

CONSTITUTION AND RULES OF THE PERME SOCIAL AND SPORTS CLUB (WALTHAM ABBEY)

1 TITLE

The Club shall be known as "The PERME Social and Sports Club" wherein PERME represents "Propellants, Explosives and Rocket Motor Establishment (Waltham Abbey)" and hereinafter called "the Club".

2 ADDRESS

The Club premises shall consist of the former PERME Canteen building located within the boundary of PERME with access via Walton Gardens, Waltham Abbey. Associated premises of the Club shall be the Tennis Courts and Changing Hut located in Powdermill Lane, Waltham Abbey, and the indoor Rifle Range located at Lower Island Way within the South Site of PERME.

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3 STATUS

i The Club shall be a Members' Club comprising those classes of Member specified in para 5 below.

ii The Club shall associate itself with the Civil Service Sports Council by affiliation to the Procurement Executive, Ministry of Defence, Sports and Social Association.

iii Whereas the Club does associate itself with The Propellants, Explosives and Rocket Motor Establishment and may occupy buildings and land owned by the Crown, the Club shall exist at the discretion of the Director of PERME and the rules and general activities of the Club shall be approved by the Director of PERME.

iv

iv Subject to the above authority the Club shall as far as is possible be autonomous (from the Establishment) and shall be governed by General Meeting and managed by Elected Committee hereinafter called "the Committee".

4 OBJECTS

The Club shall engage in the promotion of those sporting, social, cultural and recreational activities in which, in the opinion of the Committee at any time, a sufficient number of members are interested and to that end shall manage such facilities as shall at any time be available for the use of the members within the boundaries of PERME or as the Club shall otherwise become possessed of, and shall make such other arrangements as may be needful.

5 MEMBERSHIP

i There shall be four classes of Membership: Full, Associate, Temporary, and Honorary.

ii The Committee may accept as Full Members persons employed in PERME (WA) and their spouses who have purchased at least one share per person in the Civil Service Sports Council and who shall make application in suitable form to the Secretary providing that there shall be an interval of two days between application and admission and during that period the name and address of the applicant shall be posted in a part of the Club frequented by Members. Shareholding in the CSSC shall be in lieu of membership fee. Members of the PERME Old Comrades Club, an association of retired Full Members and their spouses, shall be granted Full Membership without further subscription.

Only those Full Members serving at PERME (WA) shall be entitled to vote at General Meetings.

Only those Full Members with CSSC Shareholding shall have any claim on the assets of the Club and such claims shall be proportional to the shares held.

- iii The Committee may accept as Associate Members persons aged eighteen and over who are former employees of PERME (WA), members of the immediate families of Full Members or of former Full Members (that is, Father, Mother, Brother, Sister, Son or Daughter), or active members of Sections (para 6) providing that the application shall be made in suitable form to the Secretary and that the applicant shall be proposed and seconded by Full Members who in the case of applicants to Sections shall be an officer and member of said Section, and that for two days before admission the name and address of the applicant shall be displayed in a part of the club frequented by members and that during that time any objection by any member shall be conveyed in writing to the Secretary. In the event of an objection the decision of the Committee shall be final.

Associate Members shall be invited to renew membership annually or shall re-apply for membership as above, at the discretion of the Committee, except that the re-application shall be necessary after the first full year of membership which shall be considered as a probationary period.

The number of Associate Members shall not exceed 30% of the total membership. New applications shall be considered providing that on expiry of the renewal period (one month) this limit is not exceeded and shall otherwise be placed on a waiting list pending a vacancy. In considering any vacancies the Committee reserves the right to restrict the Associate Membership to less than the maximum allowed and to assign any priorities it may deem necessary to maintain the various objects and activities of the Club.

Associate Members shall pay such fees and subscriptions as shall be determined by the Committee and shall at least equal the cost of Full Membership. Membership shall not be valid until such fees are paid.

Associate Members shall not be entitled to vote at General Meetings nor shall have any claim on the assets of the Club.

- iv The Committee may accept as Temporary Members persons aged eighteen and over who are visiting PERME or Members of the Club for limited periods. Temporary Membership shall be for a maximum of three months and shall be granted upon receipt of a completed application form and fee appropriate to the desired period of membership. Temporary Members shall not count towards the number of Associate Members nor Total Membership in respect of the limit defined in sub-para iii above.

v The Committee or General Meeting may grant Honorary Membership to any person or group of persons who have performed exceptional services to the Club or are otherwise deemed to merit such membership. Such persons shall be entitled to the privilege of that grade of membership they would otherwise apply for but shall not pay any subscription.

vi Membership of any grade may be terminated by:

- a Resignation, communicated to the Secretary in writing;
- b Lapsing whereby payment to renew membership has not been made within the prescribed period (one month) and no reason for the lapse has been notified to the Committee;

c Expulsion by the Committee or General Meeting should they consider the conduct of a Member to be detrimental to the Club's interests and reputation or abusive of the Club rules. In such event the person concerned shall be given 7 days notice of proposed expulsion together with a statement in writing of the reasons for the proposal and shall be denied admittance to the Club during said period. The Member shall be entitled to appear in person or by proxy before the Committee or General Meeting to state his case but shall not be present during the taking of the decision which shall be communicated in writing to the Member. Any Member expelled by the Committee shall have the right of appeal to a General Meeting, as provided for in Section 10, whose decision will be final. In the event of expulsion there shall be no refund of any subscription that has been paid. Expulsion shall not be revoked unless by Committee or General Meeting which may impose any conditions of reinstatement it may see fit.

6 SECTIONS

- i Groups of Members interested in particular activities within the scope of the objects of the Club, may, with the endorsement of the Committee, form Sections for the pursuit of these activities. Application to form a Section shall require the written request of at least three Full Members.
- ii All members of Sections irrespective of the location of the Section's activities must be members of the Club except that in the interest of their activities Sections may allow membership to persons under eighteen years of age, providing that said membership shall not imply membership of the Club as a whole, and that such persons shall not be entitled to use other Club facilities or enter the Club premises except in pursuance of the Section's activities or as permitted under para 8 (iii)(b), and that all such members shall be registered with the Committee.
- iii Sections shall be governed by general meeting and managed by committee and shall be accountable to the Committee. Management of Sections need not be restricted to Full Members except that the chairman and at least one other committee member shall be Full Members. The rules of the Section and any subsequent amendments shall be approved by the Committee.
- iv The financial affairs of a Section shall be properly accounted and managed and the Section shall adhere strictly to such directions for the conduct of its affairs as agreed with the Committee.
- v Sections shall not enter into any arrangement which shall commit the Club legally or financially without prior approval of the Committee.
- vi Sections shall use the same Financial Year as the Club and shall submit fully audited accounts to the Club Treasurer within 31 days of the end of the financial year.
- vii Sections may levy charges on their members over and above the subscriptions charged by the Club.
- viii The Committee may grant or loan to Sections such financial assistance as it may deem necessary. In considering any request for financial aid the Committee may require estimates of expenditure, audited accounts and proof that all members are fully paid up Members of the Club in accordance with sub-para ii above.
- ix Facilities granted to a Section by the Committee may be withdrawn at any time should the Committee deem such action necessary in the interests of the Club.

7 AFFILIATED GROUPS

Groups of Members wishing to undertake activities which require no financial support from the Club and only occasional use of Club premises (normally outside the restricted area of the Establishment) may apply for affiliated status. The Committee shall decide upon any such application, and if it grants approval shall impose such affiliation fees as it shall deem fair and reasonable. The Committee shall be satisfied that the aims and objects of any group seeking affiliated status are in accordance with Rule 4 and do not include activities which the Committee may deem of a political or religious nature.

8 NON-MEMBERS

i GUESTS

a Guests may be introduced into the Club by entering the name and address of each guest and the name of the sponsoring Member into the Guest Book provided at the entrance of the Club premises, and upon payment of a fee which shall be fixed from time to time by the Committee.

b A maximum of two Guests may be introduced by any member during any opening at the Club unless the prior permission of the Committee is obtained to exceed that number.

c Guests must be accompanied by their Sponsoring Member throughout their visit. Members shall be held responsible for the behaviour of their guests and shall ensure that their guests comply with the Rules of the Club.

d Guests may use the facilities of the Club as available to Members and may be supplied with drinks at the Bar.

e Guests must be at least eighteen years of age.

ii VISITORS

The Club may permit as visitors persons in any of the following categories:

a Members of visiting teams, and their supporters, who are competing against a team of the Club in any activity appropriate to the Club's objects;

b Persons attending private functions or special events organised by individual members or PERME where entry is by invitation and where part of the Club premises is set aside for such sole purposes;

c Persons attending social or other functions organised by the Club where admission is by ticket and part of the premises is set aside for this purpose.

Visitors need not sign the Guest Book.

Visitors may use the bar facilities and any others permitted by the Committee.

iii PERSONS LESS THAN EIGHTEEN YEARS OF AGE

Persons who are less than eighteen years of age may not enter or use the Club unless any of the exceptions below apply:

a persons attending under the provisions of para ii above who are accompanied by an adult who shall be responsible for the persons and their behaviour;

- b persons accompanied by an immediate relative who is a Member and who shall be responsible for their conduct;
- c persons who are junior members of a Section pursuing the activities of the Section as in para 6 ii.

These exemptions shall be at the discretion of the Committee who shall make any further rules and exceptions as may be deemed necessary to safeguard the interests of the general membership.

or officers & be aged
Persons aged less than eighteen years shall not be permitted to purchase intoxicating liquor.

9 INTOXICATING LIQUORS

- i The Club shall supply intoxicating liquor to its Members, Guests and Visitors as previously defined, providing that it is registered under the Licensing Act, 1964, and according to the provisions of the said Act.
- ii The purchase of intoxicants and subsequent supply to Members and Guests shall be under the sole control of the Committee. There shall be no arrangement restricting the freedom of the Club to purchase of intoxicants unless it is entered willingly by the Club and shall be beneficial to the Club.
- iii No person shall derive financial benefit at the expense of the Club in respect of the purchase or supply of intoxicants apart from any benefit accruing to the Club as a whole and any remuneration resulting from employment relating to the serving of drinks and the operation of the bar.
- iv The permitted hours for the supply of intoxicants shall be as fixed by the committee and notified to the Magistrate's Clerk providing that those shall not exceed, nor begin earlier than, nor end later than, the permitted hours for the licensing area as a whole unless an Order of Exemption has been granted.
- v During the permitted hours, members only may be supplied with intoxicants for consumption off the premises.
- vi Facilities of the Club may be used outside permitted hours at the discretion of the Committee providing that the Bar is closed and neither supply nor consumption of intoxicating liquor shall take place. Use of the Club outside normal hours shall require the presence of a Full Member who shall be responsible for the security of the premises and the activities and behaviour of any person entering the premises.

10 GENERAL MEETING

- i Only Full or Honorary Members who are employees of PERME shall be eligible to take part in the management of the Club as a whole and to vote at General Meetings. All other Members may attend such meetings and may, with the Chairman's consent, speak or ask questions. Non-members and members whose membership has been terminated shall not have a right to attend except, in the latter case, under the provision of para 5 (vi) (c).
- ii A General Meeting of the Club, to be known as the Annual General Meeting, shall be held in May of each year on a date to be decided by the Committee. Notice of the date and time of the Meeting and the nature of the business to be transacted shall be displayed on the Club notice board at least 21 days before the said meeting. Notice of any motions to be discussed must be received in writing by the Secretary within 7 days of the above notice and shall likewise be posted 14 days before the Meeting. All motions must be proposed and seconded by a Full Member.

iii Any other General Meeting shall be called by the Secretary on the instructions of the Committee or at the written and signed request of 7 Full Members, as soon as possible after such instruction or request. The Secretary shall give 7 days notice of any such meeting and the nature of the business to be considered by posting a notice on the Club notice board. No other business than that posted shall be taken at the Meeting.

iv The quorum for a General Meeting shall be 25 members, eligible to vote, who must be present within 15 minutes of the published time of commencement.

v Unless otherwise stated herein a motion shall be deemed carried if a majority of the voting members present vote for it. The Chairman shall not vote except that in the event of a tied vote, the Chairman shall have the casting vote.

vi Amendment to the rules and constitution of the Club may only be made at General Meeting and Members shall be given 14 days notice of any proposal to do so. Such amendments shall require a resolution of a two-thirds majority of voting Members present. Any change in the rules thus made shall be notified to the Magistrate's Clerk and local Police within 28 days.

11 ELECTIONS

i A notice shall be posted by the Secretary 28 days before the AGM calling for nominations for all officers (other than President) and Committee Members. A second notice of nominations received shall be posted 14 days before the Meeting.

ii Nominees who shall be Full Members employed in PERME shall have agreed in writing to stand and their written statements, duly signed by them and by their proposers and seconders, who shall be Full Members, shall constitute the nominations to be set to the Secretary as in (i) above.

iii Nominations shall be accepted from the floor of the AGM, and then only from Full Members, providing that no written nomination for an officer or seat, or an insufficient number of nominations for the seats available, has been received.

iv Election shall be by vote by eligible Full Members. Where there is only one nomination for an office, it shall nevertheless be the subject of a vote and shall require a two-thirds majority to be carried. If rejected, further nominations shall be invited from the Full Members at the Meeting and shall similarly be subject to vote.

Nominations for committee seats shall be subject to ballot and shall likewise require a two-thirds majority to be carried, excepting that if the number of nominations exceeds the number of seats available, nominations shall be rejected as necessary on the basis of their lesser total number of votes cast. In the event that an insufficient number of nominations is carried, further nominations shall be invited from the Full Members present and shall be subject to ballot as above.

12 HONORARY OFFICERS

i The Club shall appoint at the AGM the Director of PERME, if he is willing to stand, as President, and shall elect a Chairman, Secretary and Treasurer, together with such other officers as may from time to time be determined in General Meeting.

ii The elected officers shall be the Trustees of the Club in whose names all the property of the Club shall be vested and who shall represent the Club in

any litigation. Excepting any powers conferred by virtue of their offices, the trustees shall have no power to act or use the property of the Club unless so instructed by the Committee and shall assume no personal liability in respect of any action taken by them on the direction of the Committee.

iii The President, if any, or the Chairman, or failing them any other officer, shall preside over any General or Committee Meeting.

iv The Secretary shall be responsible for the conduct of all correspondence of the Club, other than that of the Sub-Committees and Sections, and for the keeping of the Minutes of all General and Committee Meetings and for the keeping of any other records as directed by the Committee.

v The Treasurer shall be responsible for the custody and accounting of the Club funds and shall receive all monies due to the Club and shall arrange for the payment of all monies owed by the Club. The Treasurer shall be consulted in all matters of financial policy and expenditure and shall be informed of all proposed or actual expenditures except those of a routine nature and of which he is generally aware.

The Treasurer shall prepare and submit for audit the Statement of Accounts, including a separate statement in respect of the purchase and supply of intoxicating liquor, to be presented by the Committee at the AGM.

13 THE COMMITTEE

i The management of the Club between Annual General Meetings shall be vested in the Committee which shall consist of the President, ex officio, the Chairman, the Secretary, the Treasurer and a minimum of 10 and a maximum of 15 members who shall have been elected to represent the various interests of the Club.

ii The Committee shall hold office from the close of the AGM at which it is appointed until the close of the next succeeding AGM.

iii The Committee shall submit an Annual Report and Statement of Accounts, duly audited, to the AGM at which it ceases to hold office.

iv The Committee shall maintain an inventory of the assets of the Club.

v The Committee shall meet at least quarterly and shall require a quorum of 6 members, one of whom shall be an officer.

vi In the event of a Committee Member ceasing to be employed at PERME during the Committee's office, the Member may continue to sit until the next ensuing AGM providing that the management of the Club shall not be adversely affected. Should a vacancy occur among the Committee, it shall be filled by election at a General Meeting unless it shall occur within two months of the date of the AGM at which the Committee ceases to hold office.

vii The affairs of the Club, other than those reserved for the Club in General Meeting, shall be managed by the Committee in accordance with the rules herein and using any powers given to it by these rules. The Committee shall invoke any additional powers as it shall see fit to effect the proper management of the Club and shall make such by-laws and standing orders as deemed necessary for the conduct of its business.

viii The Committee shall appoint such sub-committees as it decides are necessary to manage the various interests of the Club and shall delegate to the sub-committee such powers as may be required to organise and manage these activities. The

Officers of the Club shall be ex officio members of the sub-committees. Sub-committees excepting any involved in the purchase or supply of intoxicants, may co-opt members from outside the Committee to assist in the conduct of their business. Sub-committees shall meet at least quarterly and shall require a quorum which shall be not less than half the membership of the sub-committee. Sub-committees will report their activities at Meetings of the Committee and shall require the approval of the Committee for any activity and expenditure except as delegated to the sub-committee by the Committee.

ix The Committee shall have the sole power to authorise the payment from the funds of the Club or all monies due from the Club in the discharge of its functions, excepting any of a routine nature which may be delegated, and of the reasonable expenses of any members of the Club engaged on the business of the Club.

14 ADMINISTRATION

i The funds of the Club shall be deposited in an account in the name of the Club at a Bank and/or Building Society, and/or invested to such an extent, and in such a way, as to comply with the requirements of the Trustee Investment Act 1961, as amended.

ii The signatories for the Club's Banking Account (Current Account) shall be the Officers (Trustees) and one other Committee Member, nominated by the Committee as Deputy. The signatories for all other accounts shall be the Trustees.

iii All cheques drawn on the Club's Current Account shall bear the official stamp of the Club and shall be signed by two signatories as above.

iv The Financial Year of the Club shall be from 1st March to the end of February.

v The Committee may employ whatever persons it considers necessary to provide day to day services and operations of the Club. The remuneration of such employees shall be as fixed by the Committee, providing that it shall meet statutory requirements under the Wages Council Act 1959, and shall be reviewed at least annually. Any remuneration shall be subject to PAYE and, if applicable, National Insurance deductions.

vi The Committee or Treasurer may appoint a Cashier, who must be a Full Member, to assist with the day to day handling of the transactions of the Bar. Remuneration, if any, shall be according to (v) above.

vii Any contract made by the Club or Committee with third parties, for whatever purpose, shall be deemed to have been made by the Club as a whole and any financial liability or debt shall be incurred by the Club as a whole but shall be limited to the funds and assets of the Club such that no Trustee, Committee Member or Member shall be personally liable for the debts of the Club. Any such contract made by the Club shall clearly state that any liability is so limited.

viii No Trustee, Committee Member or Member of the Club shall be held personally liable except where personal negligence is clearly evident, for any claim against the Club in respect of any injury, loss or damage sustained by a third party. Satisfaction of any award against the Club shall be made from and limited to the funds of the Club.

15 AUDITORS

- i A qualified accountant or 2 Full Members who shall not be Committee Members, shall be appointed by a General Meeting.
- ii The accounts of the Club shall be audited as directed by the Committee but at least annually between the end of the financial year and the AGM. The accounts shall be certified to the Committee and the next ensuing AGM.

16 HONORARIA

Honoraria may be awarded to Officers, Committee Members and Members by the Membership at General Meeting but shall normally be given for exceptional service to the Club.

17 DISSOLUTION

The Club shall be dissolved by order of the Director of PERME or by a resolution passed by a three-fourths majority of a ballot of all Full Members eligible to vote at General Meetings and endorsed by the Director.

18 DISPUTES

- i A copy of the Rules of the Club shall be available to every member on admission and shall thereupon be binding upon the member. A copy of the Rules shall also be available for reference in the premises of the Club.
- ii Any dispute arising out of or not covered by these Rules shall be referred to the Committee whose decision shall be final unless otherwise decided at General Meeting.

Signed *R. M. Guchan*..... Chairman
A. G. Francis..... Secretary
Date *14. October 1981*.....

P.E.R.M.E Social and Sports Club

Special General Meeting re: New Constitution

A Special general meeting will be held in the club on Monday 9th November 1981 starting at 8.00 pm.prompt to discuss the new constitution. All members are welcome to attend though only full members are entitled to vote.

A.G.Francis
Hon. Sec