

Queenhithe Ward Club Rules

1 Name of Club

The name of the Club is: QUEENHITHE WARD CLUB.

2 Objects

The objects of the Club shall be to encourage Members to take an active interest in Civic Affairs, particularly in the City of London, and promote the wellbeing of the Ward of Queenhithe and to foster neighbourly and friendly relationships therein.

3 Members

- (a) The Club shall consist of Members and Honorary Members. Membership is not open to bodies corporate.
- (b) a candidate for election as a Member must be a person living, interested or employed in the Ward, who (except in the case of the Alderman and the Deputy of the Ward) shall have been proposed and seconded by two Members of not less than one year's standing, one of whom shall be a member of the Committee. Members may be elected by the Committee.

4 Honorary Members

The Committee may recommend Honorary Members of the Club for election by the Annual General Meeting. An Honorary Member shall pay no entrance fee or subscription and shall not be entitled to vote, nominate candidates for Membership of the Club, or accept any Office in the Club entitling membership of the Committee. The Master of the Worshipful Company of Painter-Stainers shall be an Honorary Member while he holds the office of Master and he and his guest shall be entertained at a function of the Club at the expense of the Club.

5 Entrance Fee

Every candidate for admission as a Member shall on election pay an entrance fee of such sum, if any, as shall for the time being be proposed by the Committee and approved by the Annual General Meeting. The spouse of a Member may be elected as a Member without payment of an entrance fee.

6 Subscriptions and Financial Year

The annual subscription for Members shall be such sum as shall be proposed by the Committee and approved by the preceding Annual General Meeting, payable in advance on the first day of April in each year. After that date no notice of withdrawal (which must be in writing and addressed to the Honorary Secretary) shall exempt a Member from payment of the current year's subscription. The first subscription shall be payable on election. Subsequent subscriptions shall be payable by bank transfer, cheque or standing order. The financial year of the Club shall commence on 1 April in each year and shall end on 31 March of the next.

7 Forfeiture of Member's Rights

A person shall on ceasing to be a Member forfeit all rights within or claims upon the Club, its property or its funds.

8 Date of Meetings

The dates for meetings of the Club shall be determined by the Committee.

9 Annual General Meeting

The Annual General Meeting shall be held on or within three months after 1 April in each year, following not less than 21 days' notice, at a time and place to be fixed by the Committee, for the following purposes:

- (a) to approve an annual report from the Committee and independently examined accounts for the preceding financial year;
- (b) to elect the Officers and Committee, confirm the Trustees' appointment and to appoint an Honorary Independent Examiner for the ensuing year; and
- (c) to decide on any resolutions which may be duly submitted for consideration by the Meeting in accordance with Rules 4, 5, 6, 11, 13(II), 18, 19, 25 or 27.

10 Special General Meetings

- (a) Within thirty days of receiving a requisition signed by not less than 20 Members requesting a Special General Meeting, the Honorary Secretary shall summon such Meeting stating the business required to be transacted. Fourteen days' clear notice must be given to the Members.

- (b) The Committee may summon a Special General Meeting of the Club in such manner, at such time and place, as the Committee shall decide and for such purpose as it may deem expedient. Fourteen days' clear notice must be given to the Members.

11 Resolutions at Annual General Meeting

Any Member desirous of moving any resolution at the Annual General Meeting shall give notice thereof to the Honorary Secretary, including the detailed wording of the resolution and the name of the seconder, not less than fourteen days before the date of such Meeting. Such resolution shall be stated in full with names of the proposer and seconder on the Agenda for the Annual General Meeting.

12 Officers

The Club shall have the following Officers:

- (a) The Alderman of the Ward for the time being shall by virtue of holding such office be invited to be President of the Club and a Member, but paying no entrance fee
- (b) The Deputy of the Ward for the time being shall by virtue of holding such office be invited to be an Officer of the Club and a Member, but paying no entrance fee
- (c) Vice-President
- (d) Chairman
- (e) Vice-Chairman
- (f) Hon. Treasurer
- (g) Hon. Secretary
- (h) Hon. Solicitor
- (i) Hon. Archivist

All vacancies in such offices caused by removal, resignation or death can be filled by election at a Meeting of the Committee following such removal, resignation or death.

13 Committee

The affairs of the Club shall be managed by a Committee.

I. It shall comprise:

- (a) the Chairman, the Vice-Chairman, the Hon. Treasurer and the Hon. Secretary.
- (b) the two immediate Past Chairmen *ex officio*; and
- (c) not more than eight other elected members.

II.

- (a) All officers (with the exception of the President and Ward Deputy) and two of the other elected members of the Committee shall be elected annually at the Annual General Meeting by a majority of the Members present. The two other members of the Committee shall retire in order of seniority of membership of the Committee and, in case of equal seniority, the order of retirement shall be determined by the Committee by ballot.
- (b) Election to the Committee shall require nomination by a proposer and seconder, at least one of whom shall be a member of the Committee. The election shall be by a show of hands unless a ballot is requested by a Member.
- (c) The Committee shall have power to invite any Officer not on the Committee to any meeting of the Committee or any Sub-Committee thereof but such Officer shall not have the right to vote.
- (d) Any six members of the Committee present including any three Officers shall form a quorum.
- (e) The Committee shall have power to appoint a Sub-Committee or Sub-Committees consisting of such members of the Committee as they think fit and for such purposes as are in their view desirable. Such Sub-Committees shall have power to co-opt Members of the Club.
- (f) Committee Meetings shall be held as often and at such time and place as the Officers shall deem advisable. Decisions of the Committee, failing unanimity, shall be in accordance with the votes of the majority of the members of the Committee present and voting. In the event of a tie the Chairman of the Meeting shall have a casting vote.

- (g) The Committee shall have power to co-opt not more than three Members onto the Committee until the next Annual General Meeting. A Member so appointed shall retire at the next Annual General Meeting but shall be eligible for election or further co-option.
- (h) The Committee shall regulate their meetings as they see fit and it is immaterial whether any two or more members are in the same place as each other and the Committee may make such arrangements they consider appropriate to enable those attending to participate in any meeting including by electronic means.
- (i) A written resolution, circulated to all members of the Committee and signed by a simple majority of them shall be valid and effective as if it had been passed at a Committee meeting duly convened and held. A written resolution may consist of several identical documents signed by one or more Committee members.
- (j) The Committee shall determine the rolls and responsibilities of any Officer and may, through a vote of a simple majority of the Committee, remove any Officer from their position.

14 Chairman

The Chairman shall, when present, take the Chair at all meetings and, in his absence, the Vice-Chairman, and in his absence the President. In the absence of the Chairman, Vice-Chairman and the President, the Committee shall elect one of their number to preside.

15 Voting

All questions shall be settled by a majority of votes taken by a show of hands (except where otherwise in these Rules provided), and in the event of an equality of votes, the Chairman of the Meeting shall have a casting vote.

16 Arrears

A Member who is in arrear to the Club under Rule 6 shall not be entitled to vote at any Meeting.

17 Custody of Documents

The Honorary Secretary shall keep the books, papers etc., belonging to the Club, other than those relating to the accounts, which shall be kept by the Honorary Treasurer, who shall receive and enter all fees and subscriptions as part of the funds of the Club.

18 Honorary Independent Examiner

At the Annual General Meeting a person, not being a member of the Committee or holding any other Office, shall be appointed Honorary Independent Examiner for the ensuing year to examine the accounts of the Club. These accounts, after examination, shall be signed by the Honorary Treasurer and Honorary Independent Examiner and submitted to the Annual General Meeting.

19 Appointment of Trustees

The property of the Club shall be vested in three Trustees. The Trustees shall be appointed by the Committee and their appointment shall be submitted to the Annual General Meeting for confirmation. A retiring Trustee shall be eligible for re-election. All vacancies caused by removal, resignation or death shall be filled by election at the Meeting of the Committee next following such removal, resignation or death. The Trustees shall have the power to invest money and adopt such measures as may appear to them necessary in the interest of the Club, subject to the approval of the Committee.

20 Annual Function

The Committee shall arrange at least one function each year at which the Members and Honorary Members shall dine together.

21 Guests

Each Member and Honorary Member shall be entitled to introduce one or more guests, depending upon the availability of places, to these functions and other meetings of the Club on payment of such sum as may be required by the date requested. A Member whose subscription is in arrears by more than six months shall not be entitled to attend such function or other meeting of the Club.

22 Funds

Any money paid by Members for attendance at a function of the Club and the income from money and from other property held by the Club shall be available for the purposes of the Club but other money and other property held by the Club and any donation which in the opinion of the Chairman are substantial shall only be used for such purposes as the Members of the Committee may direct by a resolution carried by a majority of not less than two-thirds of those present and voting at a meeting of the Committee.

23 Retirement of Members

Any Member desirous of retiring from the Club shall inform the Honorary Secretary thereof by letter and on payment of all arrears due from him, his name shall be reported at the next Meeting of the Committee and withdrawn from the list of Members. He shall thereupon cease to be a Member of the Club.

24 Misconduct

If a Member shall misconduct himself at any Meeting of the Club, he shall be called to order by the Chairman of the Meeting. If such misconduct shall continue the Chairman may determine that such Member shall then be removed from that Meeting.

25 Infringement of Rules

If any Member shall infringe any of the Rules of the Club, or shall be guilty of conduct unbecoming to a Member of the Club, the Honorary Secretary shall report the same to the next following meeting of the Committee, who shall report to the next following Annual General Meeting of the Club. If it is agreed by a majority of three-fourths of the Members present and voting at such Annual General Meeting, such Member shall be expelled and the Honorary Secretary shall inform such Member by letter that he has been expelled from the Club and must not attend again. The voting on such occasion shall be by ballot.

26 Interpretation

The Committee shall determine any question relating to the interpretation of these Rules or any matter affecting the Club and not provided for by these Rules.

27 Amendment of Rules

These Rules may be added to, repealed, or amended by resolution at any Annual or Special General Meeting, provided that no such resolution shall be deemed to have been passed unless it be carried by a majority of at least two-thirds of the Members present entitled to vote and voting thereon.

28 Rules to be binding

The Rules of the Club shall be available in digital format to all Members and members who request a printed version shall be provided with a copy. No Member of the Club shall be absolved from the effect of the Rules on any allegation of not having received them. All Members shall after the adoption of these Rules be bound absolutely thereby.

29 Address of Members

Every Member shall from time to time communicate to the Honorary Secretary both the email address and the postal address to which notices issued by the Club should be sent. All notices emailed or posted to the relevant address shall be considered as having been duly given to the Member when emailed or on the second day following the day of posting.

30 Gender

All references to the masculine gender include the feminine gender and vice versa.

31 Amalgamation or Winding-Up

The Club may cease to function by either:

- (a) amalgamation with another club, organisation or association; or
- (b) being wound-up voluntarily;

and in either case only after a resolution requiring the Club so to do shall be passed by a majority of not less than three-fourths of the Members present entitled to vote and voting thereon at a Special General Meeting. No Member or Honorary Member shall be entitled to receive any part of the assets of the Club and any such assets available for distribution, after providing for the liabilities of the Club and the expenses of amalgamation or winding-up, shall be transferred to the body with which the Club is being amalgamated or in the case of winding-up be distributed to an appropriate charity or charities to be identified in the resolution to wind-up the Club.

Dated 6 May 2021