**Bishop Road Police Club**

**Club Rules (V2) (To be ratified at AGM 2021)**

**(1)           Title:**

The Club shall be known as ‘Bishop Road Police Club’, (Herein after referred to as ‘the Club’)

**(2)           Address:**

The address of the Club shall be Bishop Road Police Club, Bishop Road, St. Helens, Merseyside WA10 6SX

**(3)           President:**

The President shall be the Chief Constable of the Merseyside Police

(4)           **Membership:**

The club must be properly licenced to sell or supply alcohol under the Licencing Act 2003. The type of license acquired by the club to sell or supply alcoholic beverages must be either via a ‘Club Premises Certificate’ or a ‘Premises Certificate ’as decided by the committee but in any case the club shall continue to operate and be managed as a ‘Members Club’, managed by a duly elected committee and shall have not less than 25 full members. **The current licence held by the club is a ‘Premises Licence’.**

# Designated Premises Supervisor

The ‘Designated Premises Supervisor’ (DPS) as required under this licence has the responsibility for liaising between the licencing authority and the management committee of the club. The DPS for the club can be any person authorised by the management committee and approved by the local licencing authority. The DPS for the club shall be the current steward of the club, with a deputy DPS appointed by the management committee to cover this post in the absence of the club steward during absence. The Designated Premises Supervisor may become a ‘Community Member of the club but will be precluded from serving on the management committee. The DPS may occasionally be invited to attend committee meetings in an advisory capacity and should attend when invited.

The following persons are eligible to become members of the Club, subject to the approval of the Management Committee:

 **(5)           Full Members:**

1. Full members have full use of the club facilities, are eligible to serve on the management committee and have voting rights at the AGM. Full membership is available to any serving police officer or serving member of the recognised ‘Police Family’, including PCSO’s Civilian staff etc. whose employment would make them eligible to receive a pension under an approved police scheme. Full membership is also available to any currently retired Police Officer or member of the recognised ‘Police Family’ who is in receipt of a police-related pension and to serving or formally retired Special Constables.
2. Spouses, Widows and Civil Partners of Full members.

 **(6)          Honorary Members:**

Any person proposed and seconded by a full member and approved by the Management Committee shall become a Honorary Member. Wives, Husbands, or civil partners of Honorary Members also qualify for Honorary Membership upon application.

**(7)          Community Members:**

Community members are members of the community who have no formal employment links within the Police Service so do not qualify to become a 'Full' Member. They will have full use of the club facilities but have no voting rights and are not allowed to serve on the management committee unless co-opted.

 Community members who display a high level of commitment, interest, and involvement in the activities of the club may be co-opted on to the committee and be granted voting rights. Each application will be considered on its own merits by the Committee. The appointment will last until the next AGM.

**(8)          Community Member (Sport Teams)**

This rule covers registered members of any sports team representing Bishop Road Police Club (crown green bowling, snooker, darts, football etc).

Only registered members of any sports team may represent the club and use the club facilities. An additional membership fee may be required, paid on an annual basis. The fee will be decided at the AGM.

Team managers must liaise with the club secretary or other designated person before each event to ensure this rule is abided by.

The Club reserves the right to grant permission to any club member, individual or organisation requesting to use any club facility on a one-off or ad-hoc basis if the facilities are available and not being used by the official club team.

**(9)          Junior Members:** Children of Full, Community and Honorary members under the age of 18 years are eligible for junior membership and be allowed to use the club facilities. Junior members under 16 years should be accompanied by an adult member and may be asked to leave the premises by 9pm on occasions if the committee or nominated servant deem it necessary.

**(10)         Guests and Visitors:** Guests and visitors are welcome, but the management committee reserve the right to refuse admission when necessary in the interests of the membership and wellbeing of the club. This power may be delegated to a nominated servant(s).

**(11)         Subscriptions**

Membership fees in respect of all levels of membership shall be decided by the management committee and ratified at the AGM.

**(12)         Conduct of Members**

If the Management Committee considers that any members’ conduct, either inside or outside the premises is in contrary to the interests of the club, or injurious to its reputation, they may suspend or terminate that persons’ membership. Any person whose membership is terminated under this Rule may be excluded from admission to the club premises, and shall have no claim against the club, management committee, or any member thereof.

**(13)         Persons Under 18 years.**

Visitors to the Club under the age of 16-years must quit the premises by 9pm unless they are attending a private function which has been properly booked in advance, in which case they may remain for the duration of such function but have no access to any part of the club outside the curtilage of the function.

**(14)         Management Committee**

The Club shall be managed by a Committee known as the ‘Management Committee’ and comprise of:

* Chairperson
* Vice Chairperson
* Secretary
* Assistant Secretary
* Treasurer
* Assistant Treasurer

All the above to be known as ‘Officers of the Club’. In addition, up to a maximum of ten committee members should be elected from the Club’s Full Membership. All Officers of the Club and Committee shall be properly Proposed and Seconded in accordance with rule 21.

A minimum of four of the Management Committee may form a quorum provided at least one ‘Officer’ is present.

**(15)         Duties of the Chairperson**

The Chairperson should be willing to represent the club as its figurehead. They should provide leadership to the Management Committee to ensure it functions properly and adheres to the rules and standing orders in force. They should provide an overview to ensure the club is managed effectively and provide support and supervision to the officers and members of the committee when required. The Chairperson should chair all formal meetings of the club. In the absence of the Chairperson, the Vice Chairman should deputise. If neither the Chairperson or Vice chairperson are available, a temporary Chairperson must be elected decided by the committee.

**(16)         Duties of the Secretary**

The Secretary or Assistant Secretary shall minute ALL meetings in connection with the club and shall correctly record the proceedings at such meetings in the minute book provided and such records shall be authenticated by the signature of the Chair at the next General or Committee meeting. The Secretary shall produce all books and document required by the Management Committee.  The secretary should deal with all legal and administrative duties of the club in the first instance and refer to the management committee when appropriate. The secretary or a nominated committee member should also be responsible for the supervision and human resource requirements of all members of staff. This responsibility may be delegated when necessary.

**(17)         Duties of the Treasurer**

The Treasurer and assistant treasurer shall keep a correct record of all finances under their care and shall submit a report to each Ordinary Meeting of the management committee and the Annual Audited Statement of Accounts to the Annual General Meeting. At the expiration of their term of Office they shall deliver to the Management Committee all monies, books, records, documents, and property in their custody belonging to the club.

**(18)         Auditors**

The financial year of the Club shall be from 1st April to 31st March and the books of the club shall be certified by a Chartered Accountant on Incorporated Accountant appointed at the Annual General Meeting. A report of the Certified Accounts will be made available on the club’s website and on the Club premises by the Honorary Secretary at least 7 Days prior to the Annual General Meeting.

A Treasurer’s report will be presented to the management committee each quarter as a minimum.

**(19)         Honoraria**

Honoraria will be paid to the Honorary Secretary and Honorary Treasurer together with their assistants. The amounts will be determined at the Annual General Meeting held at the beginning of that term.

**(20)         Trustees**

The trustees of the Club shall be volunteers from the club membership and general community.

The trustees shall respectively hold office until death, resignation or until removed from office by resolution of the Committee. On the death, resolution, or removal from office of a Trustee, the Committee shall take steps to secure the appointment at the Club of a new Trustee in his/her place and as soon as possible thereafter, take all lawful and practical steps to procure the vesting of all monies and property of the Club in the name of the Trustees as constituted after the said appointment.

All the property of the club of whatsoever nature shall be vested in the Trustees for the time being, to be held in trust in their names for the use and benefit of the Club as a whole. The trustees shall, at all times and in all respects, act in regard to the property of the club held by them in accordance with the directions of the Committee, and shall have the power to sell, pledge, lease, mortgage or otherwise alienate any Club property compliance with the directions of the Committee, but no purchaser, leasee or mortgagor, or other successor in title, shall be concerned to enquire whether any such direction has been given.

The trustees shall be indemnified against risk and expense, in respect of any action taken by them, on the direction of the committee out of the Club’s property.

All cheques issued on behalf of the club to be signed by either the secretary or treasurer.

**(21)         Elections**

The management committee shall be elected at the Annual General Meeting. Each elected representative apart from the Chairperson will hold the post until the following AGM. Each representative will be proposed and seconded by a full member. Where nominees exceed the vacancies, the selection of nominees shall be by ballot. The elected representatives will serve for one year.

The secretary will display nomination sheets at the club premises and on the club website not less than 14 days prior to the Annual General Meeting.

**(22)         Voting Rights**

Only full members and co-opted members of the committee shall be entitled to vote at any Annual General Meeting or Special General Meeting. Community members may attend the meeting as observers only.

**(23)         Annual General Meeting**

An Annual General Meeting of the members of the Club shall be held once in each year on receipt of the audited accounts, at the Club premises upon notice of the date being posted in the club premises not less than 14 days prior to the meeting.

The agenda for the Annual General Meeting shall be:

* To read the notice convening the Annual General Meeting.
* To receive the report from the Management Committee.
* To adopt the accounts for the preceding year, submitted by the Honorary Treasurer, signed by himself and duly certified.
* To elect officers of the club.
* To notify members of those elected to serve on the committee.
* To transact any business of which written notice has been handed to the secretary in time for him to include details thereof, in a notice conveying the Annual General Meeting.
* No other business may be taken at an Annual General Meeting.

**(24)         Special General Meeting**

A Special General Meeting of the Club shall be called by the Management Committee on receipt by the Secretary, of a requisition signed by not less than 30 members of the club, or signature of not more than one-fifth of the total membership (whichever is the lesser) stating the business for which such a meeting is required. The Secretary shall give all voting members at least 14 days’ notice of the date upon which a Special General Meeting is to be held, such notice to state grounds on which the meeting has been called and exhibited at the Club and on the club website.

**(25)         Health and Safety:** Health and Safety issues, including maintenance and fire regulations will be managed by a person nominated by the committee and appropriate records kept by the nominated person(s), overseen by the Secretary in the first instance.

**(26)         Byelaws**

The Management Committee may make byelaws for the good governance of the club, but no such byelaw shall rescind or conflict with any rule.

**(27)         Club Rules:**

The Secretary shall keep and produce on demand to any meeting of the Club, a copy of the rules of the club and each member shall be provided with one copy of these Rules on request. No addition, deletion or alteration shall be made of these Rules until a resolution has been made and passed by the Annual General Meeting of the Branch Club. The 14-days’ notice, as per Rule 23 will apply.

**(28)         Standing Orders**

The Standing Orders for the conduct of Meetings shall be adopted at each Annual General Meeting of the club and shall be adhered to at all meetings of the Club unless two or more of the members present shall be in favour of their suspension.

**(29)         Hours of Opening.**

The management committee should ensure that the club operates to its maximum potential in conjunction with the prevailing law, licencing conditions, demand from the members and consideration of the local residents.

**(30)         Dissolution:**

In the event of dissolution of the club, the assets, including monies and properties shall be devoted to the Police Benevolent Fund after the lawful discharge of all lawful debts and liabilities, including expenses of such process.

A majority of not less than 51% of the Full and Honorary members of the Club shall be necessary before such dissolution can take place. The voting will be assessed by a referendum held prior to any meeting called for the purpose of dissolution.