

Haslemere Sun Club (BN)

**Club Grounds: Sunnycres, Pond Road, Headley, Bordon, Hants GU35 8NN
(Phone 01428 712204)**

RULES AND STANDING ORDERS

2018 Revision

Revision history

Revised and approved by the Annual General Meeting on 25 March 2018

Revised and approved by the Annual General Meeting on 23 March 2014

Revised and approved by the Special General Meeting on 16 October 2005

STANDING ORDERS

- 1 Any General Meeting comprised of members of the Haslemere Sun Club shall assemble at 2.00 pm on the date and at the place appointed for the meeting.**

- 2 Each member shall stand when speaking, shall address the Chairman and, on rising, shall announce his or her name. If two or more members rise at the same time to speak, the Chairman shall decide which shall be heard, but a motion may be made that a given member be heard. No member shall address the General Meeting while the Chairman is standing.**

- 3 Each member shall address himself to the question immediately under the consideration of the General Meeting.**

- 4 The proposer of a motion shall be allowed five minutes, and all other speakers three minutes.**

- 5 No member shall speak twice to a question except by the permission of the Chairman in personal explanation of some material point of a speech made by him which he believes to have been misunderstood.**

- 6 The right to reply shall be conceded to the mover of a substantive motion, but to no-one else.**

- 7 No member shall speak to any question while such question is being put from the chair or voted upon.**

- 8 Each amendment to a motion (or rule) shall be moved in the order in which, if agreed to, it would stand in the amended motion (or rule).**

- 9 In the case of a miscount, a second division must be taken.**

- 10 In the event of any tie between two members for an office or position, the General Meeting shall decide by ballot which is to be elected.**

- 11 In all cases where more than one vote is required in any ballot at a General Meeting, members must exercise the full voting power. Infringement of this Standing Order shall invalidate such ballot paper.**

- 12 The normal rules of debate shall apply at all General Meetings.**

- 13 In the event of any point not covered by these Standing Orders arising, the Chairman's decision shall be final; but the Chairman may, should he so desire, refer the question to the Committee and order the adjournment of the motion then under discussion until the findings of the Committee be made known.**

HASLEMERE SUN CLUB (BN)

RULES

1 DEFINITIONS

This section defines words used within these rules

- (a) **Adult:** an adult is a person who has reached the age of eighteen years.
- (b) **Child:** a child is a person who has not reached the age of eighteen years.
- (c) **Parent:** a parent is an adult who is the parent of or is acting in loco parentis for a child who is the subject of these rules.

The above definitions extend to the plurals of the words and are irrespective of capitalisation.

2 NAME The name of the Club shall be 'Haslemere Sun Club'.

3 OBJECTS The objects of the Club shall be:

- (a) To provide its members with facilities for naked swimming and sunbathing;
- (b) To provide its members with sports, games and recreational facilities which they may enjoy unencumbered by clothing.

4 MEMBERSHIP

Membership shall be open to adults, but the Committee may, at its discretion, restrict the recruitment in order to maintain a reasonable balance of the sexes. The decision as to whether a person or persons shall be admitted to membership shall rest with the Committee.

Children are welcome at the Club but only when accompanied by a parent.

Life Membership may be awarded to existing members, in recognition of an outstanding contribution to the Club, by a simple majority of members voting at an Annual General Meeting.

Life Members shall not be required to pay annual membership subscriptions and shall have the same membership rights as other members. Club charges, other than annual subscriptions, shall apply to Life Members.

Years of membership as a Life Member shall count towards accrued years of paid-up membership in the event of dissolution of the Club.

The Club may award Honorary Membership to retiring members of the Club. Honorary Membership shall be recommended by the Committee and considered by the membership at the next General Meeting. Honorary Membership shall be subject to annual review.

Honorary Members shall be entitled to visit the Club without charge, will be provided with a key to enable access and will receive copies of any newsletter or other such general correspondence sent to Ordinary and Life Members.

Honorary Members shall have no other rights afforded to Ordinary and Life Members including participation in a vote to dissolve the Club or the right to rent locker space or chalet sites except that they may retain any accrued period of paid-up membership and shall be counted as Ordinary Members in the event of the dissolution of the Club.

5 TERMINATION OF MEMBERSHIP

A member may cease to enjoy the benefits of the Club if:

- (a) It is the considered opinion of a majority of the whole of the Committee that the conduct of the member is such as to have a detrimental effect on the Club and its members. In such case the member concerned shall be given an opportunity to discuss the matter with the Committee before a final decision is taken;
- (b) The member has failed to renew his/her annual subscription within a period of two months of the expiry date of the previous annual subscription.

Members terminating membership are required to remove all of their property and to clear and sell any chalet they own before the AGM following the termination of membership. All property remaining at the Club after this date will become the property of the Club.

Members terminating membership who have not been able to sell their chalet by the date of the following AGM may take advantage of a period of grace in which to sell the chalet provided they have arranged insurance for and paid the ground rent due on the chalet by the time of the AGM and deposited the keys thereto with the Club Secretary. If the chalet is not sold by the end of the first year after termination of membership it shall be dismantled by the owner and removed from the Club grounds. Failure to dismantle and remove a chalet will result in the building becoming the property of the Club.

6 SUBSCRIPTIONS

Entrance fees and subscriptions shall be determined from time to time by resolution of a properly constituted annual general meeting or special members' meeting convened for the purpose. Persons elected to membership and paying such subscriptions shall be known as Ordinary Members. A unit for this and all other purposes shall be:

- (a) A single person, or
- (b) A couple, or
- (c) A family (including dependant children).

Membership expires on the last day of February unless renewed. Members who have failed to renew their subscriptions by 31 March shall be sent a reminder by the Treasurer and a notice of termination of membership at the end of April.

Anyone wishing to renew his/her membership after the termination date referred to in this Rule must reapply for membership of the Club. If accepted by the Committee, he/she shall pay the current entrance and membership fees as appropriate.

7 HOLIDAY MEMBERSHIP

Suitable applicants may be granted holiday membership at the discretion of the Committee. For the period in question, the holiday members shall enjoy all the rights and privileges of full membership except speaking or voting at any General Meeting.

Charges shall be to a scale to be determined by the Committee having regard to current membership fees established under Rule 6.

8 VISITS

Applicants making a preliminary visit with a view to membership shall pay the current fee as determined under Rule 6.

Similar arrangements shall apply for visits of members' friends or visitors from other CCBN or INF clubs or at the discretion of the Committee.

9 PRIVATE CHALETS

The number of private chalets to be erected on the Club's grounds shall be limited to 28.

Their location shall be decided by the Committee. The chalets shall be of a uniform shape and may not exceed a length of 3 metres and a width of 2 metres. Externally accessed storage boxes, end storage cupboards, side storage cupboards and canopies may be added from time to time provided they comply with the dimensional and other requirements defined by the Committee. (Defined in sketch form in the Club handbook hung on the notice board in the pavilion.) Except where already constructed, chalets shall be on a wooden base, easily moved should be need arise. Chalet owners shall pay a chalet fee determined as in Rule 6. A member erecting a new chalet or taking over an existing one, shall, unless the chalet fee has already been paid by the previous owner, pay a proportionate sum for the remaining part of the year.

The payment of a chalet fee shall not create any legal liability as between the Club, its Committee and the owner of the chalet. Neither the membership nor the Committee shall be responsible for the chalet which must be erected and maintained at owner's risk.

A fire extinguisher must be installed in all private chalets.

Chalet owners must keep the exterior of their chalets and the areas surrounding the site in a well maintained and tidy condition.

10 THE COMMITTEE

The affairs of the Club shall be managed by a Committee. The Committee shall normally be composed of the Chairman, the Vice-Chairman, the Secretary, the Assistant Secretary, the Treasurer and six other members.

The members of the Committee, including the officers, shall be elected by ballot each year at the Annual General Meeting.

To be eligible for election or co-option to the Committee, members must normally have been a member of the Club for at least one year. To be eligible for election as an officer of the Club, members must normally have served on the Committee for at least one year.

Members of the Committee or Officers of the Club may not normally serve on the Committee for more than five consecutive years without standing down for a minimum of one year after which they may be eligible for re-election or co-option, unless otherwise agreed at an Annual General Meeting in the event that a given post is not able to be filled. Officers of the Club may not normally serve on the Committee in the same official capacity for more than three consecutive years.

Vacancies on the Committee occurring during the year shall be filled by co-option.

Six members of the Committee shall form a quorum.

The AGM may, on a majority vote, override any normal requirement for the constitution of the Committee or eligibility of a member for election.

11 DUTIES OF THE COMMITTEE

The duties of the Committee shall be jointly:

- (a) To carry out the instructions of the Annual General Meeting or any Special General Meeting that may be convened.
- (b) To take all steps possible for the realisation of the objects of the Club.

12 DUTIES OF THE CHAIRMAN

It shall be the duty of the Chairman of the Club, or Vice-Chairman in his stead, to preside at all meetings of the Club. He shall have an ordinary vote and a casting vote at all meetings of the Committee and a casting vote at all General Meetings.

13 DUTIES OF THE SECRETARY AND ASSISTANT SECRETARY

The duties of the Secretary and Assistant Secretary shall be jointly:

- (a) To conduct the correspondence of the Club;
- (b) To deal with all applications for membership, and, with the assistance of the other members of the Committee, to interview candidates for membership;
- (c) To convene, arrange the agenda of, and attend all meetings of the Committee;
- (d) To convene, attend and issue the agenda for all Annual and Special General Meetings;
- (e) To furnish reports of all conferences and meetings which they attend as representatives of the Club;
- (f) To prepare the Committee's report for the year to be presented at the Annual General Meeting;
- (g) To be responsible for the preparation of the Minutes of each meeting of the Committee and of Annual and Special General Meetings;
- (h) To be ex-officio members and convenors of all such sub-committees, if required, as the Committee or the Annual General Meeting may direct, and to furnish reports of the same to the parent body.

14 DUTIES OF THE TREASURER

The duties of the Treasurer shall be:

- (a) To have charge of, and be responsible for the general funds of the Club, and of all special funds instituted by the authority of the Club, and to disburse such funds only on the authority of the Committee or General Meeting of the Club;
- (b) To attend all meetings of the Committee and Annual and Special General Meetings;
- (c) To report the financial state of the Club to each meeting of the Committee and a full statement of accounts to each Annual General Meeting;
- (d) To be responsible for the membership records, and to enter the receipts and disbursements of the Club in proper books;
- (e) To submit each year the accounts of the Club to a member (who shall not be a member of the Committee) appointed by the previous Annual general Meeting for examination;
- (f) To issue reminder notices and notices of termination of membership as laid down in Rule 6.

15 FUNDS & RESERVES

The Annual General Meeting shall determine how, when and to what extent the funds of the Club shall be used; but should occasion arise requiring, in the opinion of the Committee, an expenditure not provided for in decisions of Annual or Special General Meetings, their approval shall be sufficient authority for such expenditure.

The funds shall be deposited in a bank selected by the Committee, and signatures of the Chairman or the Secretary and the Treasurer shall be requisite to the withdrawal of the same.

Part of the club's funds shall be ring fenced in the 'Business Reserve' bank account and shall only be used for contingency use. Any plan to use money from the ring fenced account for other reasons must first be approved by a General Meeting. The amount of money to be subject to the reserve policy shall be the highest of the income levels for the last three years.

Also items of over £1000 which are of non routine nature and not in the budget should be approved by General Meeting.

16 EXAMINATION OF CLUB ACCOUNTS

The accounts of the Club shall be examined annually by a member of the Club who shall not be a member of the Committee or either the proposer or seconder of the Treasurer. The examiner, together with a reserve examiner, shall be elected by ballot at the Annual General Meeting which may by a majority vote remove or amend the restriction on the eligibility of a member to stand.

17 DUTIES OF THE EXAMINER OF CLUB ACCOUNTS

The examiner shall have access to all the books and accounts of the Club, shall verify the accounts etc relating thereto, and shall sign the statement of accounts as correct, or report to the Committee if he finds it incorrect, unvouched, or not in accordance with law.

18 OFFICIAL JOURNAL

The Club shall publish periodically an official journal for free distribution to all members of the Club. This journal shall be entitled 'Sunny News'.

19 EDITOR

The Editor shall be responsible for compiling and publishing 'Sunny News'. The Editor will be appointed by the Committee. The Editor may attend meetings of the Committee, but may not vote at same unless he is a member of the Committee.

20 CCBN

The Club shall be affiliated to the national naturist organisation, the Central Council for British Naturism.

21 ANNUAL GENERAL MEETING

The Annual General Meeting shall be held at 'Sunnyacres' at 2.00 pm on the last Sunday in March or such other Sunday in March or April as near as possible to that date as may be determined by the Committee and notified to members at least four weeks in advance.

The Annual General Meeting shall be governed by the Standing Orders.

The Secretary shall circulate by post or electronic transfer the agenda of the Annual General Meeting at least seven days before the meeting. Those members receiving the agenda in electronic format shall have indicated their preference in advance.

Every member attending a General Meeting shall be entitled to one vote (for this purpose the word 'member' means both adults of a unit but not dependant children).

Voting at General Meetings shall normally be by a show of hands, but all elections shall be by secret ballot.

The Annual General Meeting shall appoint two Tellers for the meeting and it shall be their duty to count the votes for or against and to advise the Chairman of the result of the voting.

22 SPECIAL GENERAL MEETINGS

The Committee may, whenever it thinks fit, convene an Emergency or Special General Meeting, and shall convene a Special General Meeting within 21 days of being requested to do so in writing by half the unit members of the Club. Notices convening such meetings shall be accompanied by copies of the special resolutions or a statement of the business to be discussed and shall be issued to all members at least seven days before such meeting.

23 PHOTOGRAPHY

Members may take photographs at 'Sunnyacres' provided that prior consent shall first be obtained of any person or persons appearing therein. No photograph taken at the Club shall be submitted for publication without prior consent of the Committee, who, before giving such consent, shall be satisfied that persons appearing approve of the proposed publication.

24 OPEN EVENTS

Special events may be arranged from time to time to which guests and members of other clubs may be invited with or without payment as determined by the Committee.

25 CHILDREN

Children are the responsibility of their parents who must ensure at all times that they are not in danger to themselves, do not damage Club property and are not a nuisance to other members.

26 LIABILITY IN CASES OF ACCIDENT, ETC

A notice shall be prominently displayed at all times to the effect that members and visitors use the Club grounds, swimming pool and equipment at their own risk, and that the Committee cannot be held liable for any accident or illness resulting from such use. In this respect, parents are to be reminded that the responsibility for their children's welfare is theirs and not the Club's.

27 FIRST AID

A first aid box containing essential equipment such as bandages, lint, disinfectant, etc shall be kept in the pavilion for use in emergency and replenished by the Committee.

28 DRESS

Except on the occasion of a first visit adults may not wear clothing of any sort without good cause.

Clothing should be left either in the changing rooms or in private chalets, and must not be left on view in public places such as the pavilion or on the lawn.

Members and guests, with the exception of a child's parent, must on no occasion ask any child to undress or imply that the use of any of the Club's facilities is dependent on them undressing.

29 DOGS

No dogs shall be allowed on Club grounds.

30 KEYS TO 'SUNNYACRES'

Each unit member shall be supplied with a key to the entrance door of 'Sunnyacres'. The key shall remain the property of the Club and must be returned to the Secretary on termination of membership.

31 CAMPING

The Committee shall decide the sites on which tents can be pitched and determine the fees to be charged for camping except in so far as particular fees are covered by AGM resolution under Rule 6. Campers must provide a readily available fire extinguisher if cooking takes place in or near tents.

32 MAINTENANCE OF CLUB GROUNDS, BUILDINGS AND FACILITIES

Members who are able are asked to contribute from time to time to the general upkeep of the grounds, fencing, pavilion, toilets, leisure facilities and car park to help minimise maintenance costs and Club subscriptions. All personal litter generated during visits to the Club is to be taken away on departure.

33 DISSOLUTION

In the event of any development occurring which makes it impossible for the Club to continue realisation of its objectives in the grounds of 'Sunnyacres' it shall be the first duty of the Committee to seek an alternative acceptable site and if at all possible to avoid the need for dissolution.

Nevertheless, if not less than ten unit members give notice in writing of a proposal for dissolution, for whatever reason, it shall be the duty of the Secretary (or another official whom the Committee might direct) within 28 days of receiving such a proposal to organise a postal ballot of the whole membership. The ballot papers will be accompanied by a statement from the Committee setting out the reasons for the proposal as given by the movers and any other relevant facts that are available, together with such recommendation as to the Committee may itself wish to make.

If affirmative votes for dissolution are given by not less than two-thirds of the unit membership the Committee shall immediately cease to function and shall hand over all assets and affairs of the Club to the Trustees, including a list giving names and addresses of the units currently in membership showing the number of years during which they have been paid-up members (over 20 years being treated as 20) and the amount of advance subscriptions, if any, standing to members' credit. The list shall also state the members who still own chalets standing on the site.

34 TRUSTEES

Trustees of the Club shall be appointed from time to time by resolution at a properly constituted general meeting ensuring that at all times the Club has a minimum of three. To qualify for election as a Trustee, candidates must have been in membership for at least five years and be able to deal effectively with the duties of trustees. A member appointed may remain a Trustee as long as the majority of the membership so desire, to be confirmed by vote at each Annual General Meeting. Any Trustee will be deemed to have resigned if for any reason he or she ceases to be a member of the Club.

35 DUTIES OF TRUSTEES

On a decision to dissolve the Club being taken by a two-thirds majority of the membership as laid down in Rule 33, the Trustees shall:

- (a) Take over from the Treasurer all books, cash, accounts, vouchers etc appertaining to the funds of the Club, including the information specified in Rule 33;

- (b) Notify all members of the Club and the national naturist organisation that the Club has been dissolved and the land, buildings, furniture and effects belonging to the Club are about to be sold, and invite those owning private chalets still on the site to remove them if they so wish, together with any personal property therein;
- (c) Place any monies obtained through the sale of Club property into the Club banking account;
- (d) Settle all outstanding debts, mortgages, loans, trustees' fees etc and return any subscriptions recorded as in credit in respect of future years, in full, if sufficient funds are available, or on a percentage basis in agreement with the creditors if sufficient funds are not available;
- (e) Submit a statement of account to all members when items (a) to (d) have been completed;
- (f) Call a Special General Meeting of the members who shall decide on the disposal of the remaining Club funds in one of the following ways:
 - (i) distribute the remaining funds amongst those unit members whose subscriptions were paid up at the time of the passing of the resolution to dissolve the Club, in amounts proportionate to the number of years (up to 20) during which the members are recorded as having been in continuous paid-up membership: or
 - (ii) pass any remaining funds to the Central Council for British Naturism.

36 RULES AND STANDING ORDERS

A copy of these Rules and the Standing Orders appended hereto shall be supplied to each unit member and to every new unit member on joining the Club. A copy shall also be displayed in the Club pavilion.

37 AMENDMENTS TO RULES

These Rules, as well as the Standing Orders appended hereto, shall not be amended or added to except with the authority of an Annual or Special General Meeting.