



THE
ROYAL NAVAL
ASSOCIATION

RULES OF THE
ROYAL NAVAL ASSOCIATION
CLUBS LIMITED

AMMEDED TO 31 JANUARY 2007

**RULES OF THE
ROYAL NAVAL ASSOCIATION
CLUB LIMITED**

1. Name and Objects

The Society (hereinafter called the "Club" shall be named the

.....

Royal Naval Association Club Limited, and its objects are to carry on the business of a Club by providing for the use of its members the means of social intercourse, mutual. helpfulness, mental and moral improvement, rational recreation, and the other advantages of a Club; also further to advance that comradeship through The Royal Naval Association (hereinafter referred to as "the Association") which sprang up whilst serving their Country.'

2. Office

The Registered Office shall be at

.....

.....

sent within 14 days thereafter to the Registrar by the Secretary in manner and form provided by Treasury regulations.

3. Seal of the Club

The Club shall have its name engraved in legible characters upon a Seal. The Seal shall be in the custody of the Secretary or such other Officer as the Committee appoint, and shall be used only under the authority of a resolution of the Committee; the date thereof shall be mentioned on the instrument to which the Seal is attached, and shall be attested by the signatures of two officers and by the Secretary.

4. Use of Name

The registered name of the Club shall be kept painted or affixed on the outside of the Club premises, in a conspicuous position in letters easily legible, and shall be engraved in legible characters on its Seal, and shall be mentioned in legible characters on all business letters, notices, advertisements and other official publications of the Club, in all bills of exchange, promissory notes, endorsements, cheques, and orders for money or goods purporting to be signed by or on behalf of the Club, and on all bills, invoices, receipts, and letters of credit of the Club.

ADMISSION OF MEMBERS
5. Application for Membership

Every applicant for Ordinary Membership who shall not be less than 18 years of age must sign an application form for one share of the value of 5p., and must sign such (if any) declarations of concurrence with and adherence to the purposes of the Club as shall be required by the Committee.

The application shall be forwarded to the Secretary with a deposit of 5p. for one share which shall be returned in the event of non-acceptance as a member.

The present name, address, and occupation of each applicant for Ordinary Membership and proof of membership of the Association shall be supplied with the application, and shall be posted up in the Club for at least two days or such longer period as the Committee may determine prior to a proposed member's name being submitted to the Committee for election. Every member shall be supplied on election with a copy of the Rules at cost price, or 10p., whichever is the less. One share shall be issued to each Ordinary Member on admission.

6. Shares

Shares shall not be withdrawable or transferable and shall be of the value of 5p. No member shall hold more than one share, and no interest or dividend shall be paid on it. A member shall forfeit the share value 5p on ceasing from whatever cause to be a member.

7. Classes of Members

Ordinary Members shall comprise all men and women who are members of the Association as defined in Clause 4 of The Royal Charter of the Association (hereinafter referred to as "The Charter") and who are: -

- (a) Fully paid up Full or Life Members as defined by Clause 7 (1) of the Charter (hereinafter referred to as "(A) Members"); OR
- (b) Fully paid up Associate Members as defined by Clause 7 (1) of the Charter (hereinafter referred to as "(B) Members").

All (A) members shall pay a subscription of..... per annum.

All (B) members shall pay a subscription of..... per annum.

These amounts do not include any subscription payable for membership of the Association.

Subscriptions shall be due as soon as the member is accepted by the Committee, and must be paid before the member is entitled to any of the privileges of the Club and subsequently on the first day of each

All (B) members shall have the same rights and privileges and be subject to the same rules and by-laws as (A) members except that they may not vote at any meeting of the Club.

VISITING MEMBERS

Any member of an officially recognised Association Club shall be admitted to the use of the Club on production of his Membership Card showing that his current subscription to his Club has been paid. The name and address and the name of the club to which the Visiting Member belongs must be entered in a book kept for that purpose. The Doorkeeper or other appointed official, being satisfied that the Visiting Member is duly entitled, shall admit him.

Visiting Members shall enjoy the same rights and privileges as (a) Members except that they may not attend or vote at any meeting of the Club.

TEMPORARY MEMBERS

A serving member of H.M. Forces or a member of a team visiting the Club in connection with any sports contest, or a person specially invited by the Committee to visit the Club, or any person engaged by the Club for a social event, may become a Temporary member for the period of such visit or engagement only. A period of two days shall elapse between the nomination and admission of a Temporary Member. A list of the names and addresses of such persons shall be posted in the Club at least two days before the visit and shall remain posted throughout the whole period of the visit. Temporary Members shall have all the rights and privileges of Visiting Members and shall be subject to the same rules and by-laws except that they may not introduce guests.

8. Arrears of Subscription

Any member who has not paid his subscription three months after it has become due shall cease to be a member. No member in arrears shall be permitted to use the Club or to take any part in its affairs, and the Secretary shall post in the Registered Office a list of the names of members in arrears within five days of their becoming in arrears. He shall also post in the Registered Office a list of persons who cease to be members. The Committee, on receiving information in writing addressed to the Secretary that any member has been unable to pay his subscription owing to want of work or other good cause, may at its discretion direct his name to be omitted from such lists and excuse payment of such member's subscription for such period as it may think fit, in which case such member shall not forfeit the privileges of membership.

9. Register of Members

The Club shall keep at its registered office a register in which the Secretary shall enter the following particulars:

(a) the names and addresses of all the members;

(b) a statement of the number of shares held by each Ordinary Member and of the amount paid or agreed to be considered as paid on such shares;

(c) a statement of other property in the Club; whether in loans, or otherwise, held by each member;

(d) the date at which each person was entered in the register as a member, and the date at which any person ceased to be a member;

(e) the names and addresses of the officers of the Club, with the offices held by them respectively and the dates on which they assumed office. For the purpose of this rule the officers include every member of the Committee.

Any member changing his address shall notify the Secretary of such change within 14 days. The Club shall also keep at its registered office a duplicate register of members in which the Secretary shall enter all the particulars in the original register of members other than those mentioned in paragraphs (b) and (c) hereof.

10. Cessation of Membership

A member shall cease to be a member:

(a) By non-payment of subscription; any person whose membership has ceased from this cause shall not again be considered as a candidate for membership unless he previously pay all arrears due from him at the time of his ceasing to be a member and in the case of an Ordinary Member applies for a new share in accordance with Rule 6.

(b) By expulsion.

(c) By resignation; but any member wishing to resign must send written notice to the Secretary, and the notice must be accompanied by the subscription due up to the date of its taking effect.

(d) By ceasing to be a member of the Association as required by Rule 7.

(e) By death.

11. Committee may Expel from Membership

The Committee shall have power to reprimand, suspend (for not more than 6 months), or expel any member who shall infringe any rule, or whose conduct, whether within or without the Club house, shall in their opinion, render him unfit for membership; but no member shall be suspended or expelled without being given an opportunity to be heard by the Committee and to advance a defence, nor unless a majority of twothirds of the Committee then present shall vote for his suspension or expulsion.

Every member required to appear before the Committee under this rule shall receive at least seven clear days' notice in writing from the Secretary. Such notice shall contain a statement of

the reasons for the action taken by the Committee.

A suspended member shall remain liable to pay his subscription, but shall not be permitted to use any of the facilities of the Club or take any part in the affairs of the Club except as may be provided by the Act.

12. Right of Appeal

A member suspended or expelled shall have the right to appeal only to the National Council of the Association or such persons as they may appoint, as arbitrators.

No appeal shall be heard unless the application be lodged in writing with the Secretary of the Club within four weeks after written notice of suspension or expulsion has been served upon the member, together with a deposit in the sum of 50p., such deposit to be forfeited to the Club on failure of appeal.

The arbitrators shall have full power to alter or rescind such suspension or expulsion as they may think fit, or to order either party to bear the cost of the arbitration, and there shall be no appeal from their decision.

13. Meetings

GENERAL MEETINGS

(1) The Annual General Meeting of the (a) Members shall be held in the month of in each year, on a date to be fixed by the Committee, of which at least 10 days notice, with an agenda of the business to be conducted at such meeting shall be posted in the Club. The business of such meeting shall be to receive a report by the Committee for the previous financial year, to receive a Statement of Accounts and Balance Sheet, and the report of the Auditor for the previous twelve months, to appoint the Auditor, and such other business as may be submitted by the Committee. Notice of motion in writing submitted by any (a) member at least 5 days before the date of such meeting shall be added to the agenda by the Secretary.

SPECIAL GENERAL MEETINGS; HOW TO BE

CALLED

(2) A Special General Meeting shall be called by the Secretary in the following cases:

- (a) Upon the direction of the Committee, and in accordance with such direction.
- (b) On a requisition, signed by one-fifth of the (a) members or thirty such members, whichever is the less, stating the special object thereof. Such meeting shall be held within not less than 14 days and not more than 21 days from the date of receipt by the Secretary of the requisition.
- (c) As mentioned in Rule 15, Section (3).

NOTICE TO BE GIVEN

(3) Notice of any Special General Meeting, and of the objects for which it is called, shall be posted by the Secretary in the Club at least 10 days prior to the

date of the meeting. Should the Secretary not give notice of a Special General Meeting in the manner required within seven clear days after a duly signed requisition has been delivered to him, any of the requisitionists may call such meeting, giving such notice as is provided by this rule.

BUSINESS

(4) No other business than that named in the notice shall be brought before a Special General Meeting.

QUORUM

(5) A General Meeting may proceed to business if five (A) members are present within an hour after the time fixed for the meeting, otherwise the meeting, if a Special General Meeting convened on the requisition of to members, shall be dissolved; but if an Ordinary Meeting or a Special General Meeting convened by order of the Committee, shall stand adjourned to the week following at the same time, and the meeting so adjourned may proceed to business, whatever be the number of (A) members present. No meeting shall become incompetent to transact business - from the want of a quorum arising after the Chair has been taken.

(6) The President, or in his absence the Chairman, or in his absence the Vice-Chairman, or in the absence of all these officers, a person elected by the Meeting shall preside at all General Meetings. Every member present (and not disqualified by arrears or otherwise as mentioned in these Rules) shall have one vote (although Associate (B) Members may register a vote on Social and Domestic issues only), and when the votes are equal the then presiding officer shall have a casting vote only.

ADJOURNMENT

(7) Any General meeting, duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment from time to time. No business shall be brought on at any adjourned meeting which could not have been transacted at the original meeting.

RESCINDING RESOLUTIONS

(8) No resolution passed by a General Meeting or a Committee Meeting shall be rescinded, unless notice to rescind has been given at a previous General or Committee Meeting, as the case may be.

14. Rules

SUPPLY

(1) The Secretary shall be supplied by the Committee with copies of the registered Rules, and shall be bound to deliver a copy to any person, on demand, together with copies of registered partial amendments on such payment (not exceeding 10p.), as the Committee may from time to time determine.

AMENDMENT

(2) These Rules may be amended only with the prior consent of the National Council of the Association and at a subsequent General Meeting called for that purpose. Notice of any proposed amendment shall be posted in the Club for at least 10 days

previous to the meeting to which the amendment is to be submitted and any amendment shall require the assent of at least two-thirds of the (a) members present and voting at such a meeting. No amendment of Rules is valid until registered by the Registrar of Friendly Societies.

BY-LAWS

(3) The Committee shall have power to make such by-laws as it may consider necessary for the good government and order of the Club, provided that no such by-laws shall conflict with any of the Rules. A copy of all such by-laws shall be posted in a conspicuous place within the Club house.

15. Committee

POWERS OF COMMITTEE

(1) The Committee shall be elected annually and shall consist of the President, Vice-Presidents, Chairman, Vice-Chairman and Treasurer, and at least three Committeemen, all of whom shall be (a) members. The Committee shall control the management of the Club, and shall have exclusive power to appoint and remove and fix the remuneration of the Secretary, and to engage or dismiss and fix the remuneration of the Steward or any other paid servants. It shall have power to purchase such articles and do all such things as it may deem necessary for the carrying out of the objects of the Club. It shall have due regard to any resolution or recommendation of any General or Special Meeting. But nothing in these Rules shall enable the Committee to declare any dividend or make any monetary grants to the members, or to apply the Club funds except for the purposes of the Club itself, and for the purposes specified in Rule 22. The Committee shall not enter into any bond or agreement binding the Club to purchase excisables from any person or persons, or in any way to part with its absolute control and that of the Club members over the supply of excisable articles to the Club in accordance with provisions of the Licensing Act 1964; it shall meet at least once per month for general business, and the Chairman, or in his absence the Vice-Chairman, or in his absence an elected chairman shall preside and shall have a casting vote, in addition to his vote as a member, and not less than one third of the total number of the Committee shall form a quorum. No resolution of the Committee shall be rescinded, unless notice to rescind has been given at the previous meeting of the Committee.

RETIREMENT, VACATION, OR CESSATION OF MEMBERSHIP

(2) Any member of the Committee not attending for three consecutive meetings shall, unless he sends an explanation which the Committee considers satisfactory, cease to be a member of the Committee. Any member of the committee who shall cease to be an (a) member, or who is suspended under Rule 11, or who shall cease membership of the Club by any reason, shall vacate his seat. Any vacancy so occurring by any other cause, may be filled by the Committee. Any member selected to fill a vacancy shall remain in office for the unexpired period for which his predecessor was elected.

REMOVAL OR RESIGNATION

(3) The Committee, or any member or members thereof may be removed by the votes of two-thirds of the (a) members present and voting at a Special General Meeting called for that purpose. In the event of the removal or the resignation of the whole or the majority of the Committee, the Secretary shall obtain propositions and appoint scrutineers and arrange for holding a ballot, and the result shall be declared to a Special General Meeting to be called by the Secretary. The times and notices required by Rule 13 for Special General Meetings shall not apply to this case, but three days shall be allowed for propositions, the ballot shall be held on the succeeding three days and the Special General Meeting held within three days of the close of the ballot.

FINANCE AND SUB-COMMITTEES

(4) The Committee shall, at the first meeting following each election, select a sub-committee to be called the Finance Committee. It shall consist of three members of the Committee. It shall be the duty of the Finance Committee to take a record of the stock of goods held by the Club on the first convenient day of each month, either by themselves or by an agent duly appointed for that purpose; check all demands for delivery notes and invoices; and to report to the whole Committee whether such stock vouches the correctness of the returns made to the Club by the Steward, and whether the demands are in order and correct. It shall see that the vouchers are produced by the Secretary for all payments made by him or by order of the' Committee; and it shall especially be the duty of the Finance Committee to report to the next meeting of the whole Committee whether the Secretary's cash book has been duly made up each week and the amount there shown as standing to the credit of the Club appears also in the Treasurer's book or books, and in the pass-book of the bank with which the current drawing account of the Club is kept in the name of the Club. These books, duly made up to date, shall be laid upon the table at each Committee Meeting. The proceedings of the Finance Committee shall be recorded by the Secretary in a minute book kept for that purpose. All cheques drawn upon the Club's. account shall be signed by at least one member of the subcommittee in addition to an authorised officer. The Committee may appoint other sub-committees as occasion requires. Such sub-committees shall be responsible to the Committee, and all moneys voted for the use of or received by the sub-committee shall be dealt with in accordance with Rule 16(2).

ORDERS

(5) The Committee, or any officers authorised by them shall have the power to give orders for such goods to be supplied and work to be done as may be necessary for carrying out the purposes of the Club; but nothing in this rule shall empower the Committee to incur expenditure except such as is consistent with the purposes for which the Club is established.

No member of the Committee shall by virtue of his appointment have power to order goods or dispose of the funds of the Club. No goods shall be supplied, nor any contract for work to be done for the Club entered into, nor any office of salary or profit be held by any member of the Committee unless

authorised at a General Meeting called within the provisions of Rule 13. Nothing in this rule contained shall invalidate any payment made to the Secretary of the Club by way of honorarium for his services, in the event of the Secretary being for any length of time (during which he performs the duty of Secretary) a member of the Committee.

16. Officers

(1) The officers of the Club shall consist of a President, Vice Presidents, Chairman, Vice-Chairman, Secretary and Treasurer. Associate (B) Members of the Association may be elected to any office except Chairman or Vice Chairman provided a majority of the Committee are (A) Members.

In the event of a vacancy arising amongst the officers by death, resignation or other cause, the Committee shall have power to elect an (a) member to fill the vacancy until the next General Meeting. Any officer shall vacate his office if suspended from membership under Rule 11, or on ceasing membership from any cause.

The officers of the Club, other than the Secretary, shall receive such honorarium (if any) as the Committee or a General Meeting of the members may' from time to time determine. And every officer or servant dealing with the moneys of the Club shall enter into a bond with a recognised guarantee society for the due performance of his duties in such sum as the Committee or a General Meeting of the members may determine.

TREASURER

(2) The Treasurer shall be responsible for the paying into the bank of All moneys received by the Club from all sources, without any deduction for any purpose whatever, to the credit of an account opened in the name of the Club at such bank and in such manner as the Committee may direct and further, shall keep such accounts and pay such debts of the Club as the Committee shall direct, and shall, when required to do so, render to the Committee or a General Meeting an account of any moneys received and expended by him.

SECRETARY: GENERAL DUTIES

(3) The Secretary shall keep upon the Club premises a list of the names and addresses of the members of the Club, and 'a subscription book or books, in which shall be recorded the payments of such members. He shall carry out the directions of the Committee, and subject to such directions, shall receive moneys on account of the Club and pay the same to the Treasurer, and keep such accounts as the Committee may direct. He shall' attend all meetings, take minutes of the proceedings, prepare accounts and balance sheets and annual returns, and submit the same to the Auditor.

17. Annual Returns

ANNUAL RETURN

(1) Every year not later than 31st March the Secretary shall send to the Registrar the annual return in the form prescribed by the Chief Registrar of Friendly Societies relating to the Club's affairs for the period required by the Act to be included in the return, together with:

(a) a copy of the report of the auditor on the Club's accounts for the period included in the return and

(b) a copy of each balance sheet made during that period and of the report of the auditor on that balance sheet.

COPIES TO MEMBERS

(2) The Club shall supply gratuitously to every member or person interested in the funds of the Club on his application a copy of the last annual return of the Club for the time being together with a copy of the report of the auditor on the accounts and balance sheet contained in the return.

18. Inspection of Books by Members

It shall be the right of any member or person having an interest in the funds, to inspect at the Registered Office or wherever they are kept, the minute books, books of account, and books containing the names and addresses of the members of the Club, including all the particulars in the duplicate register of members, at all reasonable times, and -it shall be the duty of the Secretary to produce the same for inspection accordingly; but no person, unless an officer of the Club or specially authorised by a resolution thereof can inspect the loan account of any other member without his written consent.

19. Loans and Loan Stock

LOANS

(1) The Committee may obtain advances of money for the purposes of the Club from members or others on bonds, or agreements, or promissory notes, or from members only on certificates in respect of indebtedness of loan stock as provided hereafter. The total amount so obtained shall not exceed £ The Committee may take any such loan on such terms as to the rate of and manner of repayment as it thinks fit; but the rate of interest agreed to be given on any such advance shall not exceed £5 per cent. per annum or £1 per cent. per annum above minimum lending rate whichever is the higher (except monies borrowed by way of a Bank Overdraft or by way of a Mortgage of the Club's premises). Any bond of the Club may be made a specific charge upon any property of the Club specified therein or in any schedule thereto, but a separate register shall be kept of all such bonds. All such bonds and other documents shall be made in such form, and shall be signed on account of the Club by such persons as the Committee may from time to time direct.

The Club shall not receive moneys on deposit.

LOAN STOCK

(2) Any amount of loan stock for sums of 50p., or multiples thereof, being within the total limit mentioned in the preceding rule, may be issued by the Committee to members only subject to the conditions following:

- (a) It shall not confer a right to demand payment of the principal from the Club, unless the interest be not paid within one month of a demand made in writing.
- (b) It shall be evidenced by certificates of indebtedness under the hands of two members of the Committee and the Secretary, stating the amount of loan stock standing to the credit of the respective holders.
- (c) It shall bear interest at a rate not exceeding 5 per cent., which interest shall be paid half-yearly.
- (d) The Secretary shall keep a register of the holders of loan stock for the time being containing such particulars as the Committee may from time to time direct.

TRANSFER OF LOAN STOCK

(3) A certificate of loan stock may be transferred by a form containing such particulars as the Committee direct. A fee of 5p. shall be paid by the Transferor upon each transfer. A register of all transfers containing such particulars as the Committee direct, shall be kept but no transfer shall be registered unless it is properly stamped, or if made by a member indebted to the Club, without special order of the Committee; and until the transfer of loan stock is registered no right shall be acquired against the Club by the Transferee, nor shall any claim of the Club upon the Transferor be affected.

REPAYMENT OF LOAN STOCK

(4) Subject to the payment of, or a sufficient provision for, all subsisting claims on the Club, the Committee may from time to time apply any moneys which they cannot profitably invest, to pay off the loan stock holders in the order in which they are entered on the register, or in exceptional circumstances in such order as the committee may decide. If a loan stock . holder, who has received notice that the Committee is prepared to pay him off., leaves the sum to be thus repaid in the hands of the Club, he shall not be entitled to any interest thereon after the expiration of the time named in the notice of repayment.

20. Audit

(1) (a) There shall be appointed in each year of account a qualified auditor to audit the Club's accounts and balance sheet for that year. In this rule "qualified auditor" means a person who is a qualified auditor under section 7 of the Friendly and Industrial and Provident Societies Act 1968.

(b) None of the following persons shall be appointed as auditor of the Club:-

- (i) an officer or servant of the Club;
- (ii) a person who is a partner of or in the employment of or employs an officer or servant of the Club or
- (iii) a body corporate.

(c) Save as provided in paragraph (d) of this rule every appointment of an auditor shall be made by resolution of a general meeting of the Club.

(d) The first appointment of an auditor shall be made within three months of the registration of the Club and shall be made by the Committee if no general meeting of the Club is held within that time. The Committee may appoint an auditor to fill any casual vacancy occurring between general meetings of the Club.

(e) An auditor appointed to audit the accounts and balance sheet of the Club for the preceding year of account (whether by a general meeting or by the Committee) shall be re-appointed as auditor of the Club for the current year of account (whether or not any resolution expressly reappointing him has been passed) unless

- (i) a resolution has been passed at a general meeting of the Club appointing somebody instead of him or providing expressly that he shall not be re-appointed or
- (ii) he has given to the Club notice in writing of his unwillingness to be re-appointed or
- (iii) he is not a qualified auditor or is a person mentioned in paragraph (b) of this rule or
- (iv) he has ceased to act as auditor of the Club by reason of incapacity.

Provided that a retiring auditor shall not be automatically reappointed if notice of an intended resolution to appoint another person in his place has been given in accordance with paragraph (f) of this rule and the resolution cannot be proceeded with because of the death or incapacity of that other person or because that other person is not a qualified auditor or is a person mentioned in paragraph (b) of this rule.

(f) A resolution at a general Meeting of the Club:

- (i) appointing another person as auditor in place of a retiring auditor or
- (ii) providing expressly that a retiring auditor shall not be reappointed

shall not be effective unless notice of the intention to move it has been given to the Club not less than twenty-eight days before the meeting at which it has to be moved. On receipt by the Club of notice of such an intended resolution the Club shall forthwith send a copy of the notice to the retiring auditor. If it is practicable to do so the Club shall give notice to its members of the intended resolution at the same time and in the same manner as it gives notice in accordance with these rules of the meeting at which the resolution is to be moved or, if that is not practicable, by advertisement not less than fourteen days before the said meeting in a newspaper circulating in the area in which the Club conducts its business. Where the retiring auditor makes any representations in writing to the Club with respect to the intended resolution or notifies the Club that he intends to make such representations, the Club shall notify the members accordingly as required by section 6 of the Friendly and Industrial and Provident Societies Act 1968.

(2) The auditor shall in accordance with section 9 of the Friendly and Industrial and

Provident Societies Act 1968 make a report to the Club on the accounts examined by him and on the revenue account or accounts and the balance sheet of the Club for the year of account in respect of which he is appointed.

(3) The Club shall keep a copy of the last balance sheet for the time being, together with the report of the auditor, always hung up in a conspicuous place at the registered office.

21. Nominations, and Proceedings on Death, or Bankruptcy

Upon a claim being made by the personal representative of a deceased member or the Trustee in bankruptcy of a bankrupt member to any property in the Club belonging to the deceased or bankrupt member the Committee shall transfer or pay such property to which the personal representative or trustee in bankruptcy has become entitled as the personal representative or trustee in bankruptcy may direct them.

A member may in accordance with the Act nominate any person or persons to whom (subject to the provisions of the Act as to amount and the persons to whom a valid nomination may be made) any of his property in the Club at the time of his death shall be transferred. On receiving satisfactory proof of death of a member who has made a nomination the Committee shall if and to the extent that the nomination is valid under the said Act either transfer or pay in accordance with the Act the full value of the property comprised in the nomination to the person entitled thereunder.

22. Profits

An Annual General meeting may resolve to apply the whole or any part of the profits in any of the following ways:

- (a) For providing for the redemption of the loan capital.
- (b) In the interests generally of the Association and of all Royal Naval and Royal Marines ex-service men.
- (c) In promoting mutual intercourse and united actions between members, or
- (d) For any other lawful purpose, subject to Rule 23.

23. Application of Funds

Except by the dissolution of the Club or as interest on loans, no profits or funds of the Club shall be distributed among the members only than in pursuance of the provisions of Rule 22.

24. Investments

The Committee may invest the funds of the Club in or upon any security, being a security in which Trustees are for the time being authorised by law to invest, for which purpose sections 1 to 6 of the Trustee Investment Act 1961 shall apply as if the Club were a Trustee and its funds were trust property; but not otherwise.

25. Statutory Applications to the Registrar

The requisite number of members may, in accordance with the provision of the Act apply to the Registrar:

- (1) For the appointment of an Accountant or Actuary to inspect the books of the Club and report thereon:
- (2) For the appointment of an Inspector to examine into the affairs of the Club and report thereon;
- (3) For the calling of a Special General Meeting of the Club.

26. Dissolution

The Club may at any time be dissolved by the consent of threefourths of the (A) members, testified by their signatures to an instrument of dissolution in the form provided by the Treasury Regulations in that behalf or by winding up in manner provided by the Act.

27. Conduct of Elections

NOMINATIONS

(1) The election of Officers (other than the Secretary) and the Committeemen shall be by ballot. At least three weeks before the day fixed for any ballot, a nomination sheet shall be posted in the Registered Office by the Secretary, on which the names of all candidates for any office must be entered, and such sheet shall remain open until the commencement of the Annual General Meeting, if the ballot is to be held at that meeting, or until the expiration of at least twenty-four hours following the Annual General Meeting. Any (a) member (who must give his consent) shall be eligible for nomination only after he shall have been an (a) member at least six calendar months, and must be proposed and seconded by two (a) members, who must themselves sign the sheet.

No member shall hold more than one office.

SCRUTINEERS

(2) The ballot shall be carried out under the directions of the Committee by three scrutineers appointed by the Annual General Meeting, but who may not be candidates, Committeemen, or Officers.

BALLOT - WHEN HELD

(3) Ballots shall be held during the Annual General Meeting or during the week following the Annual General Meeting or in the succeeding week. Should the ballot not be held during the Annual General Meeting they shall remain open during at least three hours on the evenings of two consecutive days, and the result shall be made known by the posting of a notice in the Club House, attested by the signatures of the scrutineers, recording the number of votes polled by each candidate and indicating which of the candidates are elected, the candidates receiving the highest number of votes being those elected.

In the event of a member being elected to more than one office he may choose which office he wishes to hold, the other office shall be filled by the member receiving the next highest number of votes.

WHO MAY VOTE

(4) Each (a) member of the Club shall have one vote for each vacancy, but no member may give more than one vote to any one candidate.

TIE

(5) Should the ballot result in two or more candidates receiving an equal number of votes for the last or only vacancy or vacancies, the names of such candidates shall be written on slips of paper, which shall be placed so that the names are concealed, and the President, or in his absence some person appointed by the scrutineers, shall then draw as many slips as there are vacancies to be filled, and the members whose names are so drawn shall be declared duly elected.

SCRUTINY

(6) The scrutineers shall, at the conclusion of the ballot seal up the ballot papers and hand them to the Secretary, who shall retain them for seven days. A scrutiny shall take place if written demand be presented to the Secretary within seven days from the close of the ballot, signed by not less than one-tenth of the (a) Members of the Club, and a scrutiny shall be carried out by three fresh scrutineers, to be named by the Committee, and their decision shall be final.

28. Settlement of Disputes

All disputes between an Ordinary Member or person aggrieved who has for not more than six months ceased to be a member, or any person claiming through such member or person aggrieved or under the rules, other than as provided for by Rule 12, and the Club or an officer, shall be referred for arbitration to three arbitrators, who shall be appointed by the National Council of the Association on application by the Committee, and the decision of the arbitrators or a majority of them shall be final.

29. Misconduct of Members

No gaming, (other than that permitted by law), drunkenness, bad language, or other misconduct shall be permitted on the Club premises. Any member offending under this rule shall be dealt with by the Committee under Rule 11. Any officer shall have the power to order the withdrawal of any member offending under any of the heads specified in this rule from the Club premises. Such member shall have no right of re-entry to the Club premises until requested to meet the Committee as provided in Rule 11. If the next Ordinary Meeting of the Committee be within less than three days, such member may claim to appear before them, and to have his case dealt with, waiving the length of notice required by the said Rule 11.

30. Introduction of Guests

An Ordinary Member or an Associate admitted under Rule 7 but not a Temporary member may personally introduce friends as his guests, but no person who is eligible for Ordinary Membership shall be so introduced more than twice within three months and no member may introduce more than two friends at any one time. the visitor and the member introducing him shall sign their names in a book kept for that purpose. The foregoing provisions of this rule shall not apply to the introduction by any member of their spouse or partner, the admission of whom shall be subject to such regulations as may from time to time be made by the Committee. The following shall not be admitted as visitors:

- (a) Former members who have ceased to be members under Clause (a) of Rule 10.
- (b) Former members who have been expelled.
- (c) Persons who, having been candidates for membership, have been refused membership.

Members shall be responsible for the good behaviour of guests introduced by them during the period of their stay in the Club and in the event that a guest is removed from the Club premises for misconduct or other cause, the member introducing such guest may be dealt with by the Committee at its discretion.

31. Hours of Opening and Closing the Club Premises

The Club shall be opened and closed at such hours as may from time to time be fixed by the Committee and as posted in the Club.

32. Permitted Hours for the Supply of Intoxicants

The permitted hours shall be such as may from time to time be determined by the Committee in accordance with the provision of the Licensing Act 1964 and as notified to the Magistrates' Clerk. Provided that if an 'order is made under Section 60, sub-section (3) or (4) of the said Act, section 62 sub-section (2) thereof shall apply.

33. Interpretation

In these rules:

- (a) Words importing the singular or plural shall include the plural and singular respectively;
- (b) Words importing the masculine gender shall include the feminine;
- (c) "the Act" shall mean the Industrial and Provident Societies Acts 1965 to 1968 or any Act or Acts amending or in substitution for the same and for the time being in force.

34. Use of Club Premises (Special Occasions)

- (a) Subject to the approval of the Committee any part of the Club premises may be hired to other Societies, organisations or individuals for dances, parties, conferences or similar events, which events shall have been approved in advance in writing by the Committee, on not more than twelve occasions in any one year and on each occasion that such an event under this rule takes place at the Club premises, the Superintendent of Police shall be so informed not less than seven days before the function is due to take place, and intoxicating liquor may be sold to persons attending such functions; for this purpose the year shall run from 1st April to the following 31st March.
- (b) An authorised function shall be a social occasion, properly organised by the applying organisation or private body.
- (c) Application must be made in writing to the Committee at least twenty-one days before the date of the authorised function and confirmation of the Committee's permission posted on the notice board seven days before the said occasion.
- (d) The Committee shall arrange for an officer or other person authorised by the Committee to be present at each authorised function to ensure proper and adequate control and the Committee shall keep a record of such functions which shall be authorised whether with or without the use of the Club's bar facilities.

35. Persons other than Guests of Members

Persons other than guests of members as provided for in Rule 30 may be admitted to the Club Premises provided that:

- (a) They have attained the age of 18 years.
- (b) Such persons are members or officials of a team visiting the Club for the purpose of taking part in a pre-arranged sporting match or competitive competition against a team representing and comprising of members of the Club.

Such persons so admitted to the Club Premises may purchase intoxicating liquor for consumption on the premises during the period of the visit.

**Signatures of Seven Applicants and Secretary for
Registration**

1.....

2.....

3.....

4.....

5.....

6.....

7.....

8 Secretary