

# BELFAST HARLEQUINS CLUB

## CONSTITUTION and RULES

At all times an implication of gender can be taken as either male or female

### 1. Name

The name of the Club shall be Belfast Harlequins (which shall incorporate The Collegians Club and North of Ireland Cricket & Football Club).

### 2. Objects

2.1 The objects of the Club shall be the playing of Rugby Union Football, Hockey, Squash Rackets and other sports as the members shall, from time to time, decide and the provision of social and other recreational amenities for members of the Club, together with fund raising activities in association therewith.

2.2 All other lawful things as are incidental to or are considered by the General Committee to be desirable or conducive to the attainment of the foregoing objects of the Club;

2.3 The Club may also, in connection with the sports purposes of the Club:

2.3.1 Sell and supply food, drink and related sports clothing and equipment;

2.3.2 Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the General Committee without the person concerned being present.

2.4. The Club shall comply with the legal requirements to maintain Community Amateur Sports Club status.

### 3. Classification of Members

Membership of the Club shall be open to any person, irrespective of nationality, sexual orientation, political opinion or religion and shall consist of the following classifications:

3.1 **Ordinary Members:** Shall be persons of 18 years or over who are admitted to full membership of the club and have full voting rights in the affairs and management of the Club.

3.2 **Associate Members:** Shall be persons of 18 years or over or fully paid up members of Belfast Bowling Club who shall have no voting rights in the affairs and management of the Club and who have not previously been members of Belfast Harlequins .

3.3 **Junior Members:** Shall be persons under 18 years of age.

3.4 **Student Members:** Shall be persons 18 years to 22 years who are attending a further education college or university or studying for professional or technical qualifications and have full voting rights in the affairs and management of the Club. The age limit may be extended by the General Committee on presentation of proof of the course being undertaken.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

- 3.5 **Senior Members:** Shall be members over the age of 65 years and have full voting rights in the affairs and management of the Club.
- 3.6 **Country Members:** Shall be open to applicants normally resident outside a circle of 100 miles radius, centred on the Clubhouse at Deramore Park. If the normal residence of any member changes to a place outside such a circle they may transfer to country membership. Similarly, a country member must transfer to the appropriate category of membership when their normal place of residence changes to a place inside such a circle and they become liable for the full subscription for that category.
- 3.7 **Family Members:** Shall be restricted to family groups of two adults who have not previously been members of Belfast Harlequins and up to three children under the age of 18 per family. At least one of the children must be an active member of the mini rugby or hockey groups. Family Members shall have no voting rights in the affairs and management of the Club.
- 3.8 **Honorary Members:** Shall be persons who shall be appointed by the Club as Honorary Members.
- 3.8.1 There may not be more than 10 Honorary Members at any one time.
- 3.8.2 Honorary Members shall not pay any entrance fee or subscription.
- 3.8.3 Honorary Members shall be entitled to all the benefits and privileges of membership
- 3.9 **Life Members:** Shall be members who have been accepted as Life Members in accordance with the provisions of Rule 11.

### **4. Admission of Members**

- 4.1 All members must be admitted by election by the General Committee.
- 4.2 A candidate for election who receives the votes of the majority of the General Committee must be declared elected.
- 4.3 No person shall be admitted as a member if in the opinion of the General Committee shown by simple majority, his character or conduct is such as to be injurious to the Club or for any reasonable cause the General Committee shall decide that such person would not be a desirable member of the Club.

### **5. Proposal of candidates**

- 5.1 Every candidate for admission as an Ordinary, Associate, Junior, Student, Senior, Family or Country member must be proposed by one member of a category entitled to vote and seconded by another, (both of whom must vouch for the fitness of the candidate from their personal knowledge).

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

5.2 A candidate must be proposed by forwarding the full name and address of the proposed member to the Secretary (accompanied by the appropriate subscription) not less than two weeks before the date of election.

5.3 If at the time a candidate has been duly proposed the General Committee has decided that the membership lists are closed for the time being the proposed member's name shall be placed on a waiting list of prospective members.

### **6. Substitution of proposer or seconder**

6.1 If a proposer or seconder ceases to be a member before the candidate comes up for election, another proposer or seconder, as the case may be, may be substituted not later than 2 days before the day when the candidate comes up for election.

6.2 If a proposer or seconder wishes to withdraw his name, he may do so, subject to any regulations which the General Committee may at any time prescribe, and another proposer or seconder may be substituted not later than 2 days before the day when the candidate comes up for election.

### **7. Time of Nomination and Posting of particulars of candidates**

7.1 The names and addresses of proposed new members must be displayed in a conspicuous place in the Club premises in the place where notices for the attention of members are usually displayed for at least 7 days preceding the day when a candidate comes up for election.

7.2 An interval of at least 2 weeks shall elapse between the nomination of and the election of members.

### **8. Inaccuracies in candidates' details**

Any omission from or inaccuracy in the particulars furnished to the Secretary may at the General Committee's discretion invalidate a proposal and any election made in consequence of it.

### **9. Procedure after election**

9.1 Immediately a candidate is elected he must:

- 9.1.1 Be given notice of his election;
- 9.1.2 Be furnished with a copy of these rules

9.2 On payment of his first subscription an elected candidate becomes a member of the Club and is entitled to all the benefits and privileges of membership, and agrees to be bound by these rules.

9.3 If persons are elected as members by a procedure which does not comply with these rules, they shall not be admitted to the privileges of membership until the expiration of a period of at least 2 days from the election.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

### **10. Subscription**

- 10.1 The Annual or other subscriptions and levies to be paid by each member of the Club shall be determined in each year by the General Committee.
- 10.2 Notwithstanding anything hereinbefore or hereinafter contained to the contrary, the General Committee shall have the power to increase any annual subscription by an amount not greater than 15% in any one year.
- 10.3 The subscription payable on election to membership shall be, *pro rata*, the full subscription for that year.
- 10.4 Any member omitting to pay his subscription on or before 30th September in any year shall be excluded from the privileges of membership, including selection for any team representing the Club, at the discretion of the General Committee. The Honorary Secretary shall be empowered to post on the Club notice board, as a defaulter, the name of any person whose subscription is unpaid after 30<sup>th</sup> September in any year. Any member remaining in default after 31<sup>st</sup> October in any year shall forfeit his membership at the discretion of the General Committee.
- 10.5 If at any time the member gives the General Committee a satisfactory explanation, he may, in the discretion of the General Committee and on payment of arrears, be re-admitted to membership.
- 10.6 Annual membership subscriptions (inclusive of VAT, where applicable) are payable by members in each membership category on 1<sup>st</sup> June each year.
- 10.7 Ordinary members wishing to participate in all or any of the sports played by the Club shall be subject to a levy imposed by each club section which will include, but not be limited to, insurance and other charges applied by the respective sports' governing bodies. The amount of any such levy shall be determined by the Club Sections' Committees and approved by the General Committee. Members shall nominate the sections with which they wish to be involved.

### **11. Life members**

- 11.1 An Ordinary member who qualifies may apply to the General Committee to become a Life member.
- 11.2 The granting of Life membership shall be entirely at the discretion of the General Committee.
- 11.3 Upon becoming a Life member the member shall make a payment representing all future subscriptions. The payment required to be made shall be determined from time to time by the General Committee.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

### **12. List of Members**

An alphabetical list of the names and addresses of every official and member of the Club shall be kept on the premises of the Club.

### **13 Resignation of members**

13.1 Any member may resign his membership by giving notice in writing to that effect to the Secretary.

13.2 Every such notice must, unless otherwise expressed, be deemed to take effect as from the next day following its receipt provided that any member giving such notice after the first day of in any year will be liable for all subscription arrears to the date of his resignation.

### **14 Members adjudged to have brought the club into disrepute**

14.1 Any member, including life members, who shall infringe any rule or bye-law, or whose conduct, whether within the clubhouse or elsewhere, who may bring the standing of the club into disrepute, may, at the discretion of the General Committee, have their membership refused, suspended or terminated.

14.2 Any member convicted of an offence by a court of summary jurisdiction or other court, may be reprimanded, suspended or expelled, but an opportunity may be afforded to advance a defence, unless a simple majority of the members of the General Committee shall vote for his suspension or expulsion.

### **15. Discipline of members**

15.1 The General Committee may from time to time make and amend rules of behaviour and discipline for the members ("the Disciplinary Rules") not inconsistent with these rules, as it thinks necessary for the management and well-being of the Club and may impose reasonable penalties for breach of any of the Disciplinary Rules.

15.2 The General Committee shall take immediate note of any breach of the Disciplinary Rules or these Rules and shall appoint a Disciplinary Sub-Committee of five members, of whom three will form a quorum, which shall call a disciplinary hearing to consider the breach as soon as reasonably possible.

15.3 The Secretary must inform the member in question of the time and place of the said disciplinary hearing and the nature of the complaints against him in sufficient time to afford him a proper opportunity of offering his explanation.

15.4 At the hearing the member must be allowed to offer an explanation of his conduct verbally or in writing.

15.5 At the hearing the Disciplinary Sub-Committee may expel or suspend from the privileges of membership for such period as they may decide, any member who, in the

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

opinion of the Disciplinary Sub-Committee has acted in contravention of the Disciplinary Rules or the Rules of the Club or in a manner detrimental to the interests of the Club. The decision of the Disciplinary Sub-Committee must receive the sanction of the majority of those present at the disciplinary hearing. Any member considering himself aggrieved shall have the right to appeal to an Arbitration Sub-Committee of five members appointed by the General Committee for the purpose. The members of this Arbitration Sub-Committee must not have been members of the Disciplinary Sub-Committee originally appointed to consider the alleged breach. The decision of the Arbitration Sub-Committee shall be final. Any such appeal must be made in writing to the Secretary within 7 days of the decision of the Disciplinary Sub-Committee being notified to the member, and the appeal shall be heard as soon as is reasonably practicable thereafter.

**16. Effect of ceasing to be a member**

On ceasing to be a member of the Club a person forfeits all right to and claims upon the Club and its property and funds.

**17. Former member/ suspended member not to be admitted**

Any member who is suspended or expelled shall not be entitled to be a visitor or a guest in the Club and shall forfeit all his rights and privileges under these Rules but if suspended shall remain liable to pay his subscription during his suspension. If in office or a member on the General Committee he shall vacate his office forthwith.

**18. General Committee**

18.1 The General Committee shall consist of the Chair, the Honorary Treasurer, the Honorary Secretary, the Presidents or Chairs and a nominee from each of the Rugby Football, Men's Hockey, Women's Hockey and Squash Rackets sections, a nominee from Belfast Bowling Club, the Convenors of the House, Grounds, Finance, Development, Bar/facilities rental and Social sub committees and not more than four ordinary members. All the foregoing offices shall be declared vacant at the Annual General Meeting. All retiring members shall be eligible for re-election. Any member of the General Committee who does not attend 50% of the meetings held in the year shall retire at the end of the year and shall be ineligible for re-election or co-option for the ensuing year. The names of those nominated as new members of the General Committee together with the names of their proposers and seconders shall be handed to the Honorary Secretary and posted in the Clubhouse not less than seven days before the Annual General Meeting.

18.2 The election of the Chair, the Honorary Treasurer, the Honorary Secretary, the Convenors of House, Grounds, Finance, Development, Bar/facilities rental and Social committees and up to four other members of the General Committee shall be elected by the general body of the members present at the Annual General Meeting and entitled to vote. Notwithstanding the General Committee shall have the power to co-opt additional members to serve on the General Committee where they consider that such co-option(s) would assist with the General Committee's functions. Such additional co-opted members of the General Committee may be co-opted until the next Annual

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

General Meeting.

- 18.3 In any election members entitled to vote may cast as many votes as there are vacancies to be filled provided always that not more than one of their votes is cast for any individual candidate.
- 18.4 The General Committee may rent all or part of the premises and grounds to a body or person if doing so is deemed to be advantageous to the Club and does not cause unacceptable interference to the sporting and social activities of members.
- 18.5 On divisions, the Chair may vote as a member and also, in the event of equality, may give a casting vote.
- 18.6 The General Committee shall meet each month where possible, but not less than ten times in every year.
- 18.7 The General Committee shall have the entire management of the business and affairs of the Club including the provision and maintenance of the club premises and shall have the power to make By-Laws not inconsistent with these Rules, and to impose penalties for the violation of the By-Laws which shall be binding unless altered or repealed by the General Committee or at an Annual General Meeting.
- 18.8 Ten members of the General Committee shall form a quorum.
- 18.9 Minutes of all the proceedings of the General Committee must be taken and must conform with the requirements of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 or any amendment to or re-enactment of the said regulations.
- 18.10 The General Committee shall have unlimited authority on every question of order and shall be the sole interpreter of the Rules of the Club subject to the right of appeal made in writing by not less than twenty members against a General Committee interpretation. Such appeal shall be determined by the members entitled to vote and voting at a General Meeting of the Club.
- 18.11 Only fully paid up members of the club may serve on the General Committee.
- 18.12 Members of the General Committee and the Section Committees shall be entitled to be indemnified against any liability incurred in the proper running of the Club out of the assets (but limited to the assets) of the Club.
- 18.13 The General Committee and Section Committees shall have due regard to the law on disability discrimination and child protection.

### **19. Vacancies on General Committee**

- 19.1 The General Committee may appoint an Ordinary member to fill any casual vacancy on the General Committee until the next Annual General Meeting.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

19.2 Any member so appointed must retire at the next Annual General Meeting but may be elected as a member of the General Committee at that meeting.

### **20. Duties of the Secretary**

20.1 The Secretary shall deal with the day to day administration of the Club.

20.2 The Secretary shall attend at General Committee meetings and other meetings of the Club and shall keep a minute book in which he shall enter minutes of the proceedings at all such meetings and such minutes when signed by the Chairman shall be deemed conclusive of the truth of the matters therein contained.

20.3 The Secretary shall be responsible for dealing with the renewal of the registration of the Club in compliance with the Registration of Clubs (NI) Order 1996 or any statutory amendment or re-enactment thereof.

20.4 The Secretary shall be responsible for attending to all correspondence on behalf of the Club.

20.5 The Secretary shall be responsible for arranging disciplinary hearings and appeals where necessary, in compliance with these Rules.

### **21. Duties of the Treasurer**

21.1 The Treasurer shall receive the subscriptions of members as well as other monies that may be paid from time to time into his hands by any person on account of the Club.

21.2 The Treasurer shall be responsible for the same and place them in a bank to the credit of the Club.

21.3 The Treasurer shall pay all accounts after they have been approved by the General Committee and shall furnish a statement of income and expenditure to the Annual General Meeting and whenever required to do so by the Committee.

21.4 The Treasurer shall prepare profit and loss accounts quarterly and submit these to the General and section committees.

21.5 The Treasurer shall take all necessary steps to ensure compliance by the Club with the Registration of Clubs (Accounts) Regulations (NI) 1997.

### **22. Club Sections**

22.1 The Committee of each section shall consist of a President, a Chairman, an Honorary Secretary, an Honorary Treasurer and five members elected at the Annual General Meeting of each section. The Committee of each section shall have the power to co-opt any additional members to serve on the Club Section Committee where they consider

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

that such co-option(s) would assist with the Club Section Committee's function. The Chair of the General Committee together with the Honorary Secretary and Honorary Treasurer of the Club shall be ex-officio members of every Section Committee.

- 22.2 The Minutes of each Section Committee shall be kept by the Honorary Secretary and a written or verbal report of the conduct of the affairs of each Section Committee shall be submitted to each Meeting of the General Committee by a representative of each section.
- 22.3 Club Section committees shall meet at least monthly in the Clubhouse.
- 22.4 The Section Committees will retire at the Annual General Meeting of each appropriate Section.
- 22.5 All members of Section Committees shall be eligible for re-election.
- 22.6 Only fully paid up members of the Club may serve on a section committee.

### **23. Trustees**

- 23.1 The Trustees shall be nominated only by the General Committee from the members of the Club entitled to vote and, on a vacancy occurring among the Trustees, a new Trustee must be elected in the same way. Only the General Committee may make nominations for election of Trustees which are then approved at a General Meeting of members. The Trustees shall remain in office until death or resignation or until a General Meeting shall think proper to remove them or any of them. Where by reason of the death, resignation or removal of a Trustee a new Trustee needs to be appointed, or if the General Committee deems it expedient to appoint an additional Trustee or additional Trustees, the General Committee may by resolution nominate the person or persons to be appointed as the new Trustee or Trustees subject to the approval of members at a General Meeting.
- 23.2 There must be not less than five or more than nine Trustees of the Club.
- 23.3 The property of the Club (other than cash which must be under the control of the Treasurer) must be vested in them to be dealt with by them as the General Committee from time to time directs by resolution and an entry in the minute book is conclusive evidence of a resolution.
- 23.4 The Trustees and their Executors and Administrators shall be entitled to be indemnified against actions, claims, costs, damages and expense out of the Club assets.
- 23.5 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the General Committee, is conclusive evidence of the fact so stated.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

23.6 The Trustees and the General Committee, or their representatives, should meet regularly, at least once in every year, or more often if necessary to consider matters pertinent to the well-being of the Club.

### **24. Resignation/removal from the General or Section Committees**

24.1 A Committee Member may resign from the General Committee or Section Committees by tendering his resignation in writing addressed to any officer of the Club or orally at any duly constituted committee meeting.

24.2 A Member shall cease to be a member of the General Committee or Section Committees if he fails to attend three consecutive committee meetings without reasonable excuse.

### **25. Sub-committees**

25.1 The purchase of intoxicating liquor for supply by the Club shall be at the absolute discretion of a sub-committee of not less than three members, being members of the General Committee, appointed by the General Committee for that purpose.

25.2 If any member ceases to be a member of the General Committee he automatically ceases to be a member of the sub-committee and another member of the General Committee must be appointed in his place.

25.3 The General Committee may also from time to time appoint from among its number such other sub-committees and additional officers and deputies as it deems necessary or expedient and may subject to the provisions of Regulation 19 of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 delegate to them such of Its powers and duties as it may determine.

25.4 Notwithstanding 25.3 (above) At the first meeting of the General Committee after the Annual General Meeting the General Committee will form Sub Committees as follows:

25.4.1 A Finance Sub Committee with responsibility for the management and control of the finances of the Club, which Sub Committee shall consist of the Honorary Treasurer, the Honorary Treasurer of each section of the Club and five other members appointed by the General Committee.

25.4.2 A House Sub Committee with responsibility for the maintenance and general condition of the Club premises and the equipment used to maintain them, which Sub Committee shall consist of at least five members appointed by the General Committee. This sub-committee may also include representatives of other clubs using the clubhouse at Deramore.

25.4.3 A Grounds Sub Committee with responsibility for the maintenance, preparation and general condition of the Club grounds and the equipment used to maintain them, which Sub-Committee shall consist of at least five members appointed by the General Committee. This committee may also include representatives of other clubs using the grounds at Deramore.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

- 25.4.4 A Development Sub Committee with responsibility for the development of the Club's grounds and facilities, which Sub Committee shall consist of such members as appointed by the General Committee.
  - 25.4.5 A Bar and Social Sub-Committee with particular responsibility for coordinating social events, the operation of the bar and the hire of such Club facilities, which Sub Committee shall consist of five members appointed by the General Committee.
  - 25.4.6 The members of the Finance, House, Grounds, Development, Bar and Social Sub Committees will retire at the Annual General Meeting of the Club.
  - 25.4.7 Members of all Sub Committees shall be eligible for reappointment or re-election, subject to approval of General Committee
- 25.5 All sub-committees must periodically report their proceedings to the Committee and must conduct their business in accordance with its directions.
- 25.6 With the exception of any sub-committee of less than 5 members and the sub-committee concerned with the purchase of intoxicating liquor for supply by the Club, the General Committee may co-opt any member to the General Committee or any sub-committees provided that the number so co-opted does not exceed one third of the total membership of the General Committee or sub-committee.
- 25.7 The General Committee shall elect not less than 5 ordinary members to constitute an arbitration sub-committee. Only members of at least 5 years standing shall be eligible for election:
- 25.7.1 The members of the arbitration sub-committee shall retire at the first meeting following the next AGM but shall be eligible to serve a further term.
  - 25.7.2 The arbitration sub-committee shall deal with the discipline of members pursuant to Rules 15 & 26.
- 26. Regulations**
- 26.1 The General Committee may from time to time make, and amend regulations (not inconsistent with these rules) as it thinks necessary for the management and well-being of the Club and may impose reasonable fines for breach of any of those regulations.
- 26.2 A member who has incurred a fine must be notified by the Secretary, and requested to pay the fine immediately, and in default of payment within 10 days from the date of the notice, he ceases to be a member of the Club.
- 26.3 All regulations made by the General Committee under this rule are binding on the members until repealed by the General Committee or set aside by a resolution of a general meeting of the Club.

## **27. Employees**

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

The General Committee may appoint, pay and dismiss such employees as it deems necessary subject always to the provisions of the Employment Rights (NI) Order 1996 and any amendment thereto, and to the general law.

### **28. Borrowing powers**

28.1 The General Committee, having consulted with the Trustees, may decide to borrow for the purposes of the Club any amount of money (either at one time or from time to time) and at the rate of interest, in the form and manner and upon the security specified duly authorised by a resolution of the General Committee convened for that purpose.

28.2 The Trustees must at the direction of the General Committee make any disposition of the Club property or any part of it and enter into any agreement in relation to the Club property as the General Committee thinks proper to give security for the loan and interest.

28.3 Every member of the Club is deemed to have assented to the resolution as if he had voted in favour of it.

### **29. Annual General Meeting**

29.1 The Annual General Meeting of the Club must be held by 31<sup>st</sup> October in each year on a date and at a time to be fixed by the General Committee and must:

29.1.1 Receive from the General Committee a report, balance sheet and statement of accounts for the preceding financial year.

29.1.2 The report, balance sheet, statement of accounts and budget must be placed in the principal club room at least 10 days before the Annual General Meeting.

29.1.3 Fill the vacancies in the General Committee and appoint an auditor for the ensuing year.

29.1.4 Decide on any resolution which may be submitted to the meeting

29.1.5 Fix the annual subscription of the Club.

29.1.6 Consider any other business as determined by the General Committee.

### **30. Notice of business at Annual General Meeting**

Any member who desires to move any resolution at the Annual General Meeting must give notice in writing to the Secretary not later than ten days before the said meeting.

### **31. Special General Meeting**

31.1 The General Committee may call a Special General Meeting at any time for any special purpose, and must do so immediately upon a requisition in writing send to the Secretary, (stating the purposes for which the meeting is required and the resolutions to be put to the meeting) from twenty five Ordinary members of the Club.

31.2 An Extraordinary General Meeting must be called within twenty one days of the receipt of a signed requisition from twenty-five members stating the object for which the

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

meeting is to be held and no other business than that stated in the circular shall be conducted at such meeting nor shall any resolution be valid unless at least thirty-five members entitled to vote are present and vote.

### **32. Convening General Meetings**

32.1 At least 10 days before the Annual General Meeting, or any Special General Meeting, notice of the meeting and the business to be transacted at it must be posted in the Club house, and a copy of the notice sent to every member.

32.2 No business other than that of which notice has been given may be brought forward at a General Meeting.

### **33. Proceedings at general meetings**

33.1 At all general meetings of the Club the Chair, or in his absence a member selected by the General Committee, must take the chair.

33.2 Every member in a voting category present is entitled to one vote upon every motion, and in the case of an equality of votes the Chair may have a second or casting vote.

33.3 The General Committee may, if it thinks fit, make regulations enabling members unable to be present to vote by proxy or in writing.

### **34. Quorum**

The quorum for all general meetings is twenty five.

### **35. Voting**

The following majorities of members present and voting at general meetings are required for the passing of the following types of resolution:

35.1 Proposing any repeal, addition to, or amendment of the rules: 75%.

35.2 Relating to the expulsion of any member: 60%.

35.3 Relating to the dissolution of the Club, see rule 56

35.4 For all other business: more than 50%.

### **36. Amendments**

36.1 No amendment (other than a motion for adjournment) may be moved to any resolution proposed at any Annual or Special General Meeting unless written notice of the amendment has been sent to the Secretary not less than 5 days previous to the meeting or the meeting consents.

36.2 Whenever notice of any amendment to be proposed is given, it must be posted in one of the Club's principal rooms immediately.

### **37. Club sections' General Meetings**

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

- 37.1 Annual General Meetings of each section of the Club shall be held, in the clubhouse, not later than 30th June in each year at such time as the Committee of each section shall decide and the Honorary Secretary of each section shall give ten days' notice of the date and business of the meeting to all section members by circular, either by mail or by e-mail.
- 37.2 No business shall be proceeded with unless a quorum of at least 25 members is present or 20% of the membership whichever figure is less.
- 37.3 In the event that there is no quorum assembled within half an hour of the time named in the circular giving notice of the meeting the meeting shall stand adjourned until the same day and time of the following week and so on in like manner for up to five successive weeks. Should a quorum not be assembled after four attempts the requirement for 25 members to be present shall be reduced to 13 for the fifth attempt. Notice of each such adjournment shall be posted in the Clubhouse.
- 37.4 All existing officers and arrangements shall continue in place until a quorum be obtained.
- 37.5 At all meetings of each section whether annual, special or extra-ordinary the Section President shall be the Chair. In the absence or at the discretion of the Section President the Chair of the General Committee shall preside; failing this the Chair shall be elected by the majority of the members present. In the case of equality of votes the Chair shall be taken by a senior member present who is able to obtain a majority vote from those members at the Meeting.
- 37.6 On divisions the Chair may vote as a member and also in the case of equality may give a casting vote.
- 37.7 The Honorary Secretary of each section shall call an extra-ordinary meeting of the section by circular, either mail or e-mail to be sent out not less than seven days before the meeting on receiving a requisition from twenty-five members stating the object for which the meeting is to be held and no other business than that stated in the circular shall be gone into at such meeting nor shall any resolution be valid unless at least 25 members are present or 20% of the membership which figure is less
- 38. Financial year**  
The financial year of the Club shall end on the 31st day of May in each year.
- 39. Audit of accounts**
- 39.1 The accounts must be audited by a person defined in Regulation 5 of the Registration of Clubs (Accounts) Regulations (N.I.) 1997 as soon as practicable after the end of the financial year.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

39.2 The auditor must be appointed at each Annual General Meeting and must be independent and a member of a recognised professional body.

### **40. Opening of Club premises**

40.1 The Club premises are open to members daily between such hours as the General Committee may from time to time determine.

40.2 The General Committee may close the Club premises for such times as it considers necessary for cleaning and repairs, staff holidays or where it is necessary in the interest of the Club.

### **41. Games**

Regulations made by the General Committee may lay down the conditions on which any game including a gaming machine may be played on the Club premises and may prohibit any games the playing of which would in the opinion of the General Committee be injurious to the interests of the Club.

### **42. Guests**

42.1 Every member may introduce guests, subject to any regulations made from time to time by the General Committee.

42.2 Every guest must be accompanied by the member introducing him.

42.3 Immediately upon the admission of his guest to the Club premises the member shall enter his name and the name of the guest in a book which shall be kept for that purpose and shall show the date of each visit.

42.4 The same person, except where that person is a parent, husband, wife or child of a member shall not be admitted as a guest of a member to the Club premises on more than 20 days in any period of 12 months.

42.5 A member shall be responsible for his guest strictly observing the rules and shall not leave the Club premises before his guest and a guest shall not be supplied with intoxicating liquor unless upon the invitation of and in the company of a member.

42.6 No one who has been expelled from membership, or whose conduct or presence on the Club premises is considered by the General Committee objectionable or prejudicial to the interests of the Club, may be introduced as a guest into the club.

42.7 In the case of a sporting club only, a person upon payment of a fee to the Club may use on that day such facilities of the Club as the General Committee may determine from time to time and Rule 42.3 shall not apply to that person in respect of that day.

42.8 Visiting teams, societies or organisations must be signed in by the Captain of the appropriate Club team or other Officer of the Club. The name of the visiting team,

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

society or organisation and the number of visitors introduced shall be entered in the Visitors Book, and the entry countersigned immediately by the appropriate Captain or Officer.

**43. Members not to make profit out of club**

No member may on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club, except for professional services rendered at the request of the General Committee.

**44. Private benefit not to accrue on purchase etc of liquor**

44.1 No one may be paid at any time at the expense of the Club or any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

44.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members or guests or others apart from any benefit accruing to the Club as a whole.

44.3 No official and no manager or servant employed in the Club shall have any personal interest in the supply of intoxicating liquor in the Club or in the profits arising from such supply.

**45. Permitted hours**

The permitted hours for the supply of intoxicating liquor in the Club are as provided by the Registration of Clubs (NI) Order 1996 and may be varied from time to time by the General Committee in accordance with the statutory provisions for the time being in force.

**46. Supply of liquor**

Intoxicating liquor may be supplied to members and their guests for consumption on the Club premises. Intoxicating liquor may not be supplied for consumption off the Club premises.

**47. Club address not to be used for business**

No member may give the address of the Club in any advertisement or use the Club address for business purposes.

**48. Members' addresses**

Every member of the Club must advise the Secretary of any change of address and all notices sent by first class post to that address are considered to have been given on the day following the date of posting.

**49. Grievances**

Suggestions of any kind as to any matters tending to the welfare or improvement of the Club, and complaints of any kind relating to the affairs of the club shall be made to the

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

Secretary in writing, who shall place the same before the next General Committee meeting.

### **50. Actions of members**

Any member damaging or destroying property of the Club by accident or otherwise shall promptly make good the loss or damage to the satisfaction of the General Committee. If the loss or damage be caused by a guest the introducing member shall make it good to the satisfaction of the General Committee.

### **51. Functions**

Any section, charity or member wishing to hold a function on the Club premises must make application to the Secretary in writing on the appropriate form and must undertake to comply with the provisions of the Registration of Clubs (NI) Order 1996 and the registration of Clubs (Accounting) Regulation (NI) 1997 in relation to the running of the function and the proceeds thereof. Permission to hold functions on the premises shall be granted at the sole discretion of the General Committee.

### **52. Club Colours**

The Club Colours shall be approved by the General Committee from time to time. No variations of the Club colours, ties, badges, or other clothing shall be permitted without the prior approval of the General Committee.

### **53. Interpretation of rules**

53.1 The General Committee is the sole authority for the interpretation of these rules the disciplinary rules and the regulations made by it from time to time.

53.2 The decision of the General Committee upon any question of interpretation or upon any matter affecting the Club and not provided for by these rules or by the regulations is final and binding on the members.

### **54. Amendment of rules**

54.1 These rules may be added to, repealed or amended by a resolution passed at any Annual or Special General Meeting by a majority of at least 75% of the members attending and voting on it.

54.2 The General Committee has power to amend the Rules where necessary to comply with statutory regulations without the requirement to seek the consent of the members.

54.3 A copy of the club rules shall be maintained on the club web site.

### **55. Distribution of profits**

There shall be no distribution in any manner whatsoever of the profits/surplus arising from any of the activities of the Club including the supply of intoxicating liquor and other goods and services or a distribution of any assets which belong to the Club whilst the Club continues to operate as a Club under these Rules.

## **BELFAST HARLEQUINS CLUB CONSTITUTION and RULES**

### **56. Dissolution of Club**

56.1 If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the Ordinary members present and at a Special General Meeting held not less than four weeks later (of which not less than two weeks written notice has been given to each member) and at which not less than one half of the Ordinary members are present that resolution is confirmed by a resolution passed by a majority of the Ordinary members voting on it, the General Committee will then be responsible for the orderly winding up of the Club's affairs.

56.1.1 After settling all liabilities of the Club, the General Committee shall dispose of the net assets remaining to one or more of the following:

- (i) To another Club with similar sports purposes which is a registered charity and/or
- ii) To a school or other educational body with similar sports purposes which is a registered charity and/or
- (iii) To the Club's governing bodies for use by them for related community sports.

### **57. Headings**

The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation.

The foregoing Rules shall be read and interpreted in conjunction with the provisions of the Registration of Clubs (NI) Order 1996 or any statutory amendments to same.  
All requirements of such Acts or Orders shall be deemed to be incorporated therein.

Should any of the above mentioned Rules conflict with or contravene the requirements of any of the said statutes such Rule or Rules shall be automatically null and void.