



Member Hand Book

Sunnyacres, Pond Road, Headley, Bordon, Hants GU35 8NN

Phone 01428 712204

Dear Sunnyacres Member

Welcome, we are very pleased you have chosen to join Sunnyacres. In this hand book you will find detailed information as to how the club is run. Here are some points to get you started.

Our first concern is your safety.....

We take every care to look after the club and members use the facilities at their own risk; if you see something that concerns you do let a Committee Member know.

We welcome those under 18 years as visitors when they are accompanied by a parent or an adult with parental responsibility.

Only take photographs of people where they have given you permission and they have agreed how you will use the photograph; and be especially careful if anyone under 18 is included in the photograph

The pool is our jewel in the crown and is maintained by a dedicated team of volunteers so ...

- Only use the pool if both covers are fully removed, the cleaning robot is not in use and there is at least one other person nearby.
- Once you have been shown how to remove and replace the covers do so carefully and ensure the white sun covers are used to protect the main covers.
- To ensure the quality of the water please shower before entering.
- If you are the last person to leave the club at the end of the day replace the covers.
- And if you want to get more involved join the Pool Management Team.

As to your security.....

- Please take responsibility for the security of your possessions; the lockers in the changing room can be hired for £5/10 a year.
- Always close the front gate on arriving and leaving, and do not share the entry code with anyone who is not a member.
- If you are the last person to leave the Club lock all outbuildings, return any keys to the safe and close it, and finally lock the pavilion; should you lose your pavilion key please inform a Committee Member at the earliest opportunity.

If you find yourself admiring the facilities it's because members maintain them and we invite you to help by

- Using the changing hut and not leaving clothing lying on the grass or in the pavilion
- Cleaning and putting away any equipment you use, wiping down tables and sweeping floors, labelling any food in the fridge with your name and, if it is past its best, disposing of it.
- Being especially careful with electrical equipment; if anything breaks or is not working let the Committee know.
- Taking all your litter and food packaging home with you; there are no "dust faeries"!!!
- Joining our monthly and occasional workdays where we do general maintenance and gardening; don't worry no special skills are required and there are jobs to suit every level of exertion; it's also an opportunity to share lunch and learn a little more about your fellow sun worshippers.
- Keeping your chalet and the surroundings neat and presentable; but don't get carried away and start chopping down trees or removing bushes without checking with the Committee first.
- Using the Car Park considerately leaving as much space as possible for others and never parking in Pond Road

Now most important of all enjoy the sun and have fun !



Club Rules

Our goal is to ensure a friendly well run Club where members can feel safe and secure and in order for this to be the case we have a minimal set of rules.

The rules have evolved over time and occasionally they are revised as you can see from the dates below.

Do take some time to read them and if you have any questions please ask a member of the Committee for clarification.

Revision history

Revised and approved by the Extraordinary General Meeting 6 November 2022

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

RULES

1. DEFINITIONS

This section defines words used within these rules

- 1.1. **Adult:** an adult is a person who has reached the age of eighteen years.
- 1.2. **Child:** a child is a person who has not reached the age of eighteen years.
- 1.3. **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.
- 1.4. **Unit:** a single person or a couple or a family (including dependent children) paying one annual subscription
- 1.5. **Member:** each adult member in a unit up to a maximum of 2

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

2. NAME

- 2.1. The name of the Club shall be 'Haslemere Sun Club'.

3. OBJECT

- 3.1. The Object of the Club shall be to provide members with facilities for naturist sunbathing swimming, recreation and socialising.

4. MEMBERSHIP

- 4.1. Membership shall be open to adults and the decision as to whether a person shall be admitted to membership shall rest with the Committee.
- 4.2. Children are welcome at the Club but only when accompanied by a parent.
- 4.3. 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.
- 4.4. 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.
- 4.5. Years of membership as a Life Member shall count towards accrued years of paid-up membership in the event of dissolution of the Club.
- 4.6. 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.
- 4.7. 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.
- 4.8. 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

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

5.1.1. Following the Membership Review Process (Appendix A) it is the 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.

5.1.2. 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.

5.2. 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.

5.3. 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

6.1. 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:

6.1.1. A single person, or

6.1.2. A couple, or

6.1.3. A family (including dependent children).

6.2. 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.

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

7. HOLIDAY MEMBERSHIP

7.1. 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.

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

8. VISITS

8.1. All visitor are to be registered in the visitors book, electronic or otherwise

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

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

9. PRIVATE CHALETS

- 9.1. The number of private chalets to be erected on the Club's grounds shall be limited to 28, and their location shall be decided by the Committee
- 9.2. Any new or replacement chalets shall be approved by the committee and shall be of a uniform shape and may not exceed a length of 3 metres and a width of 2 metres.
- 9.3. 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.)
- 9.4. Except where already constructed, chalets shall be on a wooden base, easily moved should the need arise.
- 9.5. 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.
- 9.6. 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.
- 9.7. A fire extinguisher must be installed in all private chalets.
- 9.8. 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

- 10.1. The affairs of the Club shall be managed by a Committee. The Committee shall normally be composed of the Chair, the Vice-Chair, the Secretary, the Treasurer, the Pool Officer, and six other members.
- 10.2. The members of the Committee, including the officers, shall be elected by ballot each year at the Annual General Meeting.
- 10.3. 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.
- 10.4. 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.
- 10.5. Vacancies on the Committee occurring during the year shall be filled by co-option.
- 10.6. Six members of the Committee shall form a quorum.
- 10.7. 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

- 11.1. The duties of the Committee shall be jointly:
 - 11.1.1. To carry out the instructions of the Annual General Meeting or any Special General Meeting that may be convened.
 - 11.1.2. To take all steps possible for the realisation of the objects of the Club.

12. DUTIES OF THE CHAIR (OR VICE CHAIR IN THEIR STEAD)

12.1. To preside at all meetings of the Club. They 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

13.1. To conduct the correspondence of the Club;

13.2. To deal with all applications for membership and, with the assistance of the other members of the Committee, to interview candidates for membership;

13.3. To convene, arrange the agenda of, and attend all meetings of the Committee;

13.4. To convene, attend and issue the agenda for all Annual and Special General Meetings;

13.5. To furnish reports of all conferences and meetings which they attend as representatives of the Club;

13.6. To prepare the Committee's report for the year to be presented at the Annual General Meeting;

13.7. To be responsible for the preparation of the Minutes of each meeting of the Committee and of Annual and Special General Meetings;

13.8. 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

14.1. 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;

14.2. To attend all meetings of the Committee and Annual and Special General Meetings;

14.3. 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;

14.4. To be responsible for the membership records, and to enter the receipts and disbursements of the Club in proper books;

14.5. 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;

14.6. To issue reminder notices and notices of termination of membership as laid down in Rule 6.

15. DUTIES OF THE POOL OFFICER

15.1. To be responsible for the safety and maintenance of the pool

15.2. To ensure a Pool Manager is appointed and supported by a team

16. FUNDS & RESERVES

16.1. 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.

16.2. 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.

16.3. 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.

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

17. EXAMINATION OF CLUB ACCOUNTS

17.1. 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.

18. DUTIES OF THE EXAMINER OF CLUB ACCOUNTS

18.1. 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.

19. OFFICIAL JOURNAL

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

20. EDITOR

20.1. 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.

21. BRITISH NATURISM

21.1. The Club shall be affiliated to the national naturist organisation, British Naturism.

22. ANNUAL GENERAL MEETING

22.1. 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.

22.2. The Annual General Meeting shall be governed by the Procedures for General Meetings (Appendix B)

22.3. 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.

22.4. 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 dependent children).

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

22.6. 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.

23. SPECIAL GENERAL MEETINGS

23.1. 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.

24. PHOTOGRAPHY

24.1. Members may take photographs at 'Sunnyacres' where persons appearing therein have given prior consent for the photographs and their intended use.

24.2. 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.

25. OPEN EVENTS

25.1. 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.

26. CHILDREN

26.1. 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.

27. LIABILITY IN CASES OF ACCIDENT, ETC

27.1. 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.

28. FIRST AID

28.1. 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.

29. DRESS

29.1. Members and guests are invited to embrace the naturist ethos of the Club, which is to enjoy the facilities unencumbered by clothing

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

29.3. 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.

30. DOGS

30.1. No dogs shall be allowed on Club grounds.

31. KEYS TO 'SUNNYACRES'

31.1. 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.

32. CAMPING

32.1. 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.

33. MAINTENANCE OF CLUB GROUNDS, BUILDINGS AND FACILITIES

33.1. 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.

34. DISSOLUTION

34.1. 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.

34.2. 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 the Committee may itself wish to make.

34.3. 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.

35. TRUSTEES

35.1. 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.

36. DUTIES OF TRUSTEES

36.1. On a decision to dissolve the Club being taken by a two-thirds majority of the membership as laid down in Rule 34, the Trustees shall:

36.1.1. Take over from the Treasurer all books, cash, accounts, vouchers etc appertaining to the funds of the Club, including the information specified in Rule 34;

36.1.2. Notify all members of the Club and British Naturism 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;

36.1.3. Place any monies obtained through the sale of Club property into the Club banking account;

36.1.4. 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;

36.1.5. Submit a statement of account to all members when 36.1.1. to 36.1.4.) have been completed;

36.1.6. 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:

36.1.6.1. distribute the remaining funds amongst those units 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 units are recorded as having been in continuous paid-up membership; for the avoidance of doubt. where a unit comprises 2 members, each member will receive half of the distribution awarded that unit, where a unit comprises 1 member they will receive the whole of the distribution awarded that unit: or

36.1.6.2. pass any remaining funds to British Naturism.

37. RULES

37.1. A copy of these Rules and the Procedures for General Meetings 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.

38. AMENDMENTS TO RULES

38.1. These Rules, as well as the Procedures for General Meetings at Appendix B, shall not be amended or added to except with the authority of an Annual or Special General Meeting. Appendix A may be amended by the Management Committee to account for current best practice without reference to a General Meeting

APPENDIX A

Sometimes things happen which may cause concern for a Member or the Club. Often an honest airing of the matter in a respectful and courteous manner with all parties concerned solves the problem and occasionally it will be necessary to go through a more formal procedure.

A Member having a concern regarding the administration of the Club or another Member which cannot be dealt with informally should follow the Member Concern Procedure

Member Concern Procedure

1. Raising the Concern

- 1.1. The Member should raise their concern in writing to the Club Secretary.
- 1.2. If it is not possible to answer/resolve the matter to the Member's satisfaction then the Secretary will refer the matter to the Vice Chair, or if they are directly involved in the concern, another Member of the Committee excluding the Chair.

2. The Hearing

- 2.1. The Vice Chair/Member, along with another Member of the Committee, will invite the Member, accompanied if they so wish by another Member, to present their continued concerns and any evidence or statements.
- 2.2. If it is still not possible to resolve the matter to the Member's satisfaction then the matter will be referred to the Committee.

3. Quorum Hearing

- 3.1. The Committee will invite the concerned Member, accompanied if they so wish by another Member, to present their continued concerns and any evidence or statements to a Quorum (6 members or more) of the Committee.
- 3.2. The Chair will reply to the Member with a full and final response within 14 days

The Club having a concern regarding a Member's behaviour which cannot be dealt with informally shall follow the Member Review Procedure which will rarely be required and is likely to be used in, but not limited to, instances of:

1. Abusive behaviour of a verbal, physical or sexual nature to another Member, Visitor or any other person on the Club premises or dealing with the Club.
2. Theft taking place on the Club premises
3. Abuse of the Club facilities or property
4. Behaviour which brings the Club into disrepute
5. Consistent contravention of the Club rules or conventions

If such should occur the matter should be brought to the attention of the Secretary and the Member Review Procedure will start.

The Member Review Procedure will always seek the minimum action consistent with the behaviour and in serious cases can revoke Membership.

The Members who conduct the Member Review Procedure will be drawn from the Club Committee, and where possible have no prior involvement in the case, be a witness to any of the events or have any conflict or bias.

In order to maintain impartiality Members of the Committee will not discuss a Member Review Procedure amongst themselves or with any other Member.

If Committee Members' conflicts, prior knowledge or involvement in the case have ruled them out of participation other Members may be co-opted for the Member Review Procedure.

Member Review Procedure

1. The Investigation

- 1.1. The Secretary and/or a designated Committee Member acting as Investigating Officers will carry out a reasonable investigation into the matter. This may involve gathering documentary evidence and taking statements from relevant witnesses.
- 1.2. Once evidence is gathered, it will be submitted to the Hearing Panel. The Investigating Officers will not express any opinion or make any recommendation when they submit evidence to the Hearing Panel.

2. The Hearing

- 2.1. The Hearing Panel will comprise two Committee Members who may not be drawn from the Investigating Officers, The Chair or the Vice-Chair.
- 2.2. The Hearing Panel will review the evidence and if they think it necessary they will invite the Member, by letter or email, to a hearing, giving them no less than 14 days notice so they can prepare. The invitation will set out the detail of the allegations, provide the right to be accompanied by a fellow Member and enclose the relevant evidence.
- 2.3. At the Hearing itself, the member will have an opportunity to challenge the evidence, make representations about the case being put against them and propose mitigation of their behaviour.
- 2.4. At the end of the Hearing, the Hearing Panel will adjourn, reach a conclusion and a course of action which may include requesting further investigation. On reaching a conclusion the Hearing Panel may notify the Member verbally and, in any case, will notify them in writing including the time frame to appeal the conclusion, if applicable, no more than 7 days after the Hearing

3. The Appeal

- 3.1. The Appeal Panel will comprise a Quorum (6 members or more) of the Committee in order of availability The Chair/Vice Chair/4 previously uninvolved Committee Members
- 3.2. At the Appeal Hearing the Member, accompanied by another Member if they wish, may submit fresh evidence, produce new arguments, question the process has been correctly followed; or re-present their case, in effect a second hearing.
- 3.3. On reaching a conclusion the Appeal Panel may notify the Member verbally and, in any case, will notify them in writing no more than 14 days after the Appeal Hearing, of their final decision and course of action.

APPENDIX B

PROCEDURES FOR GENERAL MEETINGS

- 1 Any General Meeting comprised of members of the Haslemere Sun Club shall assemble at the time on the date and at the place appointed for the meeting.
- 2 Each member shall stand when speaking, shall address the Chair and, on rising, shall announce their name. If two or more members rise at the same time to speak, the Chair 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 Chair is standing.
- 3 Each member shall address them self 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 Chair in personal explanation of some material point of a speech made by them which they believe to have been misunderstood.
- 6 The right to reply shall be conceded to the mover of a substantive motion requiring action, 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 vote 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 shall invalidate such ballot paper.
- 12 The normal rules of debate shall apply at all General Meetings. Members are invited to be respectful and use courteous language when addressing individuals and the meeting
- 13 In the event of any point not covered by these Procedures arising, the Chair's decision shall be final; but the Chair may, should they 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.