



28 Fourth Avenue, Hove, East Sussex, BN3 2PJ
T: 01273 730872 W: www.thehoveclub.com
E: hoveclub@btconnect.com

RULES AND BYE-LAWS 2022

INDEX

INTRODUCTORY.....	3
MEMBERSHIP.....	4
Nominations.....	5
Notification of election.....	6
Payment of subscriptions.....	7
Resignation of Members.....	8
Expulsion of Members.....	8
COMMITTEES.....	9
GENERAL MEETINGS.....	10
DISSOLUTION OF THE CLUB.....	12
GENERAL.....	13
Guests and Visitors.....	13
Suggestions and Complaints.....	14
Conduct of Employees.....	14
Affiliation Arrangements.....	14
Binding Effect of Rules.....	15
BYE - LAWS.....	15
Club Premises.....	15
Payment of Subscriptions.....	15
Guests and Visitors.....	16
Removal of Club Property.....	16
Advertising.....	16
Business Use.....	16
Dress Code.....	16
Smoking.....	17
Dogs or Cycles.....	17
Mobile Phones.....	17



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.
- 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 subscriptions

- 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 If at any time the Committee shall be of the opinion that the interests of the Club so require, they shall by letter invite a Member to resign from the Club within a time specified in such letter, failing which the question of a Member's expulsion shall be submitted to a Special General Meeting of which due notice shall be given to the Member. If a majority of two thirds of those present and voting, vote for the expulsion of such Member, it shall be carried into effect. The Committee may exclude such Member from the Club premises until such meeting has been held. Rejected Candidates and Members whose names have been removed from the List of Members for contravention of the Rules and Bye-Laws of the Club shall not be eligible to be introduced into the Club premises.
- 20 If at any time the Committee shall be of the opinion that the interests of the Members of the Club so require, they may by notice in writing to any Member exclude him/her from the use of the Club premises or any part thereof and such exclusion shall be for such

period as the Committee thinks fit.

COMMITTEES

- 21 The general management of the Club, including the amounts payable as Entrance Fees and Annual Subscriptions, shall be vested in a Committee of seven Members to be elected in General Meeting. A Committee Member so elected shall serve for a period of three years. Committee Members due for re-election, following the adoption of these rules, shall be two in the first year; two in the second year and three in the third year. The same format for re-election shall continue in subsequent 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 MEETINGS

- 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 twelve Members setting out the matters to be brought before such Meeting. Fourteen clear days' notice at least of such Meeting and of any matters to be raised thereat shall be given by the Secretary to every Member by circular letter, and no other subject shall be discussed at such Meeting. No subject which has been discussed and decided at any Annual or Special General Meeting shall be brought forward again within a less period than twelve calendar months, except in pursuance of a resolution to be passed at an Annual General Meeting.
- 32 The Quorum for General Meetings shall be twenty.
- 33 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.

34 The Chairman shall have both an original and a casting vote.

DISSOLUTION OF THE CLUB

35 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.

36 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.

37 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.

38 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

- 39 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.
- 40 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 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 servant 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 the Chairman.

Affiliation Arrangements

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

Binding Effect of Rules

- 46 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.

2. 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.

3. 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.

4. **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.

5. **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.

6. **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.

7. **Business Use**

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

8. **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.

9. **Smoking**

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

10. **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.

11. **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.

