



OXFORD AND  
CAMBRIDGE  
— CLUB —

# **RULES AND REGULATIONS**



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# **THE RULES**

**Made at the Annual General Meeting held on 10th June 2013**

**Last amended at the Extraordinary General Meeting held on 9th September 2020**

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## Name

1. The name of the Club is "Oxford and Cambridge Club".

## Interpretation

2. In these Rules, unless the contrary intention appears, the following words and expressions have the meanings shown alongside them -

"Committee"	the Committee constituted under Rule 53 and, in connection with the election of members, including any Election Committee;
"either university"	the University of Oxford or the University of Cambridge;
"eligible candidate"	any person eligible for membership under Rule 5;
"head of house"	the master or other equivalent officer, by whatever title known, of any college or hall in either university;
"honorary member"	an honorary member of the Club, whether elected under Rules 25 or 27;
"in good standing"	(i) not being in arrears with his or her subscription (whether or not a notification has been sent to him or her by the Secretary under Rule 46(b) (i)); and  (ii) not indebted to the Club in respect of payments which have not been made within the time stipulated,  provided that all such sums which must be paid in order to remain in good standing shall include interest and any other charges laid down by regulation.
"lady associate"	a holder of lady associate status regulated by Rules 127 - 131;
"member"	a member of the Club other than an honorary member, except in relation to the proposing or seconding of candidates for membership by an honorary member who is such by reason of being vice-chancellor of, or a head of house in, either university;
"Resident University Member"	a member who would be a university member for the purposes of Rule 34(d) but only if (i) he or she holds an appointment in either university or (ii) is engaged in a full-time course of study intended to lead to the award of a degree by either university;
"Rules and regulations"	these Rules and the regulations made by the Committee under Rule 81;
"Secretary"	the Secretary of the Club, including any deputy or person acting on his or her behalf, or any person temporarily fulfilling the duties of the post;
"specified"	specified by the Committee;

"UK member" a member ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man.

3. The Interpretation Act 1978 applies to these Rules as it does to an Act of Parliament.
4. Any procedure required under these Rules to be in writing may be carried out electronically and any reference to "in writing" and similar expressions shall be interpreted accordingly.

## **Membership**

### Eligibility

#### Until 1<sup>st</sup> October 2017:

5. A person shall be eligible for membership if and only if he or she -
  - (a) has received a degree from either university;
  - (b) has received an honorary degree from either university;
  - (c) has been granted MA status by either university;
  - (d) has been admitted as a member of a college or hall in either university; or
  - (e) is a member of Congregation of the University of Oxford or of the Regent House of the University of Cambridge.

#### With effect on and from 1<sup>st</sup> October 2017:

5. Subject to Rule 5A a person shall be eligible for membership if and only if he or she -
  - (a) has received a degree from either university
  - (b) has received an honorary degree from either university;
  - (c) has been granted MA status by either university;
  - (d) has –
    - (i) been admitted (whether before or after 1st October 2017) as a member of a college or hall in either university to read for a degree of that university, and
    - (ii) who is satisfying (or who has satisfied) the relevant residence requirements laid down by that university as published by the university;
  - (e) is a member of Congregation of the University of Oxford or of the Regent House of the University of Cambridge; or
  - (f) is or has been an honorary fellow of a college or hall in either university.

#### 5A. With effect on and from 1<sup>st</sup> October 2017:

Eligibility for re-election to membership of any person who has previously been a member shall be governed by the eligibility criteria applicable at the time of his or her first election.



### Maximum number of members

6. The maximum number of members at any one time shall be 3,300, excluding-
  - (a) members who are not UK members or who, since the last election of members, have ceased to be overseas members; and
  - (b) any former vice-chancellor or head of house who has held honorary membership under Rule 27 and who, since the last election of members, has ceased to hold the relevant position and has opted to continue as a member under Rule 28.

### Proposals for membership

7. Any two members may propose and second an eligible candidate for membership, provided he or she is known to them personally and they are both in good standing at the time of proposing or seconding and until any election of the candidate concerned takes place.
8. The proposal of an eligible candidate shall be by completion of a proposal form obtainable from the Secretary which shall contain -
  - (a) the full name and usual residential address of the candidate;
  - (b) the basis on which he or she is eligible for election;
  - (c) such other information as may be specified by the Committee; and
  - (d) the signatures of the proposer and seconder, as well as the candidate, who shall thereby undertake to be bound by the Rules and regulations.

### Procedure following receipt of a proposal for membership

9. A proposal form containing the information required by Rule 8 shall be put before the next meeting of the Committee and, if the Committee so directs, details of the candidate shall be entered in the candidates' book.
10. The candidates' book shall be available for inspection in the Club house by any member, who may support a candidate by signing the book.
11. Not less than 20 clear days (excluding any period during which the Club is closed for more than four consecutive days) shall elapse between the name of a candidate being entered in the candidates' book and it being submitted to the Committee for election.
12. Where the proposer or seconder of a candidate ceases to be a member before the candidate has been elected, the other sponsor shall be notified and he or she shall then, unless otherwise directed by the Committee, obtain another proposer or seconder, as the case may be, and where the candidacy has already been placed in the candidates' book the relevant entry shall be amended as necessary.
13. If a waiting list of applications for membership is in operation, the Committee may defer or advance consideration of any application or class of applications in accordance with such criteria as it has decided.

14. No election to membership may be made if two or more members of the Committee vote against it.

#### Procedure on election

15. The name of each new member shall be posted in the Club house, and the Secretary shall forthwith write notifying him or her of the election and enclosing a copy of the Rules and regulations.
16. No election to membership shall become effective until the following have been received by the Club from the member-elect -
  - (a) any entrance fee;
  - (b) the subscription due in respect of the year of election, or the relevant part of it determined in accordance with Rule 41, and
  - (c) in the case of a UK member, a direct debit mandate for the collection of future subscriptions

provided that if the requirements of (a), (b) and (c) have not been met within 20 clear days after notification has been sent under Rule 15, the election shall lapse.

#### Election Committee

17. The Committee may delegate to an Election Committee its functions in relation to the election of members.
18. Any Election Committee shall consist of twelve members of the Committee, and the quorum for any meeting of the Election Committee shall be four.
- 18A. The Election Committee shall as soon as may be following the adoption of this rule issue (and may from time to time amend) guidance on the interpretation of Rule 5(d), or any other issue that may arise as to eligibility under Rule 5, providing that no such guidance shall be taken to fetter the discretion of the Election Committee in determining any application for membership in the light of its own circumstances.

#### Resignation

19. A member may resign in writing at any time by giving notice to the Secretary, without prejudice to any liability on his or her part to pay sums due to the Club, whether by way of subscription or otherwise.

#### Expulsion

20. Subject to Rules 21 and 22, the Committee may by majority of not less than two-thirds of the members voting expel any member who, in its opinion and at its absolute discretion, is guilty of conduct (whether in the Club house or outside) which is -
  - (a) detrimental to, or inconsistent with, the interests or character of the Club; or
  - (b) otherwise such as to render him or her unfit to be a member.

Any expulsion under this Rule shall take effect immediately.

21. Any proposal for the expulsion of a member shall be considered at a meeting of the Committee of which not less than 14 clear days' notice has been given, stating the general nature of the grounds for the proposed expulsion.
22. The member who is the subject of the proposed expulsion shall –
  - (a) be given not less than 14 clear days' written notice of the meeting at which the proposal is to be considered, stating the general nature of the grounds for the proposed expulsion; and
  - (b) be entitled to make oral or written representations to the Committee on the proposal, provided any written representations are submitted to the Secretary not less than 72 hours before the time fixed for the beginning of the meeting at which the proposed expulsion is to be considered.
23. The Committee may make regulations governing the procedure for the hearing of motions for expulsion and associated matters, so long as these are not inconsistent with these Rules.

#### Effect of resignation or expulsion

24. On resignation or expulsion, a former member shall -
  - (a) cease to be entitled to the rights and privileges of membership;
  - (b) cease to have any claim or right to any assets of the Club on winding up, dissolution or otherwise;
  - (c) in the case of expulsion under Rule 20, not enter the Club house as a guest or on any other pretext and no member shall introduce such a former member into the Club.

#### **Honorary membership**

##### Eligibility

25. Subject to Rule 26, the Committee may elect as an honorary member for life (or such other period as may be stated in these Rules) any person eligible for membership (whether or not already a member) who is -
  - (a) a member of the Royal Family;
  - (b) the Speaker of the House of Commons;
  - (c) the Chancellor or High Steward of either university;
  - (d) a present or former King, Queen or Regent of any country, or his or her son, son-in-law, daughter or daughter-in-law;
  - (e) a present or former Head of any State; or
  - (f) considered worthy of recognition by the Club on the basis of eminence, services to either university or services to the Club.

### Maximum number

26. The total number of honorary members elected under Rule 25 shall not exceed 40 at any one time.

### Honorary membership for vice-chancellors and heads of houses

27. The Committee may elect the vice-chancellor of either university and any head of house (whether or not already a member) as an honorary member until a date 3 months after he or she ceases to hold that office, provided that any person elected an honorary member before June 10 2013 by virtue of being vice-chancellor of either university shall remain an honorary member for life.
28. Where a former vice-chancellor or head of house has ceased to be an honorary member under Rule 27, he or she may opt to continue as a member, without need for further election or payment of any entrance fee.

### Entitlements

29. An honorary member -
- (a) shall not be required to pay any entrance fee on election or any annual subscription;
  - (b) shall have no right or claim on any property of the Club in the event of its winding up or dissolution; and
  - (c) shall not be required to contribute to the discharge of any debt or obligation owed by the Club.

### Time when election to honorary membership becomes effective

30. No election to honorary membership shall become effective until two clear days have elapsed after the election.

### **Entrance fee**

31. The Committee may require candidates for membership to pay such entrance fee as may be specified before their election is completed, provided that no entrance fee shall be chargeable for-

- (a) a candidate proposed by a grandparent, parent, uncle or aunt; or
- (b) a candidate who will be a Resident University Member when elected

and that except in the case of a former member who ceased to be a member after 20 March 2020 and who re-joins before 1 January 2022 the amount of the entrance fee shall be reduced by any previous entrance fee paid by that former member.

32. The Committee may -
- (a) specify different levels of entrance fee for different groups of candidates, on the basis of age;

- (b) provide for the entrance fee to be payable in a single lump sum or by instalments (with or without any extra charge for paying by instalments); any such charge to be levied on an annual basis and payable with the first instalment due in any year;
- (c) waive the payment of any entrance fee by any member or group of members.

### **Annual subscriptions**

33. (a) Subject to (b), each member shall annually pay a subscription of such amount as shall be specified (his or her "subscription"), which may or may not include VAT as the Committee shall decide, for a London member as at 1 January in any year, unless any of the other categories in Rule 34 applies and subject to Rules 36 and 37.
- (b) The Committee may waive or remit (either wholly or in part) the subscription or entrance fee due from any member if it considers this in the interests of the Club or that there are special circumstances including, in the case of a member's death, the date of death, which make this appropriate.

### **Categories of membership**

34. The categories of membership for subscription purposes ("categories") shall be -
- (a) London members, namely members who do not fall into any of the other categories;
  - (b) Country members, namely members who -
    - (i) do not have a residential or business address within 100 miles of the Club house; and
    - (ii) are not Overseas members;
  - (c) Overseas members, namely members who are not UK members;
  - (d) University members, namely members who -
    - (i) hold an appointment at any institution of higher education or academic research, or who are engaged in a full-time course of study intended to lead to the award of a degree by that institution; or
    - (ii) are studying at either university;
  - (e) Retired London members, namely London members who have retired;
  - (f) Retired Country members, namely Country members who have retired;
  - (g) Retired Overseas members, namely Overseas members who have retired;
  - (h) Retired University members, namely University members who have retired.

### **Retired membership**

35. A member who -
- (a) has attained the age of 60 years; and

- (b) is not engaged in any remunerated profession, business or employment which occupies him or her for more than two days a week, or the equivalent thereof shall be eligible for retired membership on application.

### **Powers of the Committee**

36. The Committee may provide -

- (a) for different levels of subscription to be paid by members in different categories;
- (b) for different levels of subscription to be paid by members under the age of 32;
- (c) for an instalment charge to be paid when a subscription is paid by instalments.

### **Changes in category**

- 37. (a) A member who becomes or ceases to be qualified for any of the categories in Rule 34(b) - (h), or changes from one of those categories to another, shall on giving written notice to the Secretary become required to pay the subscription applicable to his or her new category with effect from whichever of 1st January, 1st April, 1st July or 1st October is the first to occur thereafter.
- (b) Where a member becomes qualified for any of the categories in Rule 34(b) - (h), and gives written notice to the Secretary, within 30 days after election, he or she shall be treated as having been in the relevant category with effect from the date of election.

### **Disputes**

- 38. Any dispute concerning into which category a member falls, and any other issue as to the subscription payable by him or her, shall be decided conclusively by the Committee.

### **Payment by instalments, except in the first year of membership**

39. A member may opt to pay his or her subscription for any year -

- (a) in a single lump sum on 1st January;
- (b) in two equal instalments on 1st January and 1st July;
- (c) in four equal instalments on 1st January, 1st April, 1st July and 1st October

in each case with the addition of any instalment charge that may have been imposed, payable on the 1st January.

- 40. The Committee may permit the payment of subscriptions by equal monthly instalments, together with such instalment charge as may have been imposed.

### **Pro rata payment of subscription by new members**

- 41. A member's subscription in respect of the year of his or her election shall be equal to one twelfth of the annual subscription applicable to his or her category of membership in respect of each month or part of a month following that election.

### **Life membership**

42. A member eligible to become a retired member may apply to become a life member.
43. If the Committee approves the application, the member shall pay such compounded subscription for life membership prescribed by the Committee for a life member of his or her age, and shall thereafter not be liable to pay annual subscription.
44. Becoming a life member shall not affect the member's rights or obligations as a member of the Club.

### **Cessation of subscription after 50 years' membership**

45. A member who, at the end of any year, has been a member continuously for 50 years shall thereafter not be liable for annual subscription.

### **Arrears of subscription and other payments due**

46. (a) A member who fails to pay his or her subscription or any instalment thereof on the due date shall forthwith, unless the Secretary otherwise directs, cease to have access to the Club's premises and facilities, including the use of other clubs by virtue of arrangements made under Rule 118, until:
  - (i) the outstanding subscription or instalment is paid in full, or
  - (ii) his or her membership ceases under Rules 19, 20 or 46(b)(ii).
- (b) Where a member is 28 days or more in arrears with his or her subscription, or has failed within a similar period to pay any other amount due to the Club (whether under these Rules or otherwise and including any interest or other additional charge which the Committee may specify by regulation) -
  - (i) the Secretary shall notify the member of the outstanding amount, the date by which it should have been paid, and require payment within 28 days;
  - (ii) where the amount due is not paid in full within 28 days after the date of the notification sent by the Secretary under (i), he or she shall automatically cease to be a member unless -
    - (a) he or she can show good cause to the contrary, and
    - (b) the Committee directs that the cessation of membership shall not take place.

### **Trustees**

47. The funds and property of the Club shall be held on behalf of the members by a trustee or trustees as custodians, who may, with the approval of the Committee, vest all or any part of such funds and property in a nominee company.
48. The number of trustees shall not be more than seven and, unless a trust corporation is the sole trustee or one of the trustees, not less than three.
49. An individual shall not be eligible to be appointed as a trustee unless he or she is, at the date of appointment -
  - (a) less than 70 years of age; and

(b) a member with at least 15 years' continuous membership

50. The trustees shall be appointed, and may be removed, by a general meeting.

51. A trustee may resign as a trustee by giving written notice to the Secretary, and shall retire as a trustee upon attaining the age of 75 years or ceasing to be a member, and the resignation or retirement shall take effect immediately or, if the number of trustees would as a result fall below the minimum number specified in Rule 48, immediately upon the appointment of a new trustee.

### **Signature of cheques and approval of financial authorities**

52. The signatories of the Club's mandate to its bankers and any other financial authorities shall be such persons as the Committee may designate, and the persons authorised to operate the Club's credit cards shall be such persons as the Committee may designate.

### **The Committee**

#### Constitution

53. The Club shall be managed by the Committee, which shall consist of 24 members (excluding the chairman and vice chairman if an *ex officio* Member under Rule 69), of whom not less than eight shall be members of either university.

#### Eligibility

54. A member shall not be eligible to serve on the Committee unless he or she has been a member for at least two years at the time of election or appointment.

#### Elections to the Committee

55. Members of the Committee (except *ex officio* members) shall be elected in accordance with the following procedures -

- (a) not less than 63 clear days before the date of each annual general meeting the Secretary shall post in the Club house a notice showing the names and universities of the Committee members who will retire at the meeting under Rule 63 and inviting nominations to fill the vacancies arising.
- (b) a nomination of a candidate for election shall only be (and continue to be) valid if –
  - (i) it is signed by at least two members who are each in good standing and with at least two years' membership, and by the member nominated;
  - (ii) the candidate is continuously in good standing from the date of nomination until the date of the relevant annual general meeting; and
  - (iii) it is received by the Secretary not later than 42 clear days before the date of the annual general meeting.
- (c) if 42 clear days before the date of the annual general meeting the number of candidates proposed is insufficient to fill the vacancies arising, the Committee may nominate such number of candidates as will, together with those already nominated, suffice to fill those vacancies.



- (d) the Secretary shall post the names (in alphabetical order) of the candidates proposed under (b), together with the names of their nominators, in the Club house at least 28 clear days before the date of the annual general meeting.
- (e) if the number of candidates duly nominated does not exceed the number of vacancies, no ballot shall be necessary, and those candidates shall thereupon be declared elected at the annual general meeting.
- (f) if there are more candidates nominated than there are vacancies, there shall be a ballot conducted in accordance with Rules 56-59, so long as the Committee will, following the ballot, include not less than eight members of either university.

### Ballot procedure

56. A ballot for the election of members of the Committee shall be held in accordance with the following provisions -
- (a) notice of the ballot and a ballot paper shall be sent to every member not less than 28 clear days before the date of the next annual general meeting;
  - (b) the ballot paper shall state the number of vacancies arising at the meeting and the names (in alphabetical order) of the candidates proposed to fill the vacancies, together with the names of those by whom they are nominated and such other particulars of the candidates as the Committee may consider appropriate;
  - (c) every member shall be entitled to one vote for each vacancy arising and may cast only one vote for each candidate chosen by him or her.
  - (d) the ballot shall close 72 hours before the time fixed for the annual general meeting;
  - (e) a ballot paper shall be invalid if it is not received by the scrutineers before the ballot closes or if the number of votes cast in total or for any candidate exceeds the number permitted under sub-paragraph (c).
57. Electoral Reform Services Ltd (or some similar body designated by the Committee) shall act as scrutineers for all elections of members of the Committee, and shall receive and examine all the voting papers received, rejecting any that are invalid, and certify the result.
58. The Committee may direct that electronic voting apply to elections for members of the Committee, either as an option (at the choice of the member) or as the sole means by which votes may be returned. If electronic voting is adopted, the provisions of Rule 56 shall be regarded as adapted accordingly.
59. The Committee may make such further provisions (being not inconsistent with those contained in the foregoing Rules) as it thinks fit for the conduct of the ballot.

### Commencement of office

60. At each annual general meeting the chairman of the meeting shall announce the names of those candidates who are to fill the vacancies arising at the meeting, whereupon they shall be deemed for the purposes of these Rules to have been elected to the Committee at that meeting, to hold office from its conclusion.

### Casual Vacancies

- 61 The Committee may appoint any member who has not at any time in the last 12 months held office as an elected or *ex officio* member of the Committee to fill a casual vacancy on the Committee.
- 62 A member appointed to fill a casual vacancy shall (unless he or she vacates office sooner) serve on the Committee until the conclusion of the next annual general meeting, when he or she shall retire, being eligible for election to the Committee on being properly nominated.

### Term of office

63. Every member elected to the Committee shall (unless he or she vacates office sooner) retire from office at the conclusion of the fourth annual general meeting following that at which he or she was elected to the Committee:

### Vacation of office

64. A member of the Committee (including an *ex officio* member) shall vacate office forthwith if he or she -
- (a) resigns by written notice given to the Secretary;
  - (b) unless the Committee otherwise directs, ceases to be a member in good standing; or
  - (c) ceases to be a member.

### Eligibility for re-election

65. A member of the Committee (including an *ex officio* member) who has retired from or otherwise vacated office shall not (subject to Rule 67) be eligible for re-election -
- (a) in the case of retirement at an annual general meeting, until the next annual general meeting; and
  - (b) in any other case, until 12 months have elapsed after he or she vacated office.

### Chairman and vice chairman of the Committee

66. The Committee shall after each annual general meeting elect (or re-elect) from its members a chairman and vice-chairman to hold office until the conclusion of the next annual general meeting.
67. Notwithstanding Rule 65 and subject to Rule 68, the Committee may elect (or re-elect) a member who has retired from the Committee at an annual general meeting -
- (a) as chairman, to hold office until the conclusion of the first annual general meeting following his or her retirement and thereafter for a further term ending at the conclusion of the next annual general meeting after that; or
  - (b) as vice-chairman, to hold office until the conclusion of the first annual general meeting following his or her retirement and thereafter as chairman or vice-chairman for a term, or further term, ending at the conclusion of the next annual general meeting after that.

68. The Committee shall not re-elect a member as chairman under Rule 67 if as a result he or she would serve consecutively for more than two terms in that office (a term for this purpose being taken as beginning on the date of last election (or re-election) and ending at the conclusion of the next annual general meeting).
- 68A. Notwithstanding Rules 65, 67 and 68 the Committee may re-elect as chairman for a third consecutive term immediately following the conclusion of his first two terms of office the member who held office as chairman on 1 January 2020.
69. A member who is elected (or re-elected) as chairman or vice-chairman under Rule 67 shall be an *ex officio* member of the Committee during his or her term of office.
70. A member holding office as chairman or vice-chairman of the Committee shall vacate office if he or she ceases to be a member of the Committee at any time otherwise than at the conclusion of an annual general meeting.

#### Procedure of the Committee

71. The quorum for meetings of the Committee shall be eight.
72. The chairman or, in his or her absence, the vice-chairman shall preside at each meeting of the Committee, but if both are absent, the members of the Committee present may appoint one of their number to preside.
73. Any question to be decided by the Committee shall (subject to any other provision in these Rules) be decided by a majority of its members present and voting.
74. In the event that the votes are equal on any question before the Committee, the chairman of the meeting shall have a second, or casting, vote.
75. Subject to these Rules, the Committee may regulate its own procedure.
76. A trustee may as such attend and speak at any meeting of the Committee, but (unless he or she is also a member of the Committee) shall not be entitled to vote at the meeting and shall not be counted as part of the quorum.
77. Minutes shall be kept of the proceedings of every meeting of the Committee. During the period of 14 days before the date of each annual general meeting the minutes of the proceedings of the meetings of the Committee held since the previous annual general meeting shall be available for inspection by any member.

#### Powers and Duties of the Committee

78. The Committee may do all such things on behalf of the Club that are not required by these Rules to be done by the Club in general meeting.
79. The Committee may borrow money for the purposes of the Club on such terms as it may approve, and may secure the repayment of any money so borrowed by a mortgage or charge on any assets of the Club, but the aggregate principal amount so borrowed and remaining outstanding shall not at any time exceed £5,000,000 without the sanction of the Club in general meeting.
80. The Committee shall prescribe the limits or stakes which may be played for and of bets made in the Club house.

81. The Committee may make, amend, revoke and replace regulations for the management of the Club, so long as not inconsistently with these Rules.

### **Sub-committees**

82. The Committee may constitute such sub-committees as it considers necessary or expedient for the efficient management of the Club's affairs and may delegate to any sub-committee such powers as it thinks fit, except those conferred by Rules 2 to 46, 79 and 81.
83. A sub-committee may consist either wholly of members of the Committee, or partly of such members and partly of other members, but any sub-committee constituted for the purpose of the purchase or supply of intoxicating liquor shall consist wholly of members of the Committee, but the Committee may invite members who are not members of the Committee to assist the sub-committee as assessors.
84. The chairman and vice chairman of the Committee shall be *ex officio* members of every sub-committee.
85. The quorum and procedure of each sub-committee may be regulated by the Committee but, subject to any directions by the Committee, shall be regulated by the sub-committee itself.
86. Minutes shall be kept of every sub-committee meeting and a report of all such meetings shall be made to the Committee.

### **Accounts and auditor**

87. The accounts of the Club (comprising a balance sheet as at 31st December in each year and an income and expenditure account for the year ended on that date) shall be audited by a professional accountant or firm of professional accountants. Where the auditor is an individual, he or she shall not be a member.
88. The auditor shall be appointed (or re-appointed) at each annual general meeting to hold office until the conclusion of the next annual general meeting, but the Committee may appoint an auditor to fill a casual vacancy until the conclusion of the next annual general meeting.
89. The audited accounts for each financial year shall be presented to the next annual general meeting, and a copy of those accounts, together with a copy of the report of the Committee for the year, shall be sent to every member with the notice of the meeting.

### **Annual general meetings**

90. Subject to Rule 90A the Club shall in each year hold an annual general meeting in the Club house on a date and at a time to be decided by the Committee; but not more than 15 months shall elapse between one annual general meeting and the next.
- 90A. (1) Where –
- (a) the Club house is closed to members for business in accordance with any legal requirements or guidance issued by HM Government or any other public authority; and
  - (b) as a consequence it is (in the reasonable opinion of the Committee) impossible to hold the annual general meeting within the 15-month period prescribed by Rule 90

the Committee shall call the meeting to be held on such later date outside the 15-month period as it considers appropriate, provided that the meeting will be held when the Club

house is open to members for business and that the provisions of Rules 55 and 95 may be complied with without contravening the relevant legal requirements or guidance issued by HM Government or any other public authority.

(2) This Rule shall be deemed to have taken effect on 6 July 2020.

91. The business to be transacted at each annual general meeting shall be as follows -
- (a) Reception of the audited accounts and the report of the Committee for the immediately preceding financial year.
  - (b) Announcement of the results of elections to the Committee;
  - (c) Appointment of the Auditors,
  - (d) Consideration of any resolution proposed by the Committee as special business or by a member under Rule 104.

### **Extraordinary general meetings**

92. The Committee may at any time call an extraordinary general meeting.
93. If a requisition is received by the Secretary from at least 30 members, the Committee shall within 14 clear days after the receipt of the requisition convene an extraordinary general meeting to be held not later than 56 clear days after the receipt of the requisition.
94. A requisition under Rule 93 must be in writing, signed by the requisitionists, and state the resolution to be proposed at the meeting.

### **Notice of general meetings**

95. Notice of every general meeting, specifying the place, date and time of the meeting, and the business to be transacted at the meeting, shall be given to every member not less than 28 clear days before the date of that meeting.
96. The proceedings of a general meeting shall not be invalidated by the accidental omission to send to any member the notice of the meeting.

### **Procedure at general meetings**

#### Chairmanship

97. The chairman of every general meeting shall be a trustee chosen by the Committee and, if no trustee is able and willing to act, the chair shall devolve in the following order -
- (a) The chairman of the Committee;
  - (b) The vice-chairman of the Committee;
  - (c) A member of the Committee chosen by it;
  - (d) A member chosen by the members present.

#### Quorum

98. Subject to Rule 99 ten members shall be a quorum for a general meeting.
99. If a quorum is not present within 30 minutes from the time fixed for the meeting -
- (a) Other than in the case of a meeting held on requisition, the meeting shall be adjourned for at least ten days if so directed by the chairman of the meeting or by a majority of the members present, and the meeting shall be dissolved if no such direction is made; and
  - (b) In the case of a meeting held on requisition, the meeting shall not take place.

At an adjourned meeting held in accordance with (a), those members present shall be a quorum in any event.

### Adjournment

100. The chairman of the meeting may adjourn a general meeting at which a quorum is present and, if directed by the meeting, shall do so.
101. No business shall be transacted at an adjourned meeting except business which could validly have been transacted at the original meeting.
102. The place, date and time of an adjourned meeting shall be fixed by the chairman of the original meeting, failing which they shall be fixed by the Committee.
103. If a general meeting is adjourned for ten days or more, at least seven clear days' notice shall be posted in the Club house, specifying the place, date and time, of the adjourned meeting and the business to be transacted. Otherwise notice of an adjournment need not be given.

### Resolutions at general meetings and amendments

104. A member may propose any resolution (except a resolution to which Rule 113, 132 or 133 applies) at an annual general meeting if he or she has given notice of it to the Secretary not less than 14 clear days before the date of the meeting.
105. A member may propose an amendment to any resolution to be proposed at any general meeting if he or she has given written notice thereof to the Secretary
- (a) not less than seven clear days before the date of the meeting in the case of a resolution of which notice has been given under Rule 104; and
  - (b) 14 clear days before the date of the meeting in any other case.
106. The text of every resolution or amendment received by the Secretary in accordance with Rules 104 - 105 shall be posted in the Club house forthwith. In the case of a resolution which has been notified to the Secretary before notice of the meeting at which it is to be proposed has been given to members, notice of the resolution shall be given with the notice of the meeting.
107. No resolution or amendment may be proposed at any general meeting, other than one of which notice has been given under Rules 104 -105 or a resolution for the adjournment of the meeting or otherwise relating to the conduct of the meeting.

### Voting

108. Only members shall be entitled to attend and vote at a general meeting.

109. A resolution put to the vote of a meeting shall be decided by a show of hands unless, before or on the declaration of the result, a postal vote is directed by the chairman of the meeting.
110. On a show of hands, every member shall have one vote, and in a postal vote every member shall have one vote. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting shall have a second, or casting, vote.
111. A declaration by the chairman of the meeting that a resolution has been carried, not carried, or not carried by a particular majority, shall be conclusive.

#### Postal vote procedure

112. A postal vote shall be taken in such manner and at such time as the chairman of the meeting directs, subject to the provisions of these Rules, and may include administration of the postal vote by electronic means and use of Electoral Reform Services Ltd (or such other body as is decided by the Committee) as scrutineers of the postal vote.

#### **Amalgamation**

113. Subject to Rule 143, the Club may, by resolution passed at a general meeting by a majority of at least two thirds of the members voting, resolve that the Club be amalgamated with any other club on the terms specified in the resolution.
114. On the passing of such a resolution the Committee shall, subject to the terms of the resolution, do all such things as it may consider necessary to give effect to the resolution.

#### **Arrangements with other clubs and temporary membership**

115. The Committee may make arrangements with any other club or society for the use by its members of the Club, either temporarily or otherwise. Anyone who avails himself or herself of those arrangements (other than a member) shall be a temporary member while he or she does so.
116. Anyone (other than a member) who, being qualified for membership, attends an event in the Club house relating to either or both of the universities or to a college or society in either university shall be a temporary member for that event for a period not exceeding 24 hours, if the Committee so decides.
117. A temporary member shall be entitled to the rights and privileges of membership, subject to these Rules and the regulations and to such conditions and restrictions as the Committee may impose; and in particular he or she shall not -
  - (a) be entitled to propose, second or support a candidate for election;
  - (b) attend or vote at any general meeting or vote in any ballot arising from such a meeting;
  - (c) have any right or claim on any property of the Club in the event of winding up, whether on dissolution or otherwise; or
  - (d) be liable to contribute to the discharge of any of the Club's obligations.
118. The Committee may make arrangements for the use by members of any other club or society. If a member avails himself or herself of those arrangements and fails to pay any sum which he or she thereby incurs to the other club or society -

- (a) The Club may pay the sum to the other club or society on behalf of the member (whether or not it is legally liable to do so) and
- (b) The member shall forthwith, on demand, reimburse to the Club the sum so paid, together with any interest and other additional charge payable in accordance with Rule 46, calculated from the date on which payment was made by the Club.

### **Club staff and complaints**

- 119. A member shall not offer, or allow his or her guest to offer, any present or gratuity to any member of the Club staff.
- 120. A member shall not personally reprimand a member of the Club staff.
- 121. A member wishing to make a complaint shall make it in writing to the Secretary, and any complaint so made shall if the member requires be laid before the Committee or the appropriate sub-committee at its next meeting.

### **Members' addresses and service of notices**

- 122. Every member shall promptly notify the Secretary of any change to his or her postal or electronic address.
- 123. Any notice or communication required or permitted to be given to a member under these Rules shall when given in writing be deemed to be properly given if it is sent by post or otherwise to the address last notified to the Secretary or, if no such address has been notified, left at the Club house.
- 124. A notice sent to a member by post shall be deemed to be given when it is put into the post.
- 125. A Member may give to the Secretary any notice required or permitted to be given to or deposited with him or her either by leaving it for the Secretary at the Club house or by sending it by post in a prepaid envelope addressed the Secretary at the Club house or by sending it by electronic means.

### **Indemnity**

- 126. (a) Any person who is or who has been:
  - (i) a trustee;
  - (ii) a member of the Committee or any sub-committee; or
  - (iii) a trustee of any pension fund maintained by the Club for the benefit of its staff shall, in the absence of fraud on his or her part, be indemnified out of the assets of the Club against any expense, loss or liability incurred in the performance of the duties of his or her office or otherwise in relation to the office, including expense, loss or liability arising from his own negligence.
- (b) The Club may purchase and maintain insurance for or for the benefit of any person referred to in (1) against any liability so incurred.

### **Lady associates (A closed category)**



127. The affairs of lady associates shall be managed by the Committee, which may fix the annual subscriptions payable by them and, subject to these Rules, generally determine the rights and conditions to be attached to lady associate status.
128. The amounts of subscriptions payable for each year by lady associates shall be inclusive or exclusive of value added tax as the Committee may decide.
129. A lady associate shall not be entitled to propose, second or support a candidate for election, have any right to or claim on any property of the Club or be liable to contribute to the discharge of any of its obligations.
130. If a lady associate is elected as a member the amount of any entrance fee paid on her election as a lady associate shall be set off against any entrance fee due on her election as a member
131. Unless her election lapses under Rule 16, the subscription of a lady associate for the year in which she is elected as a member shall be reduced by one twelfth in respect of every month or part of a month prior to her election and any excess amount previously paid on account of that subscription, as so reduced, shall be set off against her subscription as a member for that year; but she shall not be entitled to any of the rights or privileges of membership until any unpaid part of her subscription as a lady associate (together with the amount due on her election as a member) has been paid.

#### **Alteration of Rules**

132. Subject to Rule 133, these Rules may be altered only by a resolution passed at a general meeting by a majority of at least two thirds of the members voting.

#### **Alteration of membership qualification**

133. Notwithstanding Rule 132, this Rule and Rules 134 - 143 shall apply to any proposed alteration of the Rules which would have the effect of altering the fundamental qualification for membership of the Club specified in Rule 5 and any proposed alteration of this Rule of a substantial nature.
134. An alteration of the Rules of the description specified in Rule 133 may only be proposed on behalf of the Committee or by at least 30 members by giving to the Secretary a notice signed by them stating the terms of the alteration proposed.
135. If an alteration of the description mentioned in Rule 133 has at any time been so proposed and balloted upon, then (whether or not it came into effect) no further alteration having the same or substantially similar effect may be proposed (either on behalf of the Committee or by members) within two years from the date of the previous proposal.
136. Any alteration of the Rules proposed in accordance with Rule 133 shall not be effective unless -
  - (a) The terms of the proposed alteration have been approved by a resolution passed by a majority of the Members voting at a general meeting; and
  - (b) On a ballot held in accordance with Rule 139, at least two thirds of the members voting confirm the resolution approving the proposed alteration.
137. The resolution mentioned in Rule 136 (a) shall be submitted to a general meeting as soon as is reasonably practicable after the alteration has been proposed; and the ballot mentioned in Rule 136(b) shall be held as soon as is reasonably practicable after the resolution has been passed at a general meeting.

138. A ballot under Rule 136(b) shall be held in accordance with the following provisions -
- (a) Every member shall be entitled to one vote on the ballot and shall be given notice of the ballot in any manner permitted by Rules 123 - 124.
  - (b) The notice of the ballot shall be accompanied by a ballot paper which shall state the resolution which is the subject of the ballot and the time and date (being not earlier than 35 clear days and not later than 42 clear days after the date of the notice of the ballot) when the ballot will close.
  - (c) A completed ballot paper received by the Secretary after the time stated for the closing of the ballot shall be invalid.
- 139 The Committee may make such further provisions (not being inconsistent with these Rules) as it thinks fit for the conduct of the ballot, including provisions for the form of the ballot paper, the appointment of Electoral Reform Services Ltd (or such other body as is decided by the Committee) as scrutineers and the use of electronic voting.
140. An announcement of the result of the ballot (which announcement shall be conclusive and binding) shall be made as soon as practicable after the ballot has closed by the Secretary publishing with the authority of the Committee -
- (a) the total number of valid ballot papers returned;
  - (b) the total number of valid votes cast respectively for and against the resolution; and
  - (c) the total number of invalid ballot papers rejected by the scrutineers.
141. A ballot under Rule 138 shall not be invalidated by the accidental omission to give notice of the ballot to any member.
142. Any question whether a proposed alteration to the Rules is of the description specified in Rule 133, or has the same or a substantially similar effect as a previously proposed alteration, shall be decided by the Committee, whose decision shall be conclusive and binding.
143. Any proposed amalgamation of the Club with any other club whose membership (in the opinion of the Committee) consists of or includes members without the fundamental qualification for membership of the Club specified in Rule 5 shall be approved in accordance with Rule 134 - 142 as if it involved an alteration of the Rules within the scope of Rule 133.

### **Non profit-making Club**

144. The Club is a non-profit-making organisation. All profit and surpluses shall be used to maintain or improve the Club's facilities and no profit or surplus will be distributed to members other than on the winding up or dissolution of the Club.

# THE REGULATIONS

Made by the Committee 4th March 2015, 7<sup>th</sup> March 2018, 4<sup>th</sup> April 2018, 7th August 2019 and 12<sup>th</sup> March 2020

## Interpretation

1. Words and expressions defined in the Rules have the same meanings in these Regulations, except that "member" in these Regulations includes a lady associate and so far as the context allows includes reciprocal members and members from other clubs enjoying temporary hospitality in the Club.
2. In these Regulations, unless the contrary intention appears, the following words and expressions have the meanings shown alongside them -  

"Club house"	the premises of the Club at 71 Pall Mall, London SW1Y 5HD;
"Club function"	any entertainment or event organised by the Club for honorary members, members and lady associates generally or those within a particular category with or without guests;
"Club Table"	has the meaning given by Regulation 24;
"function room"	has the meaning given by Regulation 7;
"public rooms"	has the meaning given by Regulation 5;
"Rules"	the Rules of the Club, in the form of the amended version agreed at the Annual General Meeting on 10th June 2013, as further amended, revoked or replaced from time to time;
3. The Interpretation Act 1978 applies to these Regulations as it does to an Act of Parliament.
4. Any procedure required under these Regulations to be in writing may be carried out electronically and any reference in these Regulations to "in writing" and similar expressions shall be interpreted accordingly.

## Public rooms

5. Subject to any temporary restrictions imposed by the Committee or the Secretary and to Regulation 6, the public rooms of the Club are (together in each case with access corridors and staircases leading to them) -
  - (1) The Morning Room;
  - (2) The Coffee Room (including any room being used in substitution for the Coffee Room);
  - (3) The North and South Libraries;
  - (4) The Silence Library;
  - (5) The Smoking Room;
  - (6) The Drawing Room;

- (7) The Billiards Room;
- (8) The Blomfield Room;
- (9) The Gallery Bar;
- (10) The Lower Sitting Room;
- (11) The Pall Mall Room; and
- (12) The Telephone Booth.

6. The Library Terrace is a public room for the purpose of these Regulations.

### **Function rooms**

7. Subject to any temporary restrictions imposed by the Committee or the Secretary, the function rooms of the Club are -
  - (1) The King Edward VII Room;
  - (2) The Princess Marie Louise Room; and
  - (3) The Marlborough Room
  - (4) The St James's Room
8. Members may subject to availability book function rooms for private functions, subject to the provisions of these Regulations or such other directions as the Committee may give from time to time.
9. The Committee may agree to the use of a public room for a private function booked by a member, and in that event the public room concerned shall be deemed to be a function room within the meaning of this Regulation, and the provisions of these Regulations relating to private functions shall apply to it accordingly.

### **Guests**

10. Members may personally introduce guests into the Club house, subject to such restrictions as to numbers or otherwise as may be laid down by the Committee, and in accordance with these Regulations.
11. Without prejudice to the generality of Regulation 10, the member introducing a guest shall be responsible for the conduct of the guest within the Club house, and shall be responsible for the payment of all bills and charges incurred in relation to the entertainment of the guest. No guest, other than one occupying a bedroom in accordance with Regulation 29, may remain in the Club house following the departure of the member who has introduced him or her, unless another member specifically agrees to be responsible for that guest, in which event this Regulation shall apply to that latter member as if he or she had introduced the guest originally. The Committee may lay down standards for the conduct of members and guests in the public rooms.
12. Except by permission of the Secretary, or in the case of guests invited to Club or private functions, no more than seven guests at any one time may be entertained in the Club house by any member.

## **Electronic devices and Photography**

### **Photography etc.**

13. Photography, filming and recording (both audio and video) are prohibited throughout the Club house, except:
  - (a) at private functions with the host's permission and only within the room or rooms hired for the function; or
  - (d) With the Secretary's express permission.

### **Telephone calls**

14. Telephone calls may only be made or received in the Telephone Booth, the Lower Sitting Room and the Library Terrace Corridor

### **Larger electronic devices**

15. Larger electronic devices such as laptop computers may not be used for any purpose by any member or guest in the Billiards Room, the Blomfield Room, the Coffee Room, the Drawing Room, the Front Hall, the Gallery Bar, the Morning Room, the Smoking Room or any corridor or on any staircase.

### **Hand-held electronic devices**

16. Subject to Regulations 13, 14 and 15, the individual use of hand-held electronic devices including (without limitation) mobile telephones and tablets is permitted throughout the Club house, but only if:
  - (a) they are used unobtrusively and so as not to cause annoyance or distraction to other members;
  - (b) they have screens smaller than 12 inches measured diagonally;
  - (c) they are switched to silent mode; and
  - (d) except in the Lower Sitting Room, Pall Mall Room and Libraries, ear pieces and headphones are not used.

### **Smoking**

17. Smoking is not permitted in any public room (except the Library Terrace), function room, bedroom or in or on any other part of the Club house, including without limitation the balconies, the portico and front steps. "Smoking" includes the use of electronic cigarettes and "vaping".

### **Conduct of business in the Club house**

18. Members shall not conduct business in any public room, other than the Pall Mall Room and the Lower Sitting Room.
19. In Regulation 18, "conduct business" includes (without limitation) -
  - (1) Audibly discussing business and professional matters in such a manner as to cause, or to be likely to cause, annoyance to other members or guests;
  - (2) Overtly producing business files and papers;

- (3) The carrying on of any business, profession, trade or vocation in any other manner.
20. The address of the Club may not be given as the registered or official address or place of business of any company, firm, professional practice or other business enterprise.
21. Club stationery may not be used for business or professional purposes.

### **Private functions**

#### **Conduct of members etc and guests at Club functions**

22. Notwithstanding anything to the contrary in these Regulations the use of cameras, video and audio-recording equipment and telephones for any purpose at Club functions is (save when and to the extent expressly permitted by the Secretary) prohibited.
23. Members (excluding reciprocal members and members of other clubs enjoying temporary hospitality) may book function rooms (including a room temporarily designated under Regulation 9) at such charge and under such conditions as the Committee shall lay down from time to time, provided that a member (excluding a reciprocal member or a member of another club enjoying temporary hospitality) will be present for the event, and takes responsibility for the conduct of those present and for settlement of all charges and bills incurred.

#### **Club Table**

24. The Committee shall designate a table in the Coffee Room as "The Club Table", at which, subject to availability of places, members may lunch or dine together. In this Regulation, "Coffee Room" includes any alternative room temporarily designated as an alternative room for general dining, if the Coffee Room is booked for a private function or otherwise unavailable.
25. Guests may be introduced at the Club Table, only on the following conditions-
  - (1) A member may introduce one guest only, provided that prior to the guest being introduced and brought to the table the member shall have obtained the consent of all the members then seated at the Club Table; and
  - (2) No member may introduce a guest to the Club Table more frequently than twice in any one period of seven consecutive days; and
  - (3) Not more than three guests may be seated at the Club Table at any one time.

#### **Service of food and drink**

26. The service of meals and drink (including intoxicating liquor) shall be according to such arrangements as are made by the Committee from time to time, as communicated to members on the website and notices displayed in the Club house. The Secretary may vary these arrangements when necessary for operational reasons.
27.
  - (1) Members, and guests who have been staying unaccompanied in a bedroom, shall (unless prevented by a disability) write their own bills in the Coffee Room.
  - (2) Members shall (unless staying in the Club) settle their bills at the end of meals in the Coffee Room.
28. No table in the Coffee Room may be reserved for more than eight persons, except by permission of the Secretary.

## **Bedrooms**

29. Subject to any temporary restrictions imposed by the Committee or the Secretary and to availability, members may reserve and occupy bedrooms in the Club house, subject to these Regulations, and on the same basis may reserve bedrooms for occupation by guests even if the member is not going to be present.
30. The following procedures shall apply to the booking of bedrooms -
- (1) Bedrooms shall be charged for on a daily basis, ending at 11.00am on the day of departure.
  - (2) Bedrooms may not, without the consent of the Secretary, be occupied by any member or guest for more than 21 consecutive nights.
  - (3) The Committee may direct that, subject to the power of the Secretary to waive this requirement, a specified deposit shall be payable on any bedroom booking -
    - (a) for any specified date or period, where in its opinion demand for bedrooms will be high; or
    - (b) for any group booking, that is to say, a booking for three or more roomsand may direct that, subject to the power of the Secretary to waive this requirement, whole or part of any deposit shall not be refunded in specified circumstances.
  - (4) The Committee may direct that a specified cancellation fee shall be payable by any member who cancels a bedroom booking within a specified period.

## **Payment of bills**

31. Subject to Regulation 32, every bill for which a member is liable is due for payment before the member leaves the Club house on the occasion when the charges were incurred or, if he or she has been staying in the Club House, by the last day of the visit in relation to which the bill arises.
32. Regulation 31 does not apply to -
- (1) An account for a private function; or
  - (2) An account for a bedroom booked or service provided for a guest of a member not personally staying in the Club house.
33. Every account for a private function shall be paid within 30 days after the account is dispatched.
34. Additional charges will be payable in default of payments due under Regulations 31 and 33, in accordance with scales set by the Committee.
35. Any member who cancels a reservation for a Club function shall be entitled to a refund of the ticket price only if the cancellation is received by the Club at least seven days before the function, or by such other time as the Committee may set for, and advertise with the notice of, any particular Club function.

35A. Where a member has failed to pay his or her subscription, or any instalment thereof, on the date due as specified in Rule 39, or under arrangements made under Rule 40, interest and charges on the sum outstanding shall accrue at 2.5 per cent per month, subject to a minimum charge of £25.00.

## **Dress**

36. Subject to Regulations 37, 38 and 39, after 11.00 am on weekdays, and after 6.00 pm on Saturdays, Sundays and Bank Holidays, those using the public rooms must dress with appropriate formality. In particular, gentlemen are required to wear a jacket and tie and ladies are required to dress with commensurate formality.

37. (1) Less formal clothing than is normally required, while having due regard to the character of the Club, may be worn by those using –

(a) any of the public rooms before 11.00am on weekdays or before 6.00pm on Saturdays, Sundays and Bank Holidays; or

(b) the Banqueting Corridor, the Billiards Room, the Lower Sitting Room and the Pall Mall Room.

(2) Gentlemen may remove their jackets (but not ties) in the Silence Library and on the Library Terrace, but must resume them on vacating those areas.

(3) Gentlemen may when engaged in playing cards or board games at tables provided for those purposes by the Club remove their jackets (but not ties), but must resume them on leaving the tables of play.

38. The Secretary may at any time permit gentlemen to remove their jackets, but not their ties, if in his opinion it is uncomfortably hot and in that event a notice to that effect shall be displayed in the Front Hall.

39. Regulation 36 does not apply –

(a) to any person wearing his or her national dress or the uniform or costume appropriate to his or her office or vocation; or

(b) in the Gallery Bar or on the staircase connecting the Squash Courts and the Gallery Bar.

40. The Schedule contains guidance as to the interpretation of Regulations 36 to 39.

41. Each sub-committee may, subject to ratification by the Committee, make regulations (so long as not inconsistent with the Rules or these Regulations) governing its particular area of responsibility.

## **Children**

42. No child under the age of ten years may be admitted to any part of the Club house, except by permission of the Secretary.

## **Notices**

43. No notice may be posted in any part of the Club house except by or on behalf of the Secretary.



## **Animals**

44. No animal other than a guide dog or assistance dog shall be admitted to any part of the Club house, except by permission of the Secretary.

## **Newspapers**

45. No periodical or newspaper belonging to the Club may be removed from the Club house.

## **Bicycles**

46. Bicycles may not be brought into the Club house, and may not be chained or secured in any other way to the railings at the front of the Club house. If a bicycle is chained or secured to the railings it will be removed at the owner's expense.

## **Luggage and outer clothing in public rooms**

47. (1) Subject to (2), members and guests shall not take any item of luggage (including without limitation suitcases, shopping bags, large handbags, rucksacks, brief cases, portfolios, folders and laptop cases), outer clothing or umbrella into any public room, and shall immediately remove any such item of luggage, clothing or umbrella when requested to do so.
- (2) The prohibition in (1) on taking brief cases, portfolios, folders and laptop cases does not apply in relation to the Lower Sitting Room and the Pall Mall Room.
- (3) Luggage may at the discretion of the Secretary be left at the front desk for up to seven days but no more, subject to the member agreeing in writing that the item of luggage concerned may be disposed of after the expiry of seven days.

## **Security**

48. Members shall produce their membership cards when required to do so by any member of staff of the Club. Members and guests must permit any member of staff to inspect any baggage, package or hand luggage for security reasons.
49. All guests must sign in at the Front Desk. Members are responsible for ensuring that their guests sign in.

## **Vacation of the Club house**

50. No member or guest, other than one occupying a bedroom in accordance with Regulation 29, may remain in the Club house between 1am and 6.30am each day.

## **Limitation of liability**

51. The Club accepts no liability for the safety of luggage, parcels, coats, umbrellas, hats or any other items of clothing or personal property brought into the Club house.

## **Use of Club as correspondence address**

52. No member or guest may use the Club house as a regular correspondence address or as the address of any social or philanthropic organisation for any purpose.

### **Deliveries and parcels**

53. No member or guest shall cause any delivery to be made to him or her at the Club house. The Secretary may refuse to accept any parcel or other delivery intended for a member. If any delivery of an item is made to the Club house, the Secretary may dispose of the item if not collected by the responsible member within seven days.

### **Firearms**

54. Firearms may not be brought into the Club house.

### **Consumption of own food**

55. Only food and drink supplied by the Club may be consumed in the public rooms.

### **Balconies**

56. No member or guest shall go onto any balcony of the Club house or onto any other external roofing or other surface of the Club house (with the exception of the Library Terrace).

### **Suspension of Regulations**

57. The Committee may suspend the operation of any Regulation for the purpose of any particular Club or private function.

### **Application of the Regulations in particular cases**

58. The Secretary shall have power to decide on any issue of interpretation or application of these Regulations.

### **Covid-19 (coronavirus) outbreak - temporary measures**

59. (1) The Secretary, having regard to any advice issued by or on behalf of Her Majesty's Government (HMG) or the National Health Service (NHS), may take such measures (including without limitation requirements as to personal hygiene, temperature monitoring and exclusion from the Club house) as seem necessary to protect members, their guests and staff from the effects of Covid-19 and to prevent its spread.
- (2) Before taking such measures the Secretary shall, unless it is impracticable to do so, consult the chairman and vice-chairman.
- (3) All measures so taken shall be reported to the next meeting of the Committee.
- (4) Unless earlier revoked, this Regulation shall lapse when HMG or the NHS declares the end of the Covid-19 outbreak.

# THE SCHEDULE

## Dress Guidance issued by the Committee under Regulation 40

### Introduction

In order to maintain the character of the Club, the Committee considers it essential that those who use the Club house respect the spirit of these Regulations. In particular, it is for members to ensure that their guests are made aware of the dress requirements before arrival at the Club house. The Committee relies on those using the Club house to interpret this guidance with common sense so as to avoid any awkwardness for staff or others.

1. The Secretary and those acting on his behalf have full authority to enforce the Regulations, including those relating to dress.

2. When Dress Regulations apply:

#### (a) **The formal regime**

Members, Lady Associates and guests are (subject to exceptions set out in the Regulations) required to dress formally. Gentlemen are required to wear a tailored jacket, tie and fully button-fronted shirt, fastened at the collar. Gentlemen who remove their jackets pursuant to Rule 38 must wear long-sleeved shirts fastened at the cuff. Ladies are required to wear conventional smart dress, which includes a smart trouser suit, skirt or dress.

#### (b) **The less formal regime before 11.00am on Weekdays and before 6.00pm on Saturdays, Sundays and Bank Holidays**

Smart informal dress is permitted. This includes (without limitation) short-sleeved, button-fronted shirts, polo shirts, jeans and trainers.

#### (c) **Clothing never permitted**

Shorts, sweatshirts, fleeces, tracksuits and t-shirts are never acceptable.

3. Less stringent standards apply to children under 14 years of age.

4. All outerwear, such as overcoats, hats and scarves, must be deposited in a cloakroom or taken to a bedroom.

# **MEMBERS' CONDUCT SUB-COMMITTEE REGULATION**

**Made under Rule 23 by the Committee on 3<sup>rd</sup> July 2019 in substitution for the Regulation made on 10th January 2018**

## **Interpretation**

1. Words and expressions defined in the Rules have the same meaning as in this Regulation, unless otherwise required by the context.

## **Establishment of the Members' Conduct Sub-Committee**

2. Subject to the succeeding provisions of this Regulation, a Members' Conduct Sub-Committee ("the Sub-Committee") is hereby constituted, with the functions of –
  - (1) Investigating, according to such procedures as it shall lay down (not being inconsistent with the Rules or these Regulations), such complaints or allegations against a member referred to it by the Chairman (or the Vice-Chairman in the absence or inability to act of the Chairman); and
  - (2) Determining conclusively any factual issues arising from such complaints or allegations.
3. The full membership of the Sub-Committee shall be determined by the Chairman but to deal with any particular investigation the powers of the Sub-Committee may be exercised by a panel consisting of five members (one of whom shall be nominated to chair the panel) nominated by the Chairman following consultation with the Vice-Chairman unless this is impracticable.
4. The quorum for a meeting of a panel of the Sub-Committee to deal with any particular investigation shall be three members.
5. The full Sub-Committee shall only be convened to agree or to amend rules of procedure to apply to investigations carried out under this Regulation.
6. The panel of the Sub-Committee to deal with any particular investigation shall reach its decisions by majority vote. The chairman of any such panel shall where there is an equality of votes have a second, or casting, vote.
7. The Panel of the Sub-Committee to deal with any particular investigation shall ensure that the member concerned has reasonable notice of the complaint or allegations against him or her and is given a reasonable opportunity to make both oral and written representations to that panel.

## **Jurisdiction of the Committee not ousted**

8. Nothing in this Regulation shall be taken to preclude the Committee from dealing with any proposed expulsion under Rule 20 of its own motion, whether or not a panel of the Sub-Committee has been appointed in any particular case, or establishing an alternative investigative procedure in any particular case.

# **REGULATIONS FOR THE CONDUCT OF CONTESTED ELECTIONS FOR THE COMMITTEE**

**Made by the Committee 7th February 2018 under Rules 59 and 81**

1. Unless a contrary intention appears, words and expressions used in these Regulations have the same meanings as in the Rules.
2. Where Rule 55(f) applies and accordingly a ballot arises, candidates in the relevant election shall subject to the succeeding Regulations be entitled to send to the Secretary and have circulated with the notice of ballot and ballot papers by the Secretary under Rule 56 (a) a personal statement of not more than 500 words describing their services to the Club and the personal qualities and interests they would if elected bring to the Committee.
3. A statement may be accompanied by a passport-sized photograph of the relevant candidate to be included in the candidate's statement.
4. A statement shall only be circulated under Regulation 2 if it has been received by the Secretary not later than 35 clear days before the date of the annual general meeting to which the election relates.
5. In calculating the 500 words referred to in Regulation 2 as the maximum length of any statement, the following protocols shall be followed -
  - (a) headings and sub-headings shall be disregarded;
  - (b) words customarily hyphenated and which are hyphenated in the statement will be counted as one word;
  - (c) acronyms and other customary abbreviations shall be counted as one word;
  - (d) non-text material including (without limitation) such material as graphs, tables and illustrations shall be excluded; and
  - (e) numbers and dates will each be counted as one word.
6. If the length of a candidate's statement exceeds 500 words, the Secretary may if time permits request the candidate to shorten his or her statement accordingly, but if time does not permit (which shall be a matter for the sole determination of the Secretary in his absolute discretion), then the statement shall be edited for length such that it ends at the 500<sup>th</sup> word, and it shall be circulated in that form.
7. Any issue as to the format or presentation of a statement or photograph not provided for elsewhere in these Regulations shall subject to Regulation 9 be determined conclusively by the Committee.
8. Subject to Regulation 9, the Committee may in its absolute discretion require any candidate to remove or re-word any material from a statement which it considers to be factually misleading, defamatory or the publication of which would otherwise be unlawful. If the candidate does not comply with any such requirement the Secretary shall amend the statement in accordance with the Committee's requirement and circulate it in that amended form. Where a candidate's statement consists wholly of material falling within this Regulation it shall not be circulated.

9. The powers of the Committee under these Regulations may be exercised by the Chairman (or in his or her absence or inability to act by the Vice-Chairman) if time does not permit reference to the Committee or such reference is otherwise impracticable.

# THE SQUASH REGULATIONS

**Ratified by the Committee on 5th June 2013**

**Last amended on 4th February 2015**

1. The following categories of person may use the squash courts:
  - a. Members
  - b. Lady associates
  - c. Temporary members (i.e. members of reciprocal clubs)
2. Except when the Club is closed the courts shall be open for play every day.
3. Only persons falling into the categories specified in Regulation 1 (a) to (c) above may book courts.
4. Courts may be booked:
  - a. By those who have a Club Squash Account (minimum opening balance £15), through the website; or through the Club Events Administrator by telephone on 020 7321 5104 between 9.30am and 5.30pm; or at the Front Hall Desk;
  - b. By those who do not have a Club Squash Account, by paying for each booking by cash or debit or credit card at the Front Hall Desk.
5. Members may book courts up to 14 days in advance.
6. Lady associates and temporary members may book courts not more than three days in advance.
7. The periods of play for which bookings may be made are:
  - a. From Mondays to Fridays inclusive
    - i. between 10.00am and 12.15pm; 2.15pm and 5.15pm; and 7.45pm and 11.30pm, 45 minutes
    - ii. between 7.00am and 10.00am; 12.15pm and 2.15pm; and 5.15pm and 7.45pm, 30 minutes
  - b. On Saturdays and Sundays between 7.00am and 11.00pm, 60 minutes.

Outside of the stated hours the courts may be used by prior arrangement with the Front Desk.

8. Members may cancel a booked court at any time before 4.00pm three weekdays before the day for which the court has been booked<sup>1</sup>. If a member cancels a court after this time, his or her fee will only be refunded if the court is re-let.

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<sup>1</sup> So, a court booked for a Thursday may be cancelled before 4.00pm on the preceding Monday and a court booked Monday before 4.00pm on the preceding Wednesday.

9. Squash court lights are operated by inserting coins into the light meters.
10. Court fees and meter rates shall be set from time to time by the Committee and displayed on the Squash Notice Board.
11. All players must ensure that they and their guests wear white or light coloured clothing and shoes that will not mark the courts.



# THE LIBRARY REGULATIONS

Ratified by the Committee on 4th November 2015

## Interpretation

1. Words and expressions defined in the Rules and the main Regulations have the same meaning in these Regulations, except that "member" in these Regulations includes an honorary member and a lady associate but excludes reciprocal members and those members of other clubs enjoying temporary hospitality.
2. In these Regulations, subject to the context, the following words and expressions have the meanings shown beside them -

"Collection"	the books, maps, periodicals and other reference materials (including electronic sources) held in the Libraries;
"Librarian"	the member of the Club staff designated as such, including any person acting on behalf of the Librarian;
"Libraries"	the North and South Libraries, the Silence Library, the Library Corridor and, in so far as it relates to access to circulating stock, the Billiards Room;
"main Regulations"	the Regulations made by the General Committee under Rule 81;
"user"	any person using the Libraries whether a member or not

3. The Interpretation Act 1978 applies to these Regulations as it does to an Act of Parliament.

## Default application of main Regulations

4. Any matter not specifically dealt with in these Regulations shall be governed by any relevant provision in the main Regulations.

## Use of the Libraries

5. The following may, subject to compliance with these Regulations and to any temporary restrictions imposed by the General Committee or the Library Committee, use the Libraries for the purpose of private reading and reference to any item in the Collection -
  - (1) Members and their guests while in their company;
  - (2) Members of reciprocal clubs and their guests while in their Company;
  - (3) Members of clubs not covered by (2) to whom the Club is extending temporary hospitality, and their guests while in their company.

- (4) Unaccompanied guests staying in Club bedrooms.

### **Tables**

6. Users may not reserve any table or other surface in the Libraries except for immaterial periods of less than ten minutes or by special arrangement with the Librarian.
7. Users' personal property may not be left unattended in the Libraries except for immaterial periods of less than ten minutes or by special arrangement with the Librarian.

### **Noise and disturbance**

8. Users may engage in quiet conversation in the North and South Libraries, but silence shall be observed strictly in the Silence Library except in case of emergency.
9. Users shall minimise the noise of personal equipment so far as possible.

### **Bags and luggage in the Libraries**

10. No bag or other receptacle shall be used to take books, papers and any other equipment into the Libraries other than a transparent bag supplied at the front desk.

### **Borrowing of books**

11. Members may subject to the conditions set out below and only subject to those conditions borrow books from the Collection, other than those in the following categories -
  - (1) Rare and valuable books.
  - (2) Books in a vulnerable physical state.
  - (3) Reference books.
  - (4) Periodicals (bound or unbound).
  - (5) Atlases and maps.
  - (6) Books on loan from the London Library.
  - (7) Books that have been in the collection for less than 30 days (excluding any period when the Club is generally closed).
12. The decision of the Librarian on whether any item falls within one of the categories referred to in Regulation 11 shall be final.
13. A member wishing to borrow a book shall register the loan by -
  - (1) Using the computerised self-issue and return system; or
  - (2) Application to the Librarian;
14. No member may have in his or her possession on loan more than four books at any one time.

15. A member may not retain any book on loan for more than 30 days (excluding periods when the Club is generally closed), provided that unless the book has been requested by another member the loan may be renewed. Renewal of the loan may be made in any of the following ways -

- (1) In person using the computerised self-issue and return system;
- (2) On application to the Librarian;
- (3) By telephone;
- (4) By electronic mail; or
- (5) Through the Club website.

16. Books which have been borrowed shall be returned by -

- (1) Using the computerised self-issue and return system;
- (2) Handing to the Librarian or at the front desk.

17. Members shall be liable for any book damaged or lost in their care (including in the course of post) and shall be liable for the full cost of replacement or repair of the book in question.

18. No item of the collection may be removed from the Club house other than by borrowing in accordance with the foregoing provisions.

# ***ANNEX A - Reflecting Emergency Provisions inserted under Regulation 59***

## **Service of meals and drink - Notice pursuant to Regulation 26**

***The Club opens at 7.00am and closes at 10.00pm***

<b>Early Morning Tea</b>		
This service will no longer be provided. A bagged continental breakfast can be delivered to the room from 7.00am if pre-ordered on check in.		
<b>Coffee Room</b>		
†Breakfast (continental)	Monday to Friday	7.30am to 9.30am
†Breakfast (cooked)		7.30am to 9.30am
†Breakfast	Weekends	8.00am to 10.00am
†Lunch and dinner	7 days a week	12.30pm to 8.30pm
<b>Blomfield Room</b>		
Hot food	7 days a week	Noon – 9.00pm
Drinks service	7 days a week	11.30am to 9.30pm last orders
<b>Gallery Bar</b>		
		Closed due to social distancing
<b>Business Area</b>		
Tea and Sandwich using the ordering QR code available for delivery	7 days a week	9.30 am to 5.00pm
<b>The Library Terrace</b>		
	7 days a week	7.00am to 10.00pm
Hot and Cold Drinks using the ordering QR code available for delivery	7 days a week	Noon to 9.00pm
<b>Drawing Room Service</b>		
Drinks, Tea and sandwich menu using the ordering QR code available for delivery.	7 days a week	Noon to 8.00pm
<b>Hot drink machines</b>		
		No longer available
<b>Bar hours</b>		
Morning Room	7 days a week Alcohol served from 11.30am	9.30am to 10.00pm last orders 9.30pm
Blomfield Room - Informal Dress Regulation in place when open.	7 days a week	11.30 am to 10.00 pm Last orders 9.30pm
<i>Note: drinks served Monday to Friday are discounted by 25% from 5.30pm to 8.00pm if paid for using Club membership card during this time in Morning Room or Blomfield Room. 9.30am to 11.30am for service of non-alcoholic beverages only</i>		
<b>Happy Vintage Port Hour</b>		
Morning Room Blomfield Room	Friday	From 2.00pm to 3.00pm vintage port is discounted by 25% if paid for using Club membership card.
<b>Club Table</b>		
Coffee Room		No longer available.
<b>Closing times indicate:</b>		
<ul style="list-style-type: none"> <li>• <i>in the case of services marked “†”last admission</i></li> <li>• <i>In the case of all other services last order.</i></li> <li>• <i>Last order for Savouries and hot dessert is half an hour after the above time.</i></li> </ul>		
Updated 16.10.20		

# Notes





**Oxford and Cambridge Club**  
71 Pall Mall, London SW1Y 5HD  
Telephone: 020 7930 5151 Fax: 020 7930 9490

**Members may immediately create letters of introduction via the Members area of the Club website at [www.oxfordandcambridgeclub.co.uk](http://www.oxfordandcambridgeclub.co.uk).**

**Email:** [membershipadmin@oandc.uk.com](mailto:membershipadmin@oandc.uk.com)  
**Phone:** 020 7321 5110

**Bedroom Reservations:** [reservations@oandc.uk.com](mailto:reservations@oandc.uk.com)  
**Website:** [www.oxfordandcambridgeclub.co.uk](http://www.oxfordandcambridgeclub.co.uk)