

- 6.7. Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 6.8. Formalities in connection with general meetings (such as how to put down resolutions) shall be decided by the Committee in Club Regulations and publicised to Club members.

## **7. Annual General Meetings**

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- 7.1. the Members will elect a Committee including a Chair, Treasurer and Secretary to serve until the next AGM;
- 7.2. the Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 7.3. the Committee will present a report on the Club's activities since the previous AGM;
- 7.4. the Members will appoint a suitable person to audit the accounts; and
- 7.5. the Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

## **8. Extraordinary General Meetings (EGM)**

- 8.1. An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request of not less than 7 members signed by them.
- 8.2. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.
- 8.3. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting, the costs of which will be reimbursed by the Club.

## **9. Removal of Membership, Discipline and Appeals**

- 9.1. Any official complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 9.2. Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.
- 9.3. The Committee shall appoint a Disciplinary Sub-Committee who will meet to hear complaints within 21 days of a complaint being lodged.
- 9.4. The Disciplinary Sub-Committee shall have a maximum of three members, none of whom have any involvement in the complaint.
- 9.5. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- 9.6. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.
- 9.7. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 9.8. There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:
  - 9.8.1. against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and
  - 9.8.2. against the Committee's refusal to admit a new member,in either case, the Committee shall appoint an appeals committee ("Appeals Committee").
- 9.9. The Appeals Committee shall have a maximum of three committee members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club and in either case, none of whom have any involvement in the complaint.
- 9.10. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal.
- 9.11. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.
- 9.12. The decision of the Appeals Committee shall be final and binding on all parties.

