles.

#### **10. Secretary's Duties**

The Secretary shall ensure the maintenance of an up-to-date register of full, associate and temporary members of the Club. Sub-Committees should have a separate secretary and shall in all matters carry out the directions of the Management Committee.

#### **11. Honorary Treasurer's Duties**

The Honorary Treasurer shall make suitable banking and investment arrangements for the Club, any changes to such arrangements to be reported to the Management Committee.

The Honorary Treasurer shall receive all monies payable to the Club and shall issue all receipts. He/she shall prepare the statement of accounts and balance sheet for submission to the Annual General Meeting.

All cheques shall be signed by the Honorary Treasurer or in his/her absence a person nominated by the Chair. The Honorary Treasurer shall have the authority to pay staff employed by the Club and for all supplies properly ordered and purchased. No financial liability shall be incurred or payment made on behalf of the Club except by special or general authorisation of the Management Committee.

#### **12. Audit**

The Club members at their Annual General Meeting shall elect two auditors not being members of the Management Committee. They shall be required to audit all the accounts of the Club and for that purpose they shall have access to all the books and accounts of the Club and to all stocks and property.

Greg Warner  
Club Secretary  
27<sup>th</sup> June, 2019

## **Coaver Club Regulations**

The Management Committee has made the following regulations under Rule 6 (c) i:

Children are welcome in the club but they must be properly supervised, at all times, by their parent(s), or other adult, bringing them onto the premises. No children will be allowed in the Bar area after 9.00 p.m. The only exception to this will be News Years Eve.

Dogs (except guide dogs) are not permitted to enter the Bar or Restaurant, or any other area where food is being served but are permitted elsewhere within the Club provided they are kept under proper control and not left unattended at any time.

A reasonable standard of dress is required at all times. Bare tops are not permitted in the public areas of the Club. This applies to everyone.

Any conduct prejudicial to the interests of the Club will result in the member, and any guests if appropriate, being asked to leave the premises immediately. This could result in the Management Committee considering a suspension or cancellation of Club membership. Unacceptable behaviour in this instance includes drunkenness, offensive language or a disrespectful attitude towards staff or any members of the Club and guests.

Bicycles must not be brought into the Club or allowed to obstruct any entrances or exits.

Members causing wilful damage to the Club's property will be suspended from membership with immediate effect. Rule 7(f) applies. The member will be required to pay for any such damage. Members will be held responsible for any such damage caused by their children or guests.

P Hidson  
Honorary Secretary  
August 1998