

Westbury Labour Club & Social Institute Limited – Club Rules  
Updated January 2025

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1. Membership & Fees:

- (a) To become a member, an applicant must be proposed and seconded by two members who are able from personal knowledge to vouch for the applicant's good character and fitness to be a member.
- (b) Membership benefits will not take effect until the application has been fully processed, not less than 3 days after submitting the application.
- (c) Applicants must be 18 years of age or older.
- (d) membership renewals will be due for payment on the first day of January each year. All members must pay their fee by 1st February, membership runs from 1st January to 31st December every year. If a member has not attended the club during this time they can still pay the full fee for the full year but there will be no discount for the shortened period/catch up.
- (e) Members will lose their membership:-
  - (i) by non-payment of membership fee
  - (ii) by expulsion/lifetime ban.
  - (iii) by resignation.
- (f) Members will be required to carry their membership card with them at all times. Failure to do so may mean entry is refused or drinks will be charged at normal non membership price (if unable to identify the individual)

2. Admission:

- (a) Members may sign in two guests, a 'Visitors Book' will be provided and the name and membership number of the member responsible for the guests, and the guest's names must be clearly recorded.
- (b) Members will be responsible for the good conduct of their guests at all times and may be liable for disciplinary action if their guests are involved in any misconduct inside or at the entrance to the Club.
- (c) Members must not leave guests in the Club – the guests must leave when the sponsor member leaves, or another member must sign the guest in and take the responsibility for their conduct.
- (d) The Club can refuse admission of any guests including former members who have been banned, persons rejected for membership and members under suspension.
- (e) Members can also be barred from bringing guests into the Club, where there has been previous issues.
- (f) Guests will be allowed access to the Club on 3 separate occasions after such time a membership form must be completed, this does not apply to partners of members provided the member is also on the premises.

(g) Club opening times may be varied as required by the Committee and will be displayed & updated on the clubs website and within the club where applicable.

(h) There will be no admission to guests/non members after 11pm

(i) Last Orders may be called early by Bar Staff where the number of members within the club is less than 10 individuals

3. Card Transactions:

(a) Cash back limit £50 per transactions which requires a purchase of sundries/alcohol

(b) No cheques to be cashed at the bar

4. Dress Code:

(a) The following must not be worn in the club

● Swimwear

● Dirty clothing or dirty footwear

● Sleeveless Shirts Vests or Singlets

● Tops must be worn at all times

5. Children

(a) Members are responsible for keeping their children and any of their guest's children under control at all times. Children must not be allowed to run around the club, stand on seats or furniture or block stairways, entrances or exits.

(b) Members attending the club with children should make arrangements prior to visiting the club to ensure they depart prior to 10pm

6. Alcohol & Food

(a) Alcohol must not be served to or consumed by anyone under the age of 18. If bar staff have any doubts about the age of customers or people in the club drinking alcohol, they should speak to a member of the Committee who may ask the person or the person responsible for them to provide age identity. Failing that they may be asked to leave the club. Severe disciplinary action will be taken against any member responsible for persons under the age of 18 drinking alcohol.

(b) Off Site sales of Alcohol may be purchased during opening hours and during drinking up time, but only for consumption off the premises.

(c) Hot Food is not allowed to be brought in and consumed in the club.

(d) Drinks purchased elsewhere are not allowed to be brought in and consumed in the club.

7. Smoking:
  - (a) Smoking is not permitted anywhere in the club or directly outside the main doors
  - (b) E-Cigarettes or any device that produces plumes of vape are not allowed anywhere inside the club
  
8. Amusement/Fruit Machines/Instant Win Cards:
  - (a) No member or guest may allow anyone under the age of 18 to play any of the amusement/fruit machines/Instant Win Ticket Machines or participate in Bingo.  
Any breach of this bye law will have severe disciplinary consequences.
  
9. Facilities:

Snooker Room:

  - (a) Children under 15 are not allowed in the snooker room, unless they have permission from the Senior Bar Manager.
  - (b) All snooker games other than tournaments and league matches to last a maximum of 45 minutes if someone else is waiting to play.
  - (c) Members wishing to play snooker must (unless a table is free), enter their names on the chalk board and wait until the current game is finished.
  - (d) Only members are allowed access to the Snooker Room
  - (e) To avoid damaging the table, food or crisps or other sundries etc. must not be handled or consumed near the snooker table area.

Pool Table:

  - (a) No children under the age of 12 are allowed to play on the pool table.
  - (b) Wednesdays the Pool table is on free play mode until 7pm, after this time the table is not available to play on as it is reserved for the Pool League, exception to this is if there are no scheduled games that evening.
  - (c) To avoid damaging the table, food or crisps or other sundries etc. must not be handled or consumed near the snooker table area.
  
10. Complaints or Suggestions:
  - (a) Specific complaints or concerns by members about how Club business is being conducted by the Committee should be brought up at the AGM.
  - (b) Members should put any general points they wish to raise about the running of the Club in writing addressed to the Club Secretary.

These will be put to the Committee by the Secretary on a monthly basis.

11. Annual General Meeting (AGM):

- (a) The Annual General Meeting will usually be held in April each year on a date to be decided by the Committee. At least 21 days' notice of the meeting will be given to members.
- (b) The Chairman or in their absence the Vice Chairman (or in the absence of both Officers the Secretary) will take the chair at the AGM and at Committee meetings.
- (c) The business of each AGM will be to receive the annual accounts and balance sheet and to consider any business raised by the Committee together with any agenda items proposed by the members, which should be given in writing to the Secretary at least 14 days before the proposed meeting.
- (d) At the AGM a report of the Club's business for the year should also be presented to members by the Committee.

Committee Elections / Re-Elections:

- (a) 4 weeks prior to the Annual General Meeting (AGM), a list of positions and existing committee members will be put on display for re-election. Should a committee member not wish to be re-elected, they will be able to indicate on the notice that they do not wish to stand.
- (b) Should members wish to join the committee they must attend the AGM and request to be considered as a committee member (to a maximum of 15 officers and committee members)
- (c) Details of each Committee member's record of attendance at Committee meetings in the previous year will be made available to members prior to the AGM, should it be requested

12. Committee:

- (a) The Club will have the following officers: A Chairman, Vice Chairman and Secretary (The post of Treasurer and Secretary may be combined).
- (b) The Chairman, Vice Chairman, Secretary and Treasurer will be elected by ballot and remain in office during the pleasure of the club.
- (c) In the event of the Secretary and Treasurer posts being combined, the postholder will stand for election by ballot at private elections held prior to the annual meeting and shall remain in office during the pleasure of the Club.

(d) Any Officers can be removed from the Committee at the AGM, provided that two thirds of the registered members are present and vote in favour of their removal.

(e) In the event of a vacancy arising amongst the Officers the Committee will have the power to appoint a member/other committee member to fill the vacancy until the next election of Committee members.

(f) Any change in the office of Secretary must be notified to the local magistrates within the time limit prescribed.

(g) The Secretary and Treasurer (or a holder of both posts) will receive an honorarium paid annually in arrears, subject to performance, as determined by the Committee or at the AGM.

(h) The Committee will have responsibility for the management of the Club. It will be able to employ or dismiss a Senior Bar Manager and any other employees it deems fit and will also decide the terms and conditions of employment. All subsequent employees will be employed/managed by the Senior Bar Manager in accordance with their terms and conditions.

(i) The Chairman or in their absence the Vice Chairman (or in the absence of both the Secretary) will take the chair at all Committee meetings.

And in the event of equality of voting will have a casting vote.

(j) The Committee should have due regard to resolutions or recommendations by annual general meetings but shall not be bound to give effect to anything which in its opinion would not be in the best interests of the Club.

(k) Any decisions cast by the committee stand for the duration of the year, but may be reviewed at the Annual General Meeting; exceptions to this are any decisions that have a legislative/legal impact.

(l) It should only authorise the payment of monies from Club funds to supply goods or services that are specifically for the purpose of meeting the objectives of the Club.

#### Meetings:

(a) It will meet once a month (third Thursday of every month) to discuss general business. Committee members must attend a minimum of 8 of all of the monthly meetings, unless there are extenuating circumstances and in such cases make their absence known in advance; failure to do so will result in a non confidence vote and subsequent removal from the committee.

(b) Any Committee member who misses three consecutive meetings, will; unless they can provide an acceptable explanation for their absence will cease to be a member of the Committee.

(c) Committee members receive free membership as a reward for giving up their time when serving on the Committee.

Misconduct & Appeals:

(a) The Secretary or any member of the Committee or Bar Staff have the right to insist that any member or guest, who uses threatening behaviour, or is violent or appears to be under the influence of drink or drugs must leave the Club.

Failure to comply with a request will be reported to the Police immediately.

(b) Disciplinary action will be taken by the Club where appropriate. Failure to attend any meetings where requested will result in an instant 5 year ban unless mitigating circumstances are communicated and accepted.

(c) The Committee is able to reprimand, suspend or ban any member/staff member who breaks any Club rule. It can also suspend a member/staff member pending investigation of an alleged offence.

(d) If a member is aggrieved about the termination of or refusal to renew or confirm their membership, or about a ban; they will have the right to have their grievance heard by the Committee. This should be put in writing addressed to the Club Secretary within 14 days of being notified.

(e) The Committee will then reconsider its original decision and confirm or change it. That decision will be final.

(f) Initial Bans given to any member/s will follow the format of:

1<sup>st</sup> Ban – 3 Months

2<sup>nd</sup> Ban – 6 Months

3<sup>rd</sup> Ban – 9 Months

4<sup>th</sup> Ban – 12 Months

5<sup>th</sup> and Final Ban – Life

The Committee, however, reserves the right to adjust these periods dependent on the reason for the specific incident in question.