



**NATIONAL LIBERAL CLUB
RULES
SEPTEMBER 2019**

A NAME AND OBJECTS

- 1.1 The name of the Club shall be the National Liberal Club (in these Rules called “the Club”).
- 1.2 The Club is a Members’ Club operating within the framework defined in the Agreement of 9th November 1978 with the National Liberal Club Limited (hereinafter called “The Management Company”). A copy of the Agreement is available for inspection by members in the Club Secretary’s Office.
- 2.1 The principal object of the Club is to provide club facilities in London, so that Members and their guests may enjoy Club services and hospitality, and Liberals and their friends may further the Liberal cause, provided always that there shall be no discrimination on the grounds of age, race, sex, religion, belief, sexual orientation, disability, gender reassignment, or ethnic or national origin.
- 2.2 The Club welcomes as members persons of probity and good standing and expects members to not bring the Club into disrepute.
- 2.3 Whilst maintaining full autonomy and independence, the Club identifies with the Liberal cause, and reserves the right to maintain and encourage association with other groups and individuals that seek to further the Liberal cause in line with the provisions of Regulation 1.10, and to stimulate Liberal debate. The Club remains fully welcoming of those who wish to further other political causes, or none at all, provided they do not use the Club or its facilities for anything harmful to the Liberal cause.

B MEMBERSHIP

- 3.1 Membership shall be open to such persons, who shall be divided into such categories, as the General Committee may from time to time decide. Members shall pay such fees and/or subscriptions (whether or not of a recurrent nature), as the General Committee shall from time to time decide. Members (other than those elected for a temporary period) may choose to be Political Members. The categories of membership shall be as follows:

Honorary	Junior
Life	Temporary
Town	Nominated (by an Affiliated Association)
Country	Joint (spouses and life partners)
Overseas	

- 3.2 The General Committee may also, on such terms as it may think fit, permit the affiliation to the Club of any other Club, or body of persons (whether incorporated or not); and may do so

on terms granting privileges to individual members of any such club or body, provided that the same shall not make such persons Members of the Club.

- 3.3 No person may be admitted to membership or as a candidate for membership to any of its privileges without an interval of at least two days between nomination or application for membership and admission.
- 3.4 Persons becoming members without prior nomination or application may not be admitted to such privileges without an interval of at least two days between their becoming members and their admission.
- 3.5 Nominations shall be arranged alphabetically in a printed list, copies of which shall be placed seven clear days before the date of election in such parts of the Club house as may be prescribed by the Membership Committee appointed under Rule 7.1.1.
- 3.6 Membership shall be cancelled if:
 - (a) A Member gives written notice to the Secretary in writing but if given after 30 November in any year the subsequent year's subscription will remain payable in full if the Member has been liable to pay an annual subscription;
 - (b) A Member's subscription has not been paid within three months of falling due (provided that membership shall be restored if the subscription is paid during the period to which the subscription relates); this Rule does not remove the contractual obligation to pay the outstanding subscription;
 - (c) After due process in accordance with the Complaints Procedure adopted by the General Committee a Member's conduct is found to be incompatible with the objects, rules and well-being of the Club or injurious to the Liberal cause and it is determined that cancellation is the appropriate sanction.
- 3.7 Any person ceasing for whatever reason (including cancellation of membership under Rule 18.4 below) to be a Member shall thereby forfeit any claim on the property or assets of the Club.

C GENERAL COMMITTEE

- 4 The Club shall be managed by a General Committee which shall, subject to the provisions of these Rules, have full powers to conduct the affairs of the Club; and shall, without prejudice to the generality of the foregoing, have power to make and from time to time vary Standing Orders for the conduct of its proceedings and regulations, inter alia, as to the conduct of Members and the use of the Club premises generally.
- 5.1 The General Committee shall consist of:
 - a) The President
 - b) The Vice-Presidents, who shall be not more than ten in number and any of whom may decline to serve on the General Committee.
 - c) The Trustees, who shall be not more than eight in number and any of whom may decline to serve on the General Committee.
 - d) Up to thirty members elected in accordance with Rule 6.1 below, of whom at least eighteen must be Political members.
 - e) The Treasurer
 - f) The Art Curator

g) The Archivist

h) The Librarian

Only members elected by the general membership of the Club to the General Committee in category d) of this rule have voting rights, but all members of the Committee shall be entitled to participate in debate or discussion.

5.2.1 Each year the General Committee shall hold a First Meeting (The First Meeting) immediately prior to the Annual General Meeting of the Club. The First Meeting shall, in accordance with the Election regulations elect:

a) From among its members a Chairman and Vice-Chairman

b) A Treasurer, an Art Curator, an Archivist and a Librarian who need not be existing members of the General Committee.

5.2.2 The Chairman and Vice-Chairman shall serve until the following Annual Meeting. At the end of this term they may offer themselves for re-election, subject to a maximum period of continuous service of three years following which they shall not be eligible for re-election to the same office until the subsequent Annual Meeting.

5.2.3 The Treasurer, Art Curator, Archivist and Librarian shall serve until the following Annual Meeting. At the end of this term they may offer themselves for re-election.

5.3 The General Committee may also appoint any of its members to any additional post that it may choose to create in accordance with its Standing Orders. Any such appointments shall lapse at the start of the subsequent Annual Meeting. The appointees, if still members of the General Committee, shall immediately be eligible for re-appointment.

6 Seven weeks prior to the Annual General Meeting in each year, notice shall be posted on the Club notice board of the number of vacancies on the General Committee to be filled thereat, and shall invite nominations (which must be proposed and seconded by Members and bear the consent of the nominee) by a date no later than five weeks prior to the date of the Annual General Meeting. In the event of the number of persons validly nominated exceeding the number of vacant places, ballot papers shall be despatched not later than three weeks prior to the Annual General Meeting for return by post or hand to arrive no later than the closure of the Club on the date seven days prior to the Annual General Meeting.

The newly elected members of the General Committee take office immediately and shall be entitled to vote at the subsequent First Meeting. Voting shall be by the single transferable vote.

Elections shall be conducted in accordance with the clubs election regulations as determined by the General Committee.

6.1 A ballot shall be held each year in accordance with the Election Regulations to elect ten members to serve on the General Committee for a period of three years.

6.2 In the event of a vacancy arising in respect of a member whose term has more than three months to run, it shall be filled in accordance with this sub-rule. The votes cast at the election at which the vacating member was elected shall be recounted with the votes for that

member eliminated. The vacancy shall be filled, until the following year's General Committee election, by the previously unsuccessful candidate with the most votes. In the event of a tie, the election shall be determined by lot. Should less than three months remain between a casual vacancy arising and the next General Committee election, the casual vacancy will remain unfilled until the election, when the remaining part of the vacant term will be filled by the candidate who is the last to be elected. In the event of a tie, the election will be determined by lot.

- 6.3 (a) Members reaching the end of their term of office as defined in Rule 6.1 above may offer themselves for re-election, provided that they shall not serve more than three consecutive three-year terms on General Committee, after which they may only seek re-election to General Committee the following year.
- (b) The Chairman and Vice-Chairman of the General Committee may have an extension to the nine-year fixed term laid out in Rule 6.3 (a) above, for as long as they serve in these posts, provided that:
- (i) they are still subject to the three-year continuous limit for each post, as laid out in 5.2.2, and
- (ii) the total period extending their term on General Committee beyond nine years does not exceed five years across both posts.
- (c) Any retiring Chairman or Vice-Chairman of the Club who has exercised an extension of their term on General Committee under 6.3 (b) may not seek re-election to the General Committee for a further two years, rather than the usual one-year period set out in 6.3 (a).
- 6.4 Should there be insufficient candidates to fill all the places on the Committee those unfilled shall be treated as casual vacancies and filled at the next following Annual Meeting.
- 6.5.1 Any member of the Club shall be entitled to attend General Committee meetings as an observer. This Rule is subject to seating space constraints, and to the provisions of the Standing Orders of the General Committee, including the ability of General Committee to exclude observers during confidential items covered by Standing Order 6; but the assumption shall be that any member may normally observe proceedings, unless otherwise directed under Standing Orders. The dates and times of the year's forthcoming General Committee meetings shall be publicised to members, including on the Club notice board.
- 6.5.2 General Committee meetings will include a timetabled Question & Answer session, during which any member of the Club may speak, to put questions to the General Committee. The conduct and timing of this session will be subject to Standing Orders.

D SUB-COMMITTEES

- 7.1.1 The General Committee shall appoint as Standing Sub-Committees:
- a) A Membership Committee (which shall possess, inter alia, the powers conferred on it by these Rules);
- b) A General Purposes Committee; and
- c) A Beer, Wines and Spirits Committee.
- Each Standing Sub-Committee shall consist of nine members. Ballots of the General Committee shall be held each year in accordance with the Election Regulations to elect three members from amongst its number to serve for a period of three years on each of the Standing Sub-Committees.

- 7.1.2 No one may serve as Chairman of more than one Sub-Committee at the same time. Chairmanship of a Sub-Committee shall be subject to a maximum period of continuous service of three years in each post, following which they shall not be eligible for re-election to that same post until the following year.
- 7.1.3 The General Committee may, from time to time, appoint, vary and dissolve other Sub-Committees for such purposes as it may think fit. It may, by a two-thirds majority of those present and voting, delegate to such Sub-Committees such powers as are not specifically allocated by these Rules. Membership of Sub-Committees is not restricted to members of the General Committee and Sub-Committees may co-opt up to three additional members of the Club on an annual basis.
- 7.2 So long as the Club shall be entitled to appoint annually two Directors of the Management Company one shall, if able, be the Chairman of the General Committee, and the other shall be elected by the General Committee from among its members.
- 7.3 So long as the day to day running of the Club shall be conducted by the Joint Management Committee in accordance with the terms of reference agreed by the General Committee on 13th May 1987, the General Committee shall, at its first meeting after the Annual General Meeting, elect by single transferable vote, three members to serve for one year on the Joint Management Committee.
- 7.4 Casual vacancies for Chairman or Vice-Chairman, on the Standing Sub-Committees, the Board of the Management Company or the Joint Management Committee, may be filled by the General Committee holding a bye-election. Casual vacancies on the Standing Sub-Committees may alternatively, at the discretion of the General Committee, be held together with the annual ballot for that Committee in accordance with the Election Regulations. Casual vacancies for Chairman or Vice-Chairman may alternatively, at the discretion of the General Committee, be left unfilled until the next First Meeting. Any person elected under this Rule shall serve for the remainder of the term of the person whose death or resignation caused the vacancy to arise.
- 8.1 The members of the General Committee shall be entitled to receive all documentation relating to the Standing Sub-Committees and all other Sub-Committees; and the Chairman of the General Committee (or the Vice-Chairman in his/her absence) shall be entitled to attend, speak and vote at all such meetings.
- 8.2 Members of the Club shall be entitled to view minutes and papers of the General Committee on a secure section of the Club website; or to view such minutes and papers in person at the Club. General Committee reserves the right to place some confidential items on separate “pink papers”, which are exempted from this rule, if they deal with items that come under Standing Order 6.
- 8.3 The minutes and papers circulated in accordance with this Rule are strictly confidential to members and staff and circulation of the minutes and papers and /or disclosure of their contents beyond the Club will be a breach of confidence and treated as a matter of conduct.

E THE OFFICERS AND POWERS TO ACT

- 9 The Chairman of the General Committee shall have the power to act, where necessary, between meetings of the General Committee after consultation, as far as is practical and appropriate, with:
- a) The President;
 - b) The Vice-Chairman;
 - c) The Chairmen of the Standing Sub-Committees;
 - d) The immediate past Chairman;
 - e) The Club's representative serving as Chairman or Vice-Chairman of the Joint Management Committee;
 - f) The Treasurer;
 - g) The Art Curator;
 - h) The Archivist; and
 - i) The Librarian
- who shall collectively be known as the Officers, and shall have voting rights at Officers' meetings.

Any actions taken under this rule shall be reported to the next meeting of the General Committee.

The Minutes and Papers of Officers' meetings shall be available, on request, to members of the General Committee.

F TRUSTEES

- 10 There shall be eight Trustees of the Club of whom not fewer than six shall be Political Members of the Club. They shall be appointed from time to time as necessary by the General Committee. Upon appointment, at any time after the 2019 Annual General Meeting, a Trustee shall remain in office for a term of ten years or until death or written resignation or until removed by a majority of two-thirds of those present and voting at a General Meeting where not fewer than fifty vote in the majority, to be confirmed by the next General Meeting of the Club by simple majority.

The appointment of a Trustee shall take effect from the date of appointment by the General Committee and, if the appointment is not confirmed at the next General Meeting of the Club, the Trustee shall thereupon cease to hold office, subject as aforesaid.

Trustees reaching the end of their term of office as defined in Rule 6.1 above may offer themselves for re-appointment.

- 11 The Trustees shall elect annually one of their number to serve as Chairman. The Chairman shall serve until the following annual election. At the end of this term they may offer themselves for re-election, subject to a maximum period of continuous service of three years following which they shall not be eligible for re-election to the same office until the subsequent annual election.
- 12 The Trustees shall hold the property, assets and funds of the Club in the names of such of their number (being not less than two) as may be convenient.
- 13 Subject to any specific direction of the General Committee, or of the Club in General Meeting, Club funds may be invested in such manner (whether or not producing income,

and whether or not authorised by law for the investment of trust funds and including the making of loans with or without security) and in such part of the world as may be thought fit.

- 14 The Trustees shall deal with the income of the club in such a manner as the General Committee may from time to time direct; provided always that any disagreement between the Trustees and the General Committee shall be referred, at the request of the Trustees, to a General Meeting.
- 15 The trusteeship of any person holding the office shall be, ipso facto, terminated if that person is declared of unsound mind, or becomes bankrupt or insolvent, or is convicted of a serious criminal offence, or ceases to be a member of the Club under provisions elsewhere within these Rules.

G MEMBERSHIP COMMITTEE AND COMPLAINTS

- 16 An application for membership shall require the support of not less than two-thirds of those present and voting at a meeting of the Membership Committee. An applicant must complete such form as the Membership Committee shall from time to time prescribe; such form will embody, as alternatives, declarations appropriate to their membership category. A completed application form must be accompanied by a signed statement from an existing Member to the effect that the applicant is personally known to him; is in all respects eligible and suitable to be a Member and (in the case of an application for Political membership) is Liberal in politics.
- 17 The General Committee shall establish a Complaints Procedure to be followed in the event of a complaint of substance arising, or being made, against a member and the procedure shall include an appeal process.
- 18.1 The Complaints Procedure shall permit the suspension of a Member pending a determination, of a complaint but only if there are good reasons to consider that it is necessary to do so for the reputation of the Club and/or for the safeguarding of its Members and/or staff.
- 18.2 The complaint and the process by which it is determined shall be in private and confidential to the parties and such others as are as a matter of necessity involved in the process subject to Rule 18.3 below
- 18.3 In the event of a membership being cancelled, or suspended, the panel (after the time for an appeal has passed) or the appeal panel if there is an appeal shall have the power for a good reason to publish within the Club, and/or make public, its decision. Good reasons for the publication of the Panel's decisions are entirely within the discretion of the Panel and include, but are not limited to, the protection of the reputation of the Club or any member of the Club or Club staff, and will include the right of the Panel to correct any public assertions which have been made regarding the complaint. The Panel will also publish their decision when requested to do so by the complainant or the Member who was the subject of the complaint.
- 18.4 The following determinations and sanctions are available to any Panel or Appeal Panel that hears a complaint under the Complaints Procedure:

- i) If the complaint is not proved, the complaint shall be dismissed;
- ii) If the complaint is proved, the following sanctions may be applied at the discretion of the Panel:
 - a) The Member against whom the complaint was made has his membership of the Club cancelled with immediate effect;
 - b) Membership is suspended with or without conditions attached;
 - c) The Chairman of the Membership Committee gives formal written advice as to future conduct to the Member against whom the complaint has been made.
- iii) If there is no appeal within the time allowed in accordance with paragraph 17, or where there is an appeal, the decision of the appeal panel shall be final.

H GENERAL MEETING

- 19 An Annual General Meeting of the Club shall be held in each year at such time and such place as shall be fixed by the General Committee (and, if no other time and place are so fixed, at the Club on the fourth Wednesday in May at 6pm) for the following purposes:
- a) to receive from the General Committee:
 - i) a report on the general condition and progress of the Club during the preceding year; and
 - ii) an abstract of the Accounts for the preceding year.
 - b) to confirm or otherwise the election by the General Committee of the Chairman, Vice Chairman, Treasurer, Art Curator, Archivist and Librarian for a one-year term until next year's Annual General Meeting; and if appropriate, the appointment of the President, and/or Vice Presidents and such appointments made on or after the Annual General Meeting in 2020 shall be for a renewable term of ten years; and if appropriate, the appointment of Trustees.
 - c) to receive the results of the elections for membership of the General Committee.
 - d) To decide on any resolution affecting the Club which has been duly submitted as hereinafter provided.
- 20 An Extraordinary General Meeting shall be summoned by the Chairman upon the instructions of the General Committee, or upon receipt of a written requisition signed by at least one hundred members. Not less than 14 days' notice of such meeting shall be given, and no business not specified in the related notice shall be transacted thereat.
- 21 Voting at General Meetings shall be by show of hands; a count may be required by forty Members or by the Chairman. If a member is in arrears with their subscription they shall not be counted as a member or entitled to vote at a General Meeting.
- In the event of a tied vote, the Chairman shall have an additional casting vote to resolve the tie.
- 22 In case of any political or other emergency the General Committee may summon an emergency meeting of the members of the Club, in such manner, and at such time and place, as it may deem expedient.
- 23 Notwithstanding the preceding provisions of these Rules, a resolution to dissolve the Club shall require at least one month's prior written notice to all Members.

- 24.1 Any amendment or addition to these rules, save as specified in rules 24.2.or 24.3 below, shall require the consent of not less than two-thirds of those present and voting at a General Meeting with not less than 3% of the total membership as at the preceding 31st March voting in the majority.
- 24.2 In addition to the requirements of rule 24.1, any amendment to the words “of whom at least eighteen must be Political Members” in Rule 5.1.c, “of whom not less than six shall be Political Members” in Rule 10, “and (in the case of an application for Political membership) is a Liberal in politics” or to this rule itself, shall separately require the consent of not less than two-thirds of the Political Members present and voting at the same General Meeting.
- 24.3 In addition to the requirements in Rules 24.1 and 24.2 any amendment to Rule 1.1, the words “and Liberals and their friends may further the Liberal Cause” in Rule 2.1, the words “Members (other than those elected for a temporary period) may choose to be Political Members.” in Rule 3.1, the words “and (in the case of an application for Political membership) is Liberal in politics” in Rule 16 or to this rule itself or any resolution to dissolve the Club shall separately require a majority vote of both all Members and all Political Members in a postal ballot held after due consent has been given by a General meeting and conducted according to regulations drawn up by the General Committee and included in the published Regulations of the Club.

I CONTROL OF THE SUPPLY OF INTOXICATING LIQUORS

- 25.1 The supply of intoxicating liquors to the Club and its Members, and the questions relating to that supply and the making and altering of the rules and regulations relating thereto, shall be under the control of the Beer, Wines and Spirits Committee appointed under Rule 7.1.1 (c).
- 25.2 Provisions, or wines or other liquors, shall not be sent or taken out of the premises on any pretext whatever; nor shall any provisions be brought in by a member for consumption thereon, nor wines or other liquors without the previous consent of the Beer, Wines and Spirits Committee.
- 25.3 Intoxicating liquor shall not be supplied to members on the premises otherwise than by or on behalf of the Club.
- 25.4 The purchase for the Club and the supply by the Club of intoxicating liquors shall be managed on behalf of the general body of members by the Beer, Wines and Spirits Committee.
- 25.5 No arrangement may be made for any member to receive at the expense of the Club any commission or similar kind of payment relating to the purchase of intoxicating liquor by the Club; or for any person to derive in any way a financial benefit from the supply of liquor at the Club apart from any benefit which accrues to the Club as a whole.
- 25.6 The hours within which members may purchase intoxicating liquor shall be determined by the Beer, Wines and Spirits Committee within the times specified in the Club Premises Certificate.

J ERRORS AND OMISSIONS

- 26 All acts done by any meeting of the General Committee, or of a Sub-Committee of the General Committee, or by any person acting as a member or officer of the General Committee, or of such a Sub-Committee shall, notwithstanding that it be afterwards discovered that there was either some defect in the appointment of any such members or persons acting as aforesaid, or such members, persons, or Committees were acting beyond their powers when they genuinely believed that they were, in fact, acting within their powers, be valid as if every such person had been duly appointed, or such members, persons or Committees were acting within their powers. Once an act that requires the use of this Rule has been identified, the General Committee shall, as soon as reasonably practical, take action to remedy any defect in any appointment or clarify any powers as appropriate. Once the need to invoke this Rule becomes known, it may not be used to validate any subsequent acts arising from that defect or incorrect use of powers save as the Chairman may authorise as essential to the good running of the Club.
- 27 Accidental failure to give notice of a General Meeting to a Member, or non-receipt of such notice by any Member, shall not invalidate the proceedings at such Meeting.



**NATIONAL LIBERAL CLUB
REGULATIONS
JANUARY 2020**

MEMBERSHIP

1.1 Life Membership

Payment of a lump sum, in accordance with the accompanying scale, shall entitle Members to all the privileges of Membership of the Club during their lifetime.

Commutation of Annual Subscription

Age Attained	Commutation per £1 Annual Subscription
30-34	£17.90
35-39	£17.00
40-44	£15.85
45-49	£14.55
50-54	£12.80
55-59	£11.20
60-64	£ 9.50
65-69	£ 7.95
70-74	£ 6.30
Over 75	£ 5.60

1.2 Town Membership

With effect from 1st January 2015, Town Membership applies where:

- a) The Member has a place of residence within a radius of 100 miles from Charing Cross, or
- b) The Member is engaged in any business, profession or employment based within a radius of 20 miles from Charing Cross, irrespective of whether the Member's place of residence is inside or outside the 100 mile limit specified in (a) above.

When a Member moves from one category to another during the year, category changes will take effect from 1st January of the following year.

1.3 Country Membership

With effect from 1st January 2015, Country Membership applies where:

- a) The Member has no place of residence within the 100 mile limit specified in 1.2 (a) above
- and

- b) The Member is not engaged in any business, profession or employment based within the 20 mile limit specified in 1.2(b) above.

When a Member moves from one category to another during the year, category changes will take effect from 1st January of the following year.

1.4 Junior Membership

Junior Membership applies where the applicant is aged between 17 and 29 years. A Junior Member will pay no entrance fee, and a reduced annual subscription determined by reference to the age attained during the membership year, in accordance with the table below:

Age Attained during during Membership Year	Proportion of full Subscription Payable %
17-21	12.5
22	20
23	30
24	40
25	50
26	60
27	70
28	80
29	90

Junior Membership terminates at the end of the membership year in which the Member attains the age of 29 years.

1.5 Joint Membership

Joint Membership is available for:

- (a) Existing Joint Members as at 30th June 2013 provided that there has been no subsequent break in their membership of the Club;
- (b) Spouses and life partners of members at half the current full subscription, provided they share the same address and use one payment method.

Such 'Joint Members' will become full members of the Club, without having to pay a second entrance fee. This concession applies to those members currently paying the full subscription or who have taken out Life Membership. Also two spouses or partners may apply simultaneously for Joint Membership provided that the preceding qualifications are met and that one individual pays full membership, including the entrance fee.

Joint Membership will be treated as a discount incompatible with any other discount applying to either member concerned. For the purposes of this Regulation, Life Membership and Honorary Membership are not considered discounts.

1.6 Overseas Membership

Overseas Membership applies where the applicant lives permanently outside the United Kingdom. With effect from 1st January 2015, those who have paid at least one year's full Town or Country subscription are entitled to request that future annual subscriptions, as from the next date on which they become payable, shall be as follows:

- 1st full year abroad thereafter – 75% of Town subscription
- 2nd full consecutive year abroad – 75% of Town subscription
- 3rd full consecutive year abroad – 75% of Town subscription
- 4th full consecutive year abroad, and each consecutive year thereafter – 25% of Town subscription.

Members moving overseas must have paid at least one year's full Town or Country subscription to qualify. Members who first join whilst living abroad need to pay a Town subscription in their first year.

When a Member moves from one category to another during the year, category changes will take effect from 1st January of the following year.

This discount will be treated as incompatible with any other applicable discount.

1.7 Honorary Membership

The General Committee may elect as Honorary Members persons who have rendered distinguished service to the Club or in the spread of Liberal opinions.

1.8 Temporary Membership

The Chairman of the Membership Committee or his Deputy, may grant Temporary Membership of one month to distinguished visitors from overseas.

1.9 Membership Cards

Each Member will be issued with a membership card. Members are asked to carry their membership cards with them at all times. They may be asked to produce them at the Club, or elsewhere, if evidence of Club membership is required. The membership card is issued subject to the rules, regulations and appendices of the Club. It is not a credit card or cheque card and may be used only by the person to whom it is issued.

1.10 Affiliated Associations

Any Association or Club having for its object the promotion of the Liberal cause may apply for affiliation to the Club, but no such body shall be affiliated unless voted for by at least two-thirds of those present and voting at a meeting of the Membership Committee. The application must be accompanied by a copy of the resolution requesting affiliation, passed by the body and signed by its Chairman, together with a copy of its rules or constitution, and must be supported by a Member of the National Liberal Club.

1.11 Payment of Subscriptions and Resignations

The annual subscription of Members and Affiliated Bodies shall be payable in advance on 1 January in each year. Provided 1) that one half may be paid on or before 1 January and the

balance on or before 1 July in each year or 2) that where a Member gives a Direct Debit, payment may be made by four equal instalments on 1 January, 1 April, 1 July and 1 October respectively, or by twelve equal instalments on the 1st of each month. In the case of the twelve instalment option, a small administrative charge will be made.

Payment of subscription may be made by Mastercard, Visa or such other credit card or debit cards as agreed by the Membership Committee if a form of continuous authority is completed. In the year of their election Members shall pay a proportionate amount of the annual subscription. All notices of resignation or withdrawal must be given to the Secretary in writing by 30 November in order to be effective for the following year.

1.12 Reduced Subscriptions

- 1.12.1 With effect from 2020, on reaching the age of 65 years or more, members with not less than 15 years' current consecutive membership, may, depending on their circumstances, request that future annual subscriptions to the Club, as from the next date on which they become payable, shall be three quarters of that which would normally be payable, This will not be retrospective.
- 1.12.2 On reaching the age of 80 years or more, Members with not less than 30 years' current consecutive membership are entitled to request that future annual subscriptions to the Club, as from the next date on which they become payable, shall be one quarter of that which would normally be payable.
- 1.12.3 After fifty years of current consecutive membership Members shall be entitled to retain their membership without further payment of subscription.

1.13 Entrance Fees

An entrance fee shall be paid as determined from time to time. In the case of an application from a former member for the renewal of membership, no entrance fee shall be payable, provided that the Member resigned at the end of the previous period of membership in accordance with the provisions of Regulation 1.11 and that the lapse of membership does not exceed five years.

GENERAL

- 2 A Member shall not give any money or gratuity to any person who provides services to members of the Club.
- 3 A Member shall not, without the prior sanction of the General Committee, use the name and/or the address of the Club to promote any political, commercial or kindred object.
- 4 No Member may, on Club premises, play cards for any stakes of an immoderate amount; and all payments arising from such stakes shall be settled instantly.
- 5 When on Club premises, Members and their guests shall abide by the Club's dress regulations and the behaviour of Club Members and their guests should at all times be above reproach. In particular, it shall be considered a serious infringement of these regulations should any Member or their guest act in an incivil manner towards another Member or their

guest so as to cause offence by passing comments about a Member's or their guest's race, religion, gender, sexual orientation, appearance, political leanings or clothing. If a Member or their guest has an issue with the behaviour or dress of another Member or their guest and feels unable to approach them, this should be reported to the Secretary or a senior member of staff who will address the matter without delay. The General Committee shall be the final arbiter in the interpretation of this regulation (see Appendix I).

ADMISSION OF GUESTS

- 6 A Member may introduce guests. The Member must write their names and addresses in the Visitors' Book on their entering the Clubhouse; be responsible for them throughout their visit; and make all payments in respect of them. Guests must conform with the provisions of Regulation 5.

CLUB CIRCLES

- 7.1 Circles or Groups of Members may be formed, but only with the consent of the General Committee, for purposes which are not inconsistent with the objects or interests of the Club. They shall be subject to such regulations as may be made by the General Committee from time to time.
- 7.2 All manuscripts and pamphlets issued by any Club Circle must be sanctioned in advance by the Chairman or Vice-Chairman of the Club.

USE OF CLUBHOUSE

- 8 The Clubhouse shall be open and ready for the reception of members at 8.30am from Monday to Friday and Members will vacate the Club by 11.15pm allowing the Clubhouse to be locked by 11.30pm

Last Orders in the Dining Room will be at 2.00pm for luncheon and 9.30pm for dinner. The Bar will cease serving drinks at 11.00pm.

The General Committee or the Secretary may extend or, in exceptional circumstances, curtail these hours to take account of the needs of specific functions or events.

MEMBERS' ADDRESSES

- 9 Each Member of the Club shall give to the Secretary their address or that of their banker or agent, and all notices sent or posted to the address given shall be considered as duly delivered. No Member shall give the Clubhouse as their address under this regulation.

MEMBERS' MAIL

- 10 Letters delivered at the Club for Members will be forwarded immediately to them unless they have given specific instructions for the Club to retain their mail evidenced by a signed authority. With the exception of registered mail, letters not collected after three months will be destroyed.

PAYMENT OF BILLS

- 11 All bills shall be paid at the time they are incurred. When a Member has omitted to comply with this provision as to payment, their attention shall be drawn to the fact by letter, and should such letter fail to produce a prompt settlement, the management may refuse to provide the Member with further meals or services.

CLUB PROPERTY

- 12 A Member shall not take nor cause to be taken away from the Club, not injure nor destroy, any newspaper, book, pamphlet, or other article the property of the Club. A Member shall not remove or cause to be removed from any room of the Club any newspaper, magazine or pamphlet.

DOGS

- 13 Dogs, other than guide dogs for the blind or hearing dogs for the deaf, may not be brought into the Clubhouse

CHILDREN

- 14 Children under the age of 14 may not be brought into the Clubhouse without express permission except during August each year, when permission shall not be required to bring into the Clubhouse children between the ages of 8 and 14.

PROPERTY

- 15 No claim in respect of any property alleged to have been left or lost in the Clubhouse will be entertained. Articles deposited in the Cloakroom, Luggage Room or in the Safe, are deposited entirely at the owner's risk. The Club will not be responsible for the loss of any such article whether such loss be due to the negligence of the Club or the negligence or the dishonesty of any person or persons whether members of the staff of the Club or not. For security reasons, bags, cases, luggage and other containers may not be left in the cloakroom. The Club reserves the right to remove any such items and place them in the Luggage Room. Property found on the Club premises will be held for a period of three months, and then, if not claimed, will be disposed of.
- 16 Lockers are available to Members on an annual rental basis.

HOTEL BOOKINGS

- 17 A Member booking a bedroom at the Members' tariff is responsible for the payment for that room whether it is occupied or not unless proper notice of cancellation has been given. All applications for single or twin bedroom reservations shall be individual and no block bookings for bedroom reservations shall be accepted.
- 18 As from 1st July 2007 smoking is not permitted in any part of the Clubhouse but is permitted in the designated area on the Terrace.
- 19 These regulations may be amended by a two thirds majority of those present and voting at a meeting of the General Committee, where notice of the amendment has been given with, or prior to, the calling notice for the relevant meeting.

APPENDIX I

- 1 In all places within the Club, members, guests and visitors shall be dressed in a manner normally acceptable in a London Club of good standing.
- 2 Outdoor clothing shall not be worn or left in any Club rooms, but will be deposited in the places provided for this purpose, at the risk of the owner. Baggage and other impedimenta, with the exception of handbags and document cases, may not be taken into the Club rooms,

but may be deposited with the Hall Porter for safe keeping.

- 3
 - i. Members and guests are required to wear smart business or smart casual clothing in the Clubhouse at all times. A polo or roll neck sweater is also acceptable in place of a collared shirt for men, as is traditional, religious or national dress or uniform.
 - ii. Male members and guests are required to wear a jacket and tie, or an authorised alternative, every evening in the Dining Room after 6.30 pm, throughout the year.
 - iii. Male members and guests are required to wear a jacket and collared shirt (tie optional), or an authorised alternative, at all other times in the Clubhouse from September to May inclusive:
 - iv. During the summer months of June, July and August, male members and guests are required to wear a collared long or shortsleeved shirt, or an authorised alternative, on The Terrace or in The Clubhouse (jacket and tie optional except in the Dining Room after 6.30 pm).
 - v. A transgender/non-binary person (member or guest) is free to select the dress code that matches and is appropriate to the gender in which they present.
 - vi. Members and guests are required to comply with the specified dress requirement when attending Club events.
 - vii. Members and guests are not permitted to wear any of the following: shorts, tracksuits, sportswear including polo shirts, trainers, ripped or torn clothing, clothing bearing any slogan or prominent words.
 - viii. The requirements of the dress code shall not apply when there is a bona fide medical reason for non-compliance.
- 4 Mobile electronic devices may be freely used in the Business Facilities Room and other designated areas of the club including at the east end of the Terrace nearest the gazebo, the telephone booth in the Smoking Room, the Entrance Hall, stairs and landing. Elsewhere within the Club they may be used, but only in silent mode, and provided they do not disturb other Members. The one exception is the Dining Room, where the use of such devices is strongly discouraged.

Members wishing to make or receive telephone calls should step outside to the designated areas of the Terrace, away from other Members.

Members wishing to take photographs should be discreet and take their friends into a secluded corner of the Terrace or Smoking Room, where they will not disturb anyone else. They should also ensure that they do not include other Members or guests in their photographs. The use of flash photography is not permitted and photographs may only be taken in the Dining Room with prior permission.

Members should report any contraventions to a member of staff for appropriate action and should ensure that their guests adhere to this regulation.



**NATIONAL LIBERAL CLUB
STANDING ORDERS OF THE GENERAL COMMITTEE
AS AT SEPTEMBER 2019**

1. Conduct of Meetings

- 1.1 The Agenda, which shall be circulated at least one week in advance of the meeting, shall contain particulars of the business to be done. No other item shall be discussed unless it arises directly from an oral report submitted in accordance with the Agenda or is accepted by the General Committee as a matter of Urgency. If one quarter of those present and voting, vote that an item be not considered urgent, then it may not be discussed.
- 1.2 Meetings of the General Committee shall be chaired by the Chairman, save that, if the Chairman is absent or vacates the Chair because of a personal interest, the Vice Chairman shall take the chair. If neither the Chairman nor Vice Chairman are present and able to chair, then the meeting shall select a chairman pro tem. In the remainder of Standing Order 1 the word "Chairman" means the person who, is at that time, chairing the meeting, unless otherwise stated.
- 1.3 No discussion shall be allowed upon the Minutes except as to their accuracy and no motion for not signing the Minutes shall be admissible. Matters arising from the minutes may be considered as an agenda item as part of the General Committee's normal business.
- 1.4 Each Sub-Committee shall report its proceedings to the Committee which appointed it.
- 1.5 Every Motion or Amendment made must, if required by the Chairman, be in writing and must be seconded before it can be discussed or put to the vote.
- 1.6 Only one Amendment may be debated at any time but a member may give notice of a wish to move a further Amendment during that debate and, once an Amendment has been voted on, a further Amendment may be moved, whether or not such notice has been given.
- 1.7 If more than one Member indicates a wish to speak, the Chairman shall decide in which order the Members shall speak.
- 1.8 A Member shall not speak more than once on the same Motion or Amendment save, by leave of the Chairman, to answer questions, to respond to observations of a personal nature or as the Chairman may otherwise direct, provided that the mover of a Motion shall be entitled to reply to the debate. Any Member having proposed or seconded a Motion or Amendment shall be considered as having spoken thereon, save that the seconder may reserve their right to speak later in the debate.
- 1.9 Speeches shall not exceed five minutes in length except by permission of the Committee.
- 1.10 On the presentation of any Report or Precis of the Minutes of a Committee or Sub-Committee it shall be moved "That the Report (or Precis) be received". Any member may

then raise questions on or speak about any matter contained in that report or otherwise germane to the work of that Committee or Sub-Committee, call for further information, or propose a resolution. If one third of those present and voting declare that notice shall be given then discussion of that proposed resolution shall be deferred until the next meeting of the Committee.

- 1.11 If the reception of the Report (or Precis) of any Committee or Sub-Committee involves the adoption of any Resolution or Recommendation which affects Membership Subscriptions, the Rules, Regulations and Standing Orders of the Club, or any other item, which either the Chairman of the Club or the Chairman of the Committee or Sub-Committee concerned believe to be of substantial importance, then that item shall be placed separately on the agenda. Any member may request that any Resolution or Recommendation contained in a Report (or Precis), which has not been tabled as a separate item, nevertheless be voted on separately before a vote is taken on the reception of the Report (or Precis).
- 1.12 A Motion "That the question be now put" may be moved at any time during a debate by any member who has not spoken in that debate. The Chairman shall not accept such a motion unless and until satisfied that either there has been adequate discussion or it is the overwhelming sense of the Committee. If the Chairman accepts such a Motion and it is seconded, it shall be put without further debate and shall not be declared carried unless supported by two thirds of those present. If it is carried the mover of the original Motion may exercise the right of reply before the substantive question is put.
- 1.13 Any Member may raise a point of order at any time, save that, once the Chairman has started to take a vote then the point of order may only refer to the circumstances of that vote. The decision of the Chairman on that point of order shall be final for that meeting.
- 1.14 All Motions and Amendments shall be determined, if desired, by show of hands. If the voting is equal then the Chairman shall have a casting vote. Should the Chairman decline to use that casting vote then the Motion or Amendment shall be declared not carried.
- 1.15 No resolution, once passed, shall be rescinded or amended within twelve months save with the consent of two thirds of the Members present at any such later meeting.

2 Attendance at Committee Meetings

- 2.1 A complete record of all Committee Attendances shall be kept by the Secretary.
- 2.2 A member who is absent from three or more consecutive meetings of a committee, which that member is required to attend, will be deemed to have resigned from that committee.
- 2.3 In the case of special circumstances, the Chairman of the committee may choose to grant a leave of absence in which case provision 2.2 shall not apply.
- 2.4 This shall apply only to elected and co-opted members of the General Committee, and not to any honorary role holders.

3 Action only on report by the Membership Committee

The General Committee shall not act in the following matters until they have been considered and reported on by the Membership Committee:

- a) The election of Honorary Members under Regulation 1.7
- b) Applications by Associations and Clubs for Affiliation under Regulation 1.10
- c) The reinstatement of Members under Rule 17
- d) Whenever practical, changes to the charges made for joining or remaining a Member of the Club.
- e) Changes to the categories of membership under Rule 3.1
- f) Additions or deletions from the list of Reciprocal Clubs.

4 Action only on report by the General Purposes Committee

The General Committee shall not act in the following matters until they have been considered and reported on by the General Purposes Committee:

- a) The establishment of "Groups" or "Circles"
- b) Save in cases of urgency, Resolutions of a political nature.

5 Correspondence

The Secretary shall refer to the appropriate Committee or Sub-Committee all correspondence addressed to that body and any other such correspondence as the Secretary or the Chairman shall deem appropriate, save in cases of urgency, when the Secretary shall consult the Chairman or Vice Chairman and take instructions thereon.

6 Privacy of Proceedings

It shall be regarded as a breach of confidence to make public anything that transpires at a Committee or Sub-Committee concerning:-

- a) An application for membership
- b) The behaviour of a Member of the Club or a Member of Staff
- c) Any other personal matter concerning a Member of the Club or a Member of Staff
- d) Any other matter that the Committee or Sub-Committee votes shall be covered by the provisions of this Standing Order; save for any decisions that may be minuted as a result of that discussion.

On a complaint of such a breach, the Membership Committee shall at once investigate the matter and deal with it as a question of conduct.

7 Access to Minutes

7.1 Members of the General Committee may have access to the recorded minutes of the General Committee and any Sub-Committee thereof save that:-

- a) minutes of discussions concerning an application for membership
- b) the behaviour of a Member of the Club or a Member of Staff
- c) any other personal matter concerning a Member of the Club or a Member of Staff
- d) any other matter that the Committee or Sub-Committee votes shall be covered by the provisions of this Standing Order; shall only be available to members of the Committee or Sub-Committee at which the relevant debate took place, unless, in a particular case, the Chairman of the Club, or the General Committee, agrees otherwise.

7.2 If a Member of a Committee or Sub-Committee is not a member of the General Committee, then they shall only be entitled to access to the minutes of the Committee or Sub-Committee of which they are a member. 7.3 A Member who does not qualify for access to Minutes

under 7.1 or 7.2 above may, nevertheless, be granted access by the Chairman or by the General Committee.

8 Conduct of Meetings of Members

Standing Order 1 shall be generally applicable to the conduct of meetings of Members.

9 Procedure under Rule 17 - National Liberal Club Complaints Procedure

- 9.1 If a member wishes to make a (formal) complaint about another member it must be in writing, addressed to the Chairman of the General Committee and made within six weeks of the alleged misconduct, save where the complaint arises when the conduct in question was not widely known, or its gravity appreciated, at the time it is alleged to have occurred. Where a course of conduct is alleged the most recent alleged occurrence must be within six weeks of the complaint being made.
- 9.2 The written complaint must be as concise and detailed as possible (including dates and times of any alleged events) and should be focused on the complaint itself and any material background but must not contain general and unrelated observations about the fellow member. Supporting evidence from third parties may be attached but only if they have consented in writing to such evidence being considered by the Club in disciplinary proceedings with a copy being sent to the member whose conduct is in question.
- 9.3.1 Upon receipt of a complaint in accordance with the above paragraphs the Chairman of the General Committee, subject to sub-paragraph 3.4 below, shall pass it to the Chairman of the Membership Committee who, together with the Vice Chairman of the Membership Committee and the Club Secretary, will decide if there is a case to be answered.
- 9.3.2 If the matter has not arisen within 6 weeks of the complaint being made, the period of time that has elapsed and the reasons for any delay in making a complaint shall be taken into account in determining whether there is a case to answer and the complaint should be allowed to proceed.
- 9.3.3 Consideration shall be given by the initial panel as to whether the complaint can be dealt with informally or by mediation, with the agreement of the parties. 3.4 If one or more of the named office holders listed above has, or may be perceived to have, an interest or direct connection with the complaint, the Chairman of the General Committee may replace one, or more, of the office holders with other members of the Membership Committee.
- 9.4 If it is considered that there is a case to answer the Membership Committee shall establish a panel consisting of a chair who shall be a member of the Membership Committee and two other members who shall be members of the General Committee but who need not be members of the Membership Committee. None of the three members involved shall have any personal or detailed prior knowledge of the circumstances of the complaint. Exceptionally a person or persons of integrity who are not members of the General Committee may be appointed to the panel and/or an appeal panel to ensure the proceedings are fair.

- 9.5 The Chairman of the Membership Committee (or if unavailable Vice Chairman of the Membership Committee) may exercise the powers set out in paragraph 4 above without convening a meeting but only if he/she consults with all the other members of the committee and at least two-thirds of them agree with their proposed course of action and it is confirmed at the next committee meeting that there has been compliance with the terms of this paragraph.
- 9.6 An appointed panel including an appeal panel may suspend a Member pending a determination of a complaint if there are good reasons to consider that it is necessary to do so for the reputation of the Club and/or for the safeguarding of its Members and/or staff.
- 9.7 The member against whom a complaint is made shall be sent the complaint together with any supporting evidence and a copy of the Club rules governing such matters and will be asked to answer the allegations made within 21 days which may be extended by the Chairman of the panel upon a prompt and reasonable request being made.
- 9.8 Such an answer must be as concise as possible, should be focused on the complaint itself and any material background but must not contain general and unrelated observations about the Complainant. Supporting evidence from third parties may be attached but only if they have consented in writing to such evidence being considered by the Club for the purposes of making a determination on the complaint with a copy being sent to the Complainant.
- 9.9 The panel may redact from the documents any unnecessary and/or immaterial inflammatory assertions made by or on behalf of either member.
- 9.10 Once an answer has been received, the panel shall consider it and decide how to proceed.
- 9.11 The panel shall then decide whether they should ask for witness statements and whether the Complainant, the member complained of and any witnesses should be seen in person by the panel or whether a decision on the complaint should be made by the panel on the basis of the written material. If the panel is considering dealing with the matter without an oral hearing, the parties shall be notified of this and asked if they wish to make further representations and an oral hearing shall be arranged if the person against whom the complaint has been made requests one.

The chairman of the panel shall convene a hearing of the complaint. This shall be as soon as reasonably practical and after consultation with the parties but while their convenience will be taken into account it is for the panel to set the date and time.

- 9.12
- a) The hearing shall be in private and unless all the parties otherwise agree remain confidential save as provided in paragraph 27 below.
 - b) The Member complained about shall be sent a copy of the complaint and a document specifying whether it is alleged the conduct complained of is in breach of

any of the Club Rules and whether it is alleged to be incompatible with the objects or well-being of the Club or injurious to the Liberal cause. Where a breach of a Club Rule (or Rules) is relied upon, it shall be identified and appropriate copies provided together with a copy of the Complaints Procedure.

c) A member receiving the documents referred to in sub- paragraph b) above will be invited to respond in writing within 14 days specifying the matters that are agreed and/or disputed and any facts upon which he or she relies in answer.

d) After the 14 days have elapsed, the panel will consider whether any further directions are appropriate as to the filing of witness statements or other documents or material.

e) Subject to the directions referred to above and whether there has been compliance therewith, the panel shall then consider whether to convene a panel hearing attended by the parties or subject to both parties' consent whether to determine the complaint on the papers and any other material.

- 9.13 Advice as to the format of the hearing shall be given by the Chairman of the panel to the parties and the proceedings are to be inquisitorial rather adversarial with contentious issues decided on the balance of probabilities (the civil standard of proof) with the burden of proof on the complainant.
- 9.14 The parties shall be advised at least 14 days beforehand of the date, time and place of any hearing and entitled to attend it in person and whether they attend, or not, may be represented by a qualified lawyer or a fellow Member of the Club provided the representatives acknowledge, subject to 13 above, that the matter is being heard in private and that they behave appropriately and respect the panel and its rulings.
- 9.15 The panel shall determine the complaint and if appropriate impose sanctions and shall give reasons for its decision.
- 9.16 A member against whom a complaint is upheld, and a sanction applied, may appeal provided notice of appeal complying with paragraph 21 below is served on the Club Secretary no later than 14 days after receipt of the panel's decision which shall be sent to the address held by the Club for the Member and it shall be deemed duly served 3 working days after being posted by First Class Post.
- 9.17 The Chairman of the panel may after consultation with the other members of the panel extend time for serving a notice of appeal but only if there are compelling extenuating circumstances.
- 9.18 An appeal panel, subject to paragraph 4 above, shall comprise five members of the General Committee including at least one member of the Membership Committee who has not sat on the original panel and one of them shall be appointed as Chairman.

- 9.19 An appeal against adverse findings of fact shall be a review of the process, the proceedings and the evidence before the original panel and it shall only admit new material if it was not, and could not with reasonable diligence, have been before the original panel.
- 9.20 An appeal against the severity of any sanction may be made but shall not be a complete rehearing but shall be a review of the process, the proceedings and the evidence before the original panel and it shall only admit new material if it was not, and could not with reasonable diligence, have been before the original panel.
- 9.21 The written notice of appeal shall identify the grounds of the appeal and whether it is solely to the severity of any sanction and if it is in respect of adverse findings of fact identifying any unfairness or irregularity in the process and the reason or reasons for alleging the decision was wrong and could not have been reached by a reasonable and fair-minded panel.
- 9.22 The Chairman of the appeal panel having consulted the other members of the panel may dismiss an appeal without a hearing if the appellant fails to comply with paragraph 21 above.
- 9.23 Subject to compliance with the requirements set out above, the Chairman of the appeal panel shall convene a hearing of the appeal. This shall be as soon as reasonably practical and after consultation with the parties but while their convenience will be taken into account it is for the appeal panel to set the date and time.
- 9.24 The appeal panel may quash or vary the original decision if they consider there was any unfairness or irregularity in the process and the decision was wrong and could not have been reached by a reasonable and fair-minded panel and they may vary the sanction if in all the circumstances they consider it too severe.
- 9.25 The appeal panel shall give reasons for its decision and provide copies to the parties.
- 9.26 The decision of the original panel, or if there is an appeal, the appeal panel shall be final.
- 9.27 In accordance with Rule 18.3 the appeal panel shall have discretion whether to give publicity to a decision within the Club or more widely as may the original panel but not until time for an appeal has elapsed.

NOTE This Procedure is to be reviewed on an annual basis and the next review will be October 2020.

10 Amendment of Standing Orders

These Standing Orders may be amended by a simple majority of those present and voting at a meeting of the General Committee provided that notice of the proposal to amend has been given in the calling notice for the meeting concerned.