



RULES & CONSTITUTION

[Revised 12th April 2026]

Rule 1: Club Rules & Regulations

1. **Name, Structure, and Purpose:** The name of the Club is The Village Club, also known as Selsdon Village Club (hereinafter called 'the Club'). The Club is a non-profit unincorporated membership association and shall comply with the Licensing Act 2003. It is a licensed Private Members' Club situated at 151 Addington Road, South Croydon CR2 8LH.
2. **Purpose:** The Club exists to provide members with a social and recreational environment where they can meet friends, entertain guests, and participate in Club activities in a safe and comfortable setting. The Club shall adhere to the principles of equality, respect and co-operation in all its endeavours.

Rule 2: Membership Rules & Expectations

3. **Eligibility:** Any person aged 18 or over and resident in the UK may apply for Full Membership. Those aged 16 or 17 may apply for Junior Membership.

Application Process

4. Applicants must submit a signed and dated application form including personal details, such as name, address, date of birth, and contact information. The Management Committee reserves the right to request evidence of identity and age in line with the Challenge 25 strategy. The Club shall maintain a Register of Club Members at its premises, which the Secretary shall update regularly. The register will show names and addresses of all members.
Members are required to notify the Secretary of any changes in their contact detail.

Membership Classes

5. The Club offers the following membership classes:
 - a. Full Membership (those aged 18 or over)
 - b. Junior Membership (those aged 16 or 17), with no right to bring in guests, no voting rights, nor other rights nor interest in the Club and its property
 - c. Honorary Membership (granted after 30 years of unbroken membership)
 - d. Life Vice President (granted after 50 years of unbroken membership)
 - e. Applicant Membership (temporary membership for one month, with no voting rights, nor other rights nor interest in the Club and its property)

Rights and Responsibilities

6. Members have the right to vote, attend General Meetings, introduce guests, and access Club facilities. Members are responsible for paying the appropriate guest fee and for their guest's behaviour. Members' guests must leave the Club when their host member leaves. Junior members may not introduce guests. Members must adhere to Club rules and update their contact information promptly. Disciplinary measures,

including warnings, suspensions, or expulsions, may apply if members violate their responsibilities.

7. Members are required to electronically sign in using the Club's card system at least ten times a year to maintain active membership status. Failure to meet this requirement may result in a review of membership privileges by the Management Committee. Members must carry the Club's card with them.

Fees, Payment Methods, & Renewals

8. Every Club member, other than Honorary Members and Life Vice Presidents, shall pay an annual subscription, determined at the previous AGM, which becomes due by 31st January. Members newly elected by the Committee must pay their subscription immediately upon election to activate their membership and privileges. Payments may be made by debit or credit card, or cash, or by bank transfer or direct debit. Failure to pay the subscription by 31st January will result in the member being considered in arrears. If the payment remains unpaid for a further 14 days, the member shall cease to be a member of the Club. Members in arrears are not entitled to use Club facilities, vote at General Meetings until their subscription is fully paid, or have other rights or interest in the Club and its property.
9. Guest fees will be at the discretion of the Management Committee.

Termination of Membership

10. Membership may be terminated by resignation, expulsion, or permanent relocation abroad. Upon termination, all rights and interests in the Club and its property cease immediately.

Rule 3: Club Governance

11. Management Committee: The Management Committee shall consist of:
 - a. Chairman, Secretary, and Treasurer (Officers)
 - b. Up to seven elected members
 - c. Three Trustees

The day-to-day running of the Club is carried out by the Management Committee, and they should endeavour to meet monthly. A quorum for Management Committee meetings is 5.

Members of the Management Committee, other than Trustees, are elected annually at the AGM and are responsible, among other things, for co-opting members for specific purposes and administration of the Club's Disciplinary Processes.

Trustees may stand for election as Officers (Chairman, Secretary, or Treasurer) during the Annual General Meeting (AGM) and may simultaneously serve in both capacities. In matters where votes are tied, the Chairman holds the casting vote and does not otherwise vote unless required to break the tie.

Elections for Club Officers shall be held at the AGM. Officers will be elected to hold office for up to 3 years, on a rolling cycle to promote continuity and retain experience.

They will serve until the last day of the month in which the AGM is held. Re-election is permitted, and any mid-term vacancies may be filled by a vote at a Special General Meeting (SGM) or by appointment of the Management Committee until the next AGM. A member must complete a minimum of one year's membership to be eligible for election as an Officer.

The election process includes the vetting of candidates by the Trustees to ensure suitability. Trustees shall review nominations and provide recommendations before the voting process. The final vote will take place at the AGM with the participation of registered members.

The Management Committee shall have the power to appoint temporary members of the Management Committee and to make temporary changes to the rules. All such appointments and rule changes remain in place only until a General Meeting may be called.

Officers

12. Chairman: Provides leadership and chairs meetings, holding a casting vote in case of ties.
13. Secretary: Maintains records and ensures compliance with administrative requirements.
14. Treasurer: Manages Club finances and prepares financial reports

Rule 4: Trustee & Officers' Liabilities

Responsibilities, Strategic Oversight, and Liabilities

Trustees are responsible for ensuring that the Club operates in compliance with all applicable laws, regulations, and Club rules. Trustees of the Club are elected by the Management Committee and hold office until death, resignation, or removal by the Management Committee. Their duties include:

- Assisting the Chairman and Management Committee in setting strategic plans and priorities for the Club.
- Holding the Club's fixed assets.
- Appointing the Club Steward.
- Overseeing the responsible management and safeguarding of the Club's resources and property.
- Supporting compliance with financial oversight, including risk management, investments, and borrowing decisions.
- Acting reasonably, responsibly, and in good faith in the Club's best interests, while avoiding conflicts of interest.

Liabilities, Borrowing, and Legal Protection

15. Trustees and Officers are fully indemnified against all liabilities, costs, and expenses incurred in the lawful and good-faith execution of their duties on behalf of the Club.

This indemnity applies to any legal claims, judgments, or settlements, provided their actions were taken in the Club's best interest and within their authorised responsibilities.

16. Liability for Trustees, Officers, or any member acting on behalf of the Club is strictly limited to the assets of the Club. No individual shall bear personal liability beyond their annual membership subscription amount unless they have acted negligently, unlawfully, or in bad faith.
17. The Club shall provide legal expenses insurance and full access to indemnification for Trustees and Officers to safeguard against unforeseen legal or financial risks.

Borrowing and Charges

18. Trustees may manage Club property and enter agreements for borrowing as directed by the Management Committee. Members are considered to have assented to these resolutions upon joining the Club.

Legal Proceedings

19. Trustees, Officers, and members shall not be liable for legal costs unless they are indemnified from Club assets, personal indemnities, or legal expenses insurance. They shall not be required to bring or defend claims unless fully protected against such liabilities.

Rule 5: General, Special Meetings, and Club Dissolution

20. Annual General Meeting (AGM): The AGM shall be held in April, or as soon after as possible. Its purpose is to:
 - a. Receive reports on the Club's activities for the previous year.
 - b. Accept resignations and elect Officers and Committee members.
 - c. Receive and review the accounts-and balance sheet.
 - d. Determine fees for the following year.
 - e. Consider motions proposed by members, provided that 21 days' written notice has been given to the Secretary. Written amendments to motions must be received within 7 days of notice of the motion.

At least 28 days' notice of the AGM must be given, stating the time, date and place of the meeting. The agenda for the AGM shall be posted on Club premises with at least 21 days' notice.

To take effect, a motion in a General Meeting must be passed by a majority of the members present when the vote is taken.

Special General Meetings (SGM)

21. Calling an SGM: The Secretary shall call an SGM upon:
 - a. Direction of the Management Committee.

- b. Receipt of a requisition signed by one-fifth of voting members or 25 members, whichever is less.
- 22. At least 28 days' notice of the SGM must be given, stating the time, date and place of the meeting. The agenda for the SGM shall be posted on Club premises with at least 21 days' notice.
- 23. The quorum for General Meetings is 25.

Dissolution

- 24. If the Management Committee determines that the Club should be dissolved, a Special General Meeting shall be convened with detailed information regarding the Club's assets, liabilities, and the reasons for dissolution. Members must vote on this resolution, and if passed, direct how all debts shall be settled and assets realised. The remaining assets will be divided equally among members. Liability per member is limited to one year's membership subscription.

Rule 6: Disciplinary Processes

- 25. Complaints must be submitted in writing to the Secretary or, if involving the Secretary, to the Chairman.

A member of the Management Committee, ideally an Officer, will review the nature of the complaint and take action to see if disciplinary action is called for. Depending on the nature of the complaint, this may include, but not be restricted to, speaking to any independent witnesses, the complainant(s) and reviewing CCTV footage.

Having completed the review, a report will be made to the Management Committee recommending the next course of action.

Complaints requiring disciplinary action will follow established procedures, detailed separately and available on request.
- 26. Members are entitled to a fair hearing process, including sufficient notice, representation during the hearing, and timely communication of decisions. Appeals may be made for significant penalties.

Rule 7: Additional Club Regulations

Staff

- 27. Staff are considered honorary members for the duration of their employment but without any voting or other rights or interests in the Club and its property. Staff are not permitted to serve on the Management Committee.

Dress Code

- 28. The Management Committee, and staff, have the authority to deny entry to any member or guest who in their opinion is dressed improperly.

Children

29. Children under 12 are allowed in the Club from opening until 7pm. Those aged 12 to 15 are allowed entry at any time. -These hours may be varied at the discretion of the Management Committee, or bar staff.

Animals

30. Animals are not permitted except for assistance dogs, which must always remain on a lead. The Club reserves the right to ask for evidence of the dog's training.

Food

31. Only food purchased within the Club may be consumed on the premises unless authorised by the Management Committee

Alcohol and Club Closing Hours

32. Alcohol may only be sold on Club premises in accordance with any rules, conditions or restrictions necessary in consequence of the Club Premises Certificate or other authorisation (or conditions of authorisation) granted or to be granted under the Licensing Act 2003.

No alcohol shall be sold after the last bell. All alcohol must be consumed within 20 minutes of the final bell, and the Club will close 10 minutes later. The Management Committee may apply for variations to these hours for special events.

Licensable Activities

33. The bar hours and permitted hours for the supply/sale of alcohol, the playing of live or recorded music and dancing are those shown in the Club Premises Certificate or other authorisation (or conditions of authorisation) granted or to be granted under the Licensing Act 2003.

Representative Teams

34. -Members of the Club's representative teams must also be Full or Junior members of the Club.

Their opponents shall be admitted to the Club on specific occasions (Monday to Friday inclusive) and be made honorary members for these occasions only, but with no voting or other rights or interests in the Club and its property.

Smoking & Vaping

35. Smoking and vaping are not allowed in the Club other than in the designated smoking area.

Rule 8: Financial Procedures

Financial Year

36. The Club's financial year ends on 31st December.

Budget Approval

37. Major financial commitments require detailed review and approval at a General Meeting. The Treasurer must present a comprehensive budget proposal, including projected expenses, funding sources, and anticipated impact on Club finances. Financial documentation must be available to members at least 14 days prior to the meeting. Approval requires a majority vote of members present.

Rule 9: Employment and Other Contracts

38. The Club may engage employees on such terms as the Management Committee decides. All contracts of employment will be made by the Officers and will state that the Officers are the employers on behalf of the Club for the time being.
39. The Officers may enter contracts as agent for the Members provided that no such contract involves property or money beyond a value agreed by the Management Committee. All other contracts between the Club and any other person are made by the Trustees as agents for the members unless the Management Committee instead authorises any one or more of the Officers or other members of the Management Committee to enter into a contract as agent for the members.