



RULES AND BYE-LAWS 2024

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Contents

INTRODUCTORY	3
Membership	4
Nominations for membership	4
Notification of election	5
Payment of subscription.....	5
Resignation of Members	5
Expulsion of Member	5
COMMITTEES	6
GENERAL MEETING	6
DISSOLUTION OF THE CLUB	7
GENERAL	7
Guests & Visitors.....	7
Suggestions or Complaints	8
Conduct of Employees	8
Affiliation Arrangements.....	8
Binding Effect of Rules	8
BYE-LAWS	9
1 Club Premises	9
2 Payment of Subscriptions.....	9
3 Guests & Visitors	9
4 Removal of Club Property	9
5 Advertising	9
6 Business Use	9
7 Dress Code	9
8 Smoking.....	9
9 Dogs or Cycles	10
10 Mobile Phones	10
ANNEX A	11

Constitution and Rules

INTRODUCTORY

1. The Club shall be called The Hove Club. The Headquarters and address of the Club shall be 28 Fourth Avenue, Hove, BN3 2PJ or such other place as the Committee shall from time to time decide. A list of the names and addresses of the Members shall be kept there.
2. The Club is a non-profit making organisation which exists for the provision of social and other amenities connected therewith on a non-political basis. All profit and surpluses will be used to maintain or improve the Club's facilities. No profit or surplus will be distributed other than to another non-profit making body or to Members on winding up or dissolution of the Club.

The Hove Club's Vision and Values are :-

To be one of the foremost private members' clubs in Sussex. Members, Management and Staff are guided by over 130 years of our Club's traditions and values.

To focus continually on the needs of Members as the basis of the Club's present and future.

To encourage tolerance and consideration between members, within a diverse Members-owned Club.

To encourage a welcoming and friendly environment for Members and to respect the Club's social, sporting and architectural heritage within a sustainable contemporary context.

To provide a variety of quality facilities and services which are good value for money and exceed member's expectations.

To maintain the highest standards of club management for all members and staff.

3. The property of the Club shall be vested in Trustees, not fewer than two, nor more than four in number, who shall be Members of the Club. The Committee shall have the power to appoint and remove Trustees and accept the resignation of retiring Trustees. The Trustees shall ex officio be members of the Committee.
4. The Trustees on behalf of the Members of the Club shall be empowered to enter into such legal and other obligations as may be necessary for the furtherance of all the objects for which the Club is constituted. The said Trustees shall be indemnified against risk and expense out of the Club property and if that be insufficient by the individual Members with the Trustees themselves contributing as Members.
5. The Committee is authorised to borrow from the Club's bankers subject to the approval of the Trustees.

Membership

6. The Club shall consist of the following categories of membership:
Member and Temporary Member
7. Members have full access to all the facilities of the Club. Members shall be entitled to attend and vote at General Meetings and to serve on the Club Committee. Members shall be entitled to a share in the Club's assets in the event of the Club being dissolved.
Temporary members have full access to all the facilities of the Club only.

Nominations for membership

8 Members

- 8.1 Nominations for membership of the Club shall be made by existing members who have been members of the Club for at least one year.
- 8.2 The minimum age for membership shall be 18 years.
- 8.3 An application for membership shall be made in such form and contain such details as may be prescribed from time to time by the Committee. The application shall contain, full name, address and occupation of the candidate together with the signatures of their proposer and seconder both of whom must certify that they know the candidate to be of good reputation. However, it will not be necessary for there to be a proposer or seconder in the case of an application for membership by a spouse or civil partner of an existing member who has been a member of the Club for at least one year.
- 8.4 The completed application form shall be posted on the Club Notice Board for at least 10 days prior to the Committee considering the application.
- 8.5 The candidate shall be introduced by the proposer and seconder to the Chairman and any other Committee Member available prior to the application being considered by the Committee. The Committee shall have power to dispense with this requirement in any case where they feel it is appropriate to do so.
- 8.6 The election of Members shall be vested solely in the Committee who shall vote by show of hands. Should two of the Committee vote against, the candidate shall not be elected.

9. Temporary Members

- 9.1 A Candidate for membership who has just moved to the area or who, for some other reason, cannot find a proposer and/or seconder who can certify he/she is of good reputation may be admitted as a Temporary Member.
- 9.2 A Temporary Member may be admitted for a period of three months on the recommendation of the Secretary, but with the approval of the Chairman or Vice Chairman. Their name and address must be entered in the Temporary Members book kept in the hall for this purpose.
- 9.3 A Temporary Member cannot attend or vote at any meetings or have any voice in the management of the Club nor propose or second another candidate for election.
- 9.4 At the conclusion of three months the Temporary Member may if he/she so wishes apply to join the Club as a Member. In such cases the Temporary Member shall be proposed by the Secretary for consideration by the Committee.
- 9.5 Note also Conditions in Rule 40 and 40.1

Notification of election

10. Upon election candidates will be notified by the Secretary, furnished with a copy of the Club's Rules and Bye-Laws and requested to pay such entrance fees and subscriptions as may be payable under the Rules and Bye-Laws.
11. A Candidate shall not become a member until such sums have been paid. The payments shall be deemed as acceptance of the Rules of the Club. If such sums are not paid within one month after notification of election such election shall be void unless the delay be justified to the satisfaction of the Secretary.
12. Unless the Committee otherwise agrees, a candidate for membership whose application has not resulted in him/her becoming a member (whether by rejection or withdrawal of the application) shall not be eligible for renomination for a period of three years from the date of such rejection or withdrawal unless notice of such withdrawal is given prior to the application being considered by the Committee.

Payment of subscription

13. Subscriptions may be paid Annually or Monthly at rates agreed by the Club Committee.
Annual subscriptions are due on 1st January and Monthly payments will be taken in January for 12 payments.
Direct Debits should be arranged to be payable on the 1st of each Month
For New Members following election the Annual Subscription starts at the beginning of the next month they are elected in whole months until 31st December calculated as 1/12th of the Annual Subscription for each month
For New Members following election paying Monthly the number of monthly payments will be the number of whole months remaining until 31st December.
Any Entrance Fee applicable for New Members which the Committee may from time to time decide must be paid at the same time.
14. Subject to the Bye-Laws both Annual Subscriptions and Monthly Subscriptions shall be due on the 1st of January. Any Member failing to pay their subscriptions before the 31st of January shall be notified by the Secretary that if the outstanding sum due be not paid by the 28th of February they will cease to be a Member. They shall be eligible for re-election (without payment of a fresh entrance fee if applicable at the time) on giving an explanation satisfactory to the Committee.
15. Temporary Members' subscriptions are payable in advance.

Resignation of Members

16. Notice of resignation of Members shall be given to the Secretary in writing on or before December 31st of any year; failing which they shall be liable to pay their subscriptions for the ensuing year.
17. Any Member withdrawing from the Club, by resignation or otherwise, shall not be entitled to the return of any portion of their subscription or entrance fee.
18. Any Member ceasing to belong to the Club, by resignation or otherwise, shall have no claims upon the property belonging to the Club.

Expulsion of Member

19. The Complaints and Disciplinary Procedure of the Club is set out in Annex A to these Rules.
20. Following each Annual General Meeting five members of the Club will be asked by the Committee to be available to be on a Disciplinary Panel. The Panel will, if required, be responsible for carrying out the Investigatory and Disciplinary Procedures as set out at Annex A.

COMMITTEES

21. The general management of the Club, including the determination of the amounts payable as Entrance Fees and Annual Subscriptions, shall be vested in a Committee of no fewer than four nor more than seven Members to be elected in General Meeting. A Committee Member so elected shall serve for a period of three years. The Committee shall elect a Chairman (who shall have an original and casting vote) and a Vice-Chairman out of their own body. The Chairman so elected shall ipso facto be Chairman of the Club. The Committee shall have power to appoint a Secretary, paid or unpaid, and in the former case, fix the remuneration. Three Members of such Committee shall form a quorum.
22. Candidates for election should have not less than two years full membership of the Club and shall be proposed and seconded in writing by Members, their nominations being forwarded to the Secretary not less than fourteen days prior to the Annual General Meeting. The Secretary shall forthwith post the nominations on the Notice Board, where they shall remain until the meeting.
23. Any Committee Member who fails to attend four or more meetings during the Committee year shall vacate their membership of the Committee. If the member can provide an explanation for their absence to the satisfaction of the Secretary, their membership of the Committee will not be withdrawn.
24. The Committee may fill casual vacancies during the year and may co-opt any Member for that purpose. The Committee may also co-opt a Member for any purpose they may feel beneficial to the management of the Club. Such an appointment shall be for a defined period and carry no voting rights on the Committee. Details of the appointment shall be posted on the Club Notice Board.
25. The Committee may appoint sub-committees of their own Members and make Bye-Laws, not inconsistent with these rules, as they think fit for the internal management of the Club. Such Bye-Laws shall be binding upon the Members until repealed by the Committee or set aside by resolution of a General Meeting of the Club. Changes to Bye-Laws will be posted on the Club Notice Board.
26. Sub-committees will meet from time to time and will also meet at the desire of the Chairman or on the written requisition of any other three Members of the Committee.
27. The Committee shall be the sole authority for the interpretation of rules and bye-laws and their decision shall be binding upon the Members.

GENERAL MEETING

28. An Annual General Meeting shall be held not later than the 31st March, and at least twenty-one clear days' notice of every such Meeting shall be given by the Secretary either by circular letter addressed to each Full Member or by email sent to the email address of that Member which is in the Club's records.

At this Meeting the Committee shall be elected and a report of the Committee on the affairs of the Club, and the Accounts to the end of the year, duly certified by a firm of Chartered Accountants, shall be presented. Any special business as shall be included in the Notice convening the Meeting shall be considered, and general business transacted.

29. Notice of any special motion or matter to be brought forward by any individual Member must be seconded and left with the Secretary at least fourteen days before any Annual General Meeting and particulars thereof shall be posted on the Notice Board in the Club at least ten days before the Meeting, and appear upon the Agenda.
30. Proposals to pass new rules or to abolish or alter existing ones shall be put into the form of resolutions and discussed at either an Annual or a Special General Meeting. Such resolutions shall not be carried except by a majority of two thirds of the Members voting at such Meeting. Notice of such resolutions shall be posted on the Notice Board ten clear days before the Meeting at which they are to be discussed and details of the Resolutions shall appear upon the Agenda of the Meeting.
31. The Committee may summon a Special General Meeting of Members at any time, and shall do so on receiving a written requisition, signed by not less than 10% of the Members as at the date of the previous Annual General Meeting ('the requisitioners'). The requisition must set out a motion (or motions) to be moved at

such Meeting. Any motion needs to be related to the proper operation and business of the Club and no other subject shall be discussed at the Meeting. Fourteen clear days' notice at least of such Meeting and of the motion (or motions) to be moved thereat shall be given by the Secretary to every member by circular letter or by email sent to the email address of that Member which is in the Club's records. If at any stage of the process, the requisitioners for the Meeting have reduced, by withdrawal or otherwise, to less than 10% of the Members as at the date of the previous Annual General Meeting, the Committee may cancel the Special General Meeting on seven days' notice or with as much notice as is practicable. No subject which has been discussed and decided at any Annual or Special General Meeting shall be brought forward again within twelve calendar months, except in pursuance of a resolution to be passed at an Annual General Meeting. For the Special General Meeting to be valid under these Rules: i) there must be a specific motion (or motions) proposed, and ii) at least 50% of the requisitioners must attend the Special General Meeting. The Quorum for General Meetings shall be twenty.

32. At a General Meeting, any votes or ballots may be cast in person, or by proxy through a nominated Member, notified to the Secretary, in writing, at least 3 clear days prior to the General Meeting.
33. The Chairman shall have both an original and a casting vote.

DISSOLUTION OF THE CLUB

34. The Club shall not be dissolved except by resolution passed by a majority of eight-tenths of Members voting at a Special General Meeting. If such a resolution be so passed, the Committee shall thereupon or at such future date as shall be specified in the resolution, proceed to realise the property of the Club, and after discharging all liabilities, the balance shall be divided amongst Members as hereinafter defined.
35. The Members entitled to share in such distribution shall be the Members only who are Members on the day of the passing of the confirming resolution provided that if such a Member dies after that date the Member's personal representative shall be entitled to their share as part of the estate. The method of distribution shall be on a points system whereby for each full year of Membership the Member will receive one point. Each Member shall be restricted to a maximum of fifteen qualifying years.
36. If a Member resigns from the Club and subsequently rejoins as a Member the qualifying years shall commence from the year that the Member re-joined. No years which precede the resignation shall qualify.
37. When all the Members entitled to share in the distribution of the available funds are identified each will be allocated points under the above scheme. The points of all such Members will then be totalled and each qualifying Member will receive a proportion of the distribution funds amounting to the Member's points allocation as a fraction of the total points.

GENERAL

Guests & Visitors

38. Subject to the bye-laws guests may be invited to the Club, providing they are accompanied at all times by a Member. However except by authority of the Committee, no member shall introduce as a guest, a person who has been suspended, required to resign or expelled, or whose name has been struck off the Register of Members either for non-payment of subscription or for any other reason. Nor may any Member introduce as a guest, for a period of three years from the date on which the guest's application for membership was considered by the Committee and rejected.
39. Subject to any restrictions which may from time to time be imposed by the Committee, the following persons shall be called Temporary Members and entitled to admission of the Club premises and to purchase intoxicating liquor for consumption on the premises, viz:-
 - 40.1 Those Visitors and/or Guests of Members attending an official club lecture, talk or social function at the Club's premises in whatever capacity. Temporary membership shall be authorised by the Club Secretary in accordance with Rule 9.

40.2 Partners and/or Spouses of Members attending the Club on standard opening and closing times of the Club during weekdays and weekends as may be determined by the committee.

- 41 Subject to any restrictions which may from time to time be imposed by the Committee a guest who does not qualify in either rules 40.1 or 40.2 may be admitted to the Club without payment, subject to the name and address of the visitor being entered in the book kept for that purpose. The Member introducing shall be responsible for all liabilities incurred by the visitor.

41.1 Club Members or those sponsored by a Member, may book one of the Club's rooms for hire for a variety of social events such as weddings, dinners and meetings. Those attending such functions shall be classified Temporary Members during the day of their visit in accordance with Rule 42. Guests at such events shall be signed into the Visitors' book en block by a Member of The Hove Club or the Club Secretary.

- 42 The facilities of the Club, including the sales, supply and consumption of intoxicating liquor, may be used by visitors other than members for social events, which have been pre-booked with the Secretary and at the discretion of the Committee.

Suggestions or Complaints

- 43 Members wishing to make suggestions or complaints to the Committee should send them direct under cover to the Secretary. A suitable response will be made by the Secretary on behalf of the Committee.

Conduct of Employees

- 44 The conduct of any employee of the Club shall in no case be made a matter of personal reprimand by a Member, but all complaints must be made personally, or in writing, to a Member of the Committee or the Club Secretary.

Affiliation Arrangements

- 44 The Committee shall have power to enter into arrangements with other Clubs for purposes of affiliation.

Binding Effect of Rules

- 45 Every Member of the Club shall be bound by and submit to the provisions of these rules, including any amendments thereof made from time to time.

BYE-LAWS

1 Club Premises

The Club shall be opened and closed at such times as may be fixed by the Committee from time to time and posted on the Club Notice Board.

The hours of supply of intoxicating liquors in the Club shall be fixed by the Committee from time to time and posted on the Club Notice Board.

The Committee shall have power to close the Club or part thereof for any special purpose. Such changes shall have effect if published on the Notice Board not less than twenty-four hours in advance.

2 Payment of Subscriptions

The Committee shall have power to permit a Member to pay their subscriptions on a monthly basis in advance, subject to the Member completing a standing order with their bank. To cover administrative expenses a subscription paid on a monthly basis will include a premium to be fixed from time to time by the Committee. Any Member failing to pay their Annual subscription or first instalment of their Monthly subscription by 31st of January will be reminded by the Secretary. If the sum due be not paid by 28th February, the defaulter shall cease to be a Member, but shall be eligible for re-election on giving an explanation satisfactory to the Committee.

3 Guests & Visitors

The Committee shall have the power to determine the number of times a guest can use the facilities of the Club before being invited to apply for membership.

4 Removal of Club Property

No Member shall take from the Club premises any book, newspaper, pamphlet or part thereof, or any other article belonging to the Club on any pretence whatever without the sanction of the Secretary.

5 Advertising

No notice or advertisement shall be placed on the Notice Boards of the Club without the sanction of the Secretary, which shall be indicated by a signature upon it.

6 Business Use

No Member shall use the address or premises of the Club for their own business purposes.

7 Dress Code

Smart Casual attire is permitted to be worn at all times -Smart Casual is defined as follows:-

Tailored open-neck shirts or blouses including Polo shirts and tailored trousers (including Chinos), skirts and dresses. Long or short-sleeved V-necked or crew-necked pullovers are acceptable providing they are worn over a collared shirt. Roll-neck sweaters are also acceptable. No jacket or tie is required unless specified for special events. Tailored shorts are permitted between 1st May until the end of September. JEANS are allowed, but not with Accidental or "Designer" rips and tears.

The following clothing is not considered suitable smart casual dress:- ripped, torn or dirty clothing, jogging pants, overalls, sportswear, shorts and t-shirts. The above is not designed to inhibit those members who feel more comfortable wearing a jacket and tie. The Committee may alter the Dress Code from time to time depending on prevailing weather conditions.

8 Smoking

Smoking, Vaping and E-Cigarettes are not permitted in the Club building.

9 Dogs or Cycles

No Member or Visitor shall on any account bring a dog (excluding a guide dog) or cycle into any part of the Club premises except under such conditions as shall be laid down by the Committee.

10 Mobile Phones

The use of mobile phones will be restricted to the entrance hall area.

Notice to Members

Please remember that we are sited in a residential area and be mindful of the fact that excessive noise from the Balcony and Garden can cause distress to our Neighbours.

ANNEX A

COMPLAINTS & DISCIPLINARY PROCEDURE

Preamble

The expectation is that Members will comply with the Club's Rules. Members are requested to maintain acceptable standards of behaviour and treat fellow Members, as well as the employees of the Club, with courtesy and respect at all times. Any formal complaint relating to the behaviour of a Club Member will be dealt with within the parameters of the Club's new Complaints and Disciplinary Procedures outlined herein.

This procedure does not apply to employees of the Club. A complaint concerning the behaviour of an employee of the Club needs to be reported to a Member of the Committee or the Club Secretary. Under no circumstances should a Member reprimand an employee of the Club.

1) Action following receipt of a Complaint or Allegation

Any allegation or complaint regarding the conduct of a Member, whether from the aggrieved party or a third party, must be brought to the attention of a Committee Member or the Club Secretary who will notify the Committee.

The Committee will assess the nature and severity of the allegation in order to determine the most suitable route forward. This is likely to be one of the following options:

- i) The Committee determines that no further action should be taken. For instance, where the conduct complained of does not relate to the Club i.e. if it is a personal matter between Members, if the complaint is misconceived, anonymous or for some other reason including that the matter has already been dealt with informally.
- ii) The Committee determines that the allegation should be investigated. This is likely to be the position for a potential misconduct/serious misconduct issue which, if substantiated, would adversely impact on the Member's suitability to remain a member of the Club. Both the Member and the complainant will be informed of the position.
- iii) The Committee determines that the allegation could amount to a potential criminal offence, in which case the complainant may be referred to the police. For example, such offences as racist, sexist, or homophobic behaviour, assault, and theft. If the complainant is unwilling to report the matter to the police the Committee will assess whether to do so, however this is confined to the most serious of matters. If the matter is reported to police, whether by the complainant or the Committee, the Committee should assess what further action should be taken. This is likely to be confined to obtaining details of any witnesses and securing physical and technical evidence. Fundamentally, any action should not prejudice any police enquiry.

2) Suspension of the Member pending the outcome of any investigation

The initial assessment by the Committee will include consideration of whether there are grounds to suspend the Member pending the outcome of the investigation. This exclusion will apply to all aspects of use of the Club premises and will be for such period as the Committee sees fit.

3) Investigation and Disciplinary Panel

- i) As a matter of procedure following each Annual General Meeting, five members of the Club will be asked to be available to be on a Disciplinary Panel. This selection will be made randomly each year and the selected Members will be asked if they would be prepared to serve on such Panel if needed.
- ii) If the allegation is to be investigated, the Committee will appoint a Panel to investigate the position and deal with any disciplinary hearing. The Panel will comprise three members who are independent from the Committee and have minimal links to any of the parties involved in the matter.
- iii) The Committee will provide the Panel with the parameters of any investigation and timescales.
- iv) The Disciplinary panel may invite the Member to a meeting to determine the issue. It may also call such witnesses as considered necessary, however the impetus is in order to deal with the matter expeditiously. The member will be entitled to support from another member however not legal representation.
- v) The Panel will report to the Committee with the outcome of their investigation and finding. i.e. whether there is evidence of misconduct/serious misconduct on the balance of probabilities. They will also provide a recommendation on sanction.
- vi) The Committee will decide on the appropriate further action to be taken including the sanction, as outlined below.

4) Further action following Panel's findings

The Committee will decide on the further action to be taken and confirm this in an outcome letter to the parties. This could include the following:

- i) No further action, i.e. where there is insufficient evidence of the misconduct.
- ii) Informal resolution, i.e. by the member apologising to the complainant or other informal mechanism.
- iii) If minor, the Committee may consider whether the circumstances warrant a formal written warning to the Member. This warning will be on the basis that if there is any repetition of unacceptable conduct, they may be asked to resign from the Club.
- iv) To ask the Member to resign from the Club.

A formal record of the finding and sanction will be maintained by the Club Secretary on a confidential basis.

5) Appeal against decision of the Disciplinary Panel

- i) The Member who has been the subject of a sanction has 10 days to lodge an appeal against this in writing to the Committee.
- ii) Upon receipt the Committee, will appoint an independent Appeals Officer, (from the Disciplinary Panel) who will determine the position and report to the Committee to ratify this. There will be no further avenue of appeal.

6) Confidentiality

The Committee, Panel and other parties involved with the complaint are expected to maintain confidentiality insofar as is realistic. Members are expected to allow the process to take its course without interference.

7) Expulsion of Member

- i) If at any time the Committee deem that, in the interests of the Club it is necessary to invite a Member to resign from the Club, this must be in writing giving notice to the Member of the date by when this should be received. In the absence of the resignation the Committee will, by a majority, determine whether to treat the Member as if he/she has resigned and will therefore be excluded from Club.
- ii) Members who have been removed from the List of Members for contravention of the Rules and Bye-Laws of the Club will not be eligible to be re-introduced into the Club premises.