



University of London



Connaught Hall Residents' Club

CONSTITUTION

October 2012



www.connaught-hall.org.uk



CONNAUGHT HALL
36-45 TAVISTOCK SQUARE
LONDON WC1H 9EX





University of London
Connaught Hall Residents' Club

CONSTITUTION

October 2012

1 NAME

The name of the Club shall be the University of London Connaught Hall Residents' Club.

2 PREMISES

The premises of the Club shall be in Connaught Hall, 36-45 Tavistock Square, London WC1H 9EX.

3 STATUS

The Club shall be a members' club and shall consist of those classes of members specified in Paragraph 5 hereof.

4 OBJECTS OF THE CLUB

The objects of the Club shall be:

- i the promotion of the social, cultural, and intellectual life of the students of Connaught Hall; and
- ii the provision of facilities for recreation, social activities, and refreshment for the benefit of its members.

5 MEMBERSHIP

- a The following shall be eligible for election as Ordinary Members of the Club: all student residents in Connaught Hall and staff of Connaught Hall so long as they remain resident in or in the employ of Connaught Hall.
- b The following shall be eligible for election as Temporary Members of the Club:
 - i such persons as may be nominated by members of the Club for such periods as the Club, or its appropriate elective Committee, may decide; and
 - ii fee-paying guests of Connaught Hall, resident for more than seven consecutive nights between the months of June and September, so long as they are enrolled on a course of full- or part-time study at a higher education institution either within the UK or abroad.
- c It is the desire and intention of the Club to exercise this right of electing Temporary Members only in special circumstances and, in any case, to allow only the election of a small number of Temporary Members.
- d The following shall be eligible for election as Honorary Members of the Club: such persons as may be nominated by members of the Club for such periods as the Club or its appropriate elective Committee may decide.
- e The number of Temporary and Honorary Members permissible by the Club shall at no time exceed two-thirds of the number of Ordinary Members.

6 NOMINATION & ELECTION OF MEMBERS

- a No person shall become an Ordinary, Temporary, or Honorary Member of the Club without an interval of forty-eight hours between their nomination or application for membership and their admission. Nor shall any candidate for membership be admitted to any of the privileges

of membership without an interval of forty-eight hours between their nomination or application for membership and their admission to such privileges.

- b The persons mentioned in Subparagraph 5a shall be deemed to be nominated for membership as soon as, in the case of students, they accept their place at Connaught Hall; in the case of employees, on the day they begin their employment.
- c The nomination of other members who would be Temporary and Honorary Members shall be subject to regulations which the Club shall have power to frame, and the persons eligible for election as Temporary or Honorary Members shall be controlled as in Subparagraphs 5b,c,d.
- d Members shall be elected by a General Meeting of the Club, or by an elective Committee of the Club, or by a sub-committee of an elective Committee, provided that two-thirds of the sub-committee are members of the elective Committee. The names and addresses of the Ordinary, Temporary, and Honorary Members shall be available on Connaught Hall premises.

7 SUBSCRIPTIONS

- a Ordinary and Temporary Members who are student residents of Connaught Hall shall pay an annual subscription, the amount of which shall be determined by the elective Committee from time to time, subject to ratification by a General Meeting.
- b The other Ordinary and Temporary Members, and Honorary Members, shall not be required to pay the subscription fee.
- c Temporary Members elected under Subparagraph 5b-ii shall pay a single joining fee, the amount of which shall be determined by the elective Committee from time to time.
- d The annual subscription shall be due and payable in three termly instalments.

8 VISITORS

- a Visitors may be introduced by members, and must be accompanied by a member or members of the Club. The Club shall be entitled to sell alcoholic liquor to such visitors as have been introduced to the Club by a member or members.
- b The Club shall not sell alcoholic liquor to a non-member who has not been so introduced, except on the following occasions noted in Subparagraph 8c.
- c When the Club is holding functions to which it is desired to admit non-members who may not necessarily be accompanied by a member, the Club shall be entitled to sell alcoholic liquor to them. On such occasions the right of the Club to exclude non-members is reserved to the Club, and should be exercised when the Club or an elective Committee of the Club, in the exercise of its *bona fide* discretion, thinks fit.

9 MANAGEMENT

- a The affairs of the Club, including the supply of liquor, shall be managed by an elective Committee which shall be elected annually by, and be responsible to, a General Meeting of the Club. This committee shall be called the Connaught Hall Residents' Club Committee and shall be made up of the Officers listed in Paragraph 10.
- b The Connaught Hall Residents' Club Committee shall be elected in accordance with Paragraph 11 subject, however, to the variation in respect of the voting rights of certain members as defined in Subparagraph 12g.
- c The Residents' Club Committee must meet at least twice per term. It shall be the responsibility of the President to ensure that the requisite number of meetings is held.
- d The Residents' Club Committee may make such regulations from time to time as it thinks fit, provided such regulations are within the law of

England and Wales and are not inconsistent with this Constitution or the regulations of Connaught Hall or the University of London. The Clerk to the Club & Senior Treasurer shall have authority to determine whether or not a proposal meets these criteria.

- e The quorum at a meeting of the Connaught Hall Residents' Club Committee shall be three elected Officers. Voting shall be by simple majority. Speaking and voting rights shall be as follows:
 - i elected Officers may speak and vote on any matter;
 - ii the Bar Manager may speak on any matter but may vote only on matters directly related to the operation of the bar as determined by the chairman of the meeting;
 - iii the Clerk to the Club & Senior Treasurer and Senior Member representatives may speak on any matter but shall not have voting rights.

10 OFFICERS

- a The elected Officers of the Connaught Hall Residents Club shall be:
 - i the President;
 - ii the Secretary;
 - iii the Treasurer;
 - iv the Sports Officer; and
 - v the Entertainment Officer.
- b The other Officers of the Connaught Hall Residents Club shall be:
 - i the Clerk to the Club & Senior Treasurer, who shall be the Warden of Connaught Hall;
 - ii two Senior Members, who shall be appointed by the Warden; and
 - iii the Bar Manager, who shall be appointed (subject to approval by the Warden) by the Residents' Club Committee from amongst the

Ordinary Members of the Club, and must be a student resident of Connaught Hall.

- c No member shall hold more than one office at a time.
- d The duties of the President shall be to represent the Club in all matters and be responsible for the operation of the Club; to sit on University and Hall committees as required; to chair General Meetings of the Club; to chair meetings of the Residents' Club Committee and to distribute tasks to other members of the Committee; to represent the opinions and interests of the student residents of Connaught Hall; and to liaise with the executive committees of the Residents' Clubs or Junior Common Rooms of the other intercollegiate halls of residence.
- e The duties of the Secretary shall be to deputise for the President; to keep a permanent record of constituted meetings and be responsible for the safe keeping of all Residents' Club records; to keep an inventory of the Club's property; to administer subscriptions held by the Club; to furnish members upon request with access to this Constitution and the election procedure herein contained; to encourage and support the formation of clubs and societies in Hall, liaising with and keeping a record of any such clubs and societies; and to sit on Hall committees as required.
- f The duties of the Treasurer shall be to ensure that members' subscriptions are received; to publish the accounts of the Club at least once every term; to be responsible for the collection of income from parties and events organised by the Residents' Club Committee; to keep the Committee informed on a regular basis as to the financial affairs of the Club; to be responsible for the safe keeping of the Club's cheque books, bank statements, and other banking documents; to keep books of account with accurate and verifiable records of all financial transactions made by or on behalf of the Club; to liaise closely with the Bar Manager in keeping the Bar accounts; and to submit all financial records annually to the Clerk to the Club & Senior Treasurer for the purposes of audit.

- g The duties of the Sports Officer shall be to organise all Club sporting activities; to provide sports equipment as required and to ensure the safety and proper upkeep of that equipment; to advertise and promote sports events organised by the Residents' Club Committee; and to liaise with the relevant officers in other intercollegiate halls of residence or college students' unions to organise competitive sports tournaments.
- h The duties of the Entertainment Officer shall be to lead in the organisation of social and entertainment events; to advertise and promote social events organised by the Residents' Club Committee; to furnish the Common Rooms with equipment and furniture as required; to co-ordinate the purchase and setting-up of decorations, DJ equipment, lights, and other items in the Bar for parties organised by the Club; and to liaise with the relevant officers in other intercollegiate halls of residence of college students' unions to organise larger social events.
- i The duties of the Clerk to the Club & Senior Treasurer shall be to advise the President on the interpretation of this Constitution; to advise the Treasurer on financial matters; to audit the Club's books of account annually; to ensure that the Club is operated in such a way that promotes equal opportunities and without discrimination on the basis of age, race, sex, creed, disability, political belief, social class, or sexual orientation; to act as Returning Officer in the elections of Officers to the Residents' Club Committee; to submit temporary event notices when requested in accordance with Paragraph 15; to serve as a banker for the Club; and to represent the Club to University or external bodies if the President is unable to do so.
- j The duties of the two Senior Member representatives shall be:
 - i Entertainment Secretary - to support the Entertainment Officer and Sports Officer and to ensure an adequate number of social and sports events are organised throughout the year; and
 - iii Bar Secretary - to support the Bar Manager and monitor compliance with relevant rules and legislation.

- k The duties of the Bar Manager shall be to ensure the efficient operation of the Bar; to ensure that relevant health & safety and licensing laws and regulations are adhered to in all aspects of the Bar's operation; to recruit Bar staff as required; to liaise with the Entertainment Officer in the organisation of social events in the Bar; and to liaise with the Treasurer to keep accurate and verifiable accounts of all transactions undertaken in the course of staffing, stocking, and operating the Bar.

I I ELECTION OF OFFICERS AND DURATION OF OFFICE

- a The election of Officers shall take place within the first six weeks of each academic session.
- b The Clerk to the Club & Senior Treasurer shall act as Returning Officer. The Returning Officer shall have responsibility for, and control of, the conduct of an election and his prime duty is to safeguard its secrecy and fairness. He must himself maintain scrupulous impartiality throughout the election.
- c Before opening of nominations the Returning Officer shall announce the election in a notice in the lobby of the Hall, and give the dates of:
 - i opening of nominations;
 - ii closing of nominations, at least seven days later;
 - iii publication of candidates' names and details;
 - iv Hustings;
 - v the Poll, at least seventy-two hours after close of nominations; and
 - vi the Count.
- d Nominations for office must reach the Returning Officer by the closing date for nominations. Candidates must currently be members of the Residents' Club and reasonably expect to remain so during their period of office.
- e Each candidate must submit a written manifesto to the Returning

- Officer before the close of nominations. Any candidate who does not submit a manifesto before the close of nominations will be removed from the list of candidates. All candidates' manifestos will be published online and/or circulated on notice boards.
- f Candidates may withdraw their nominations at any time up to the Poll, but once withdrawn they cannot be reinstated.
 - g The Hustings meeting shall be chaired by the Clerk to the Club & Senior Treasurer. The candidates shall be presented in alphabetical order by surname, starting with "A". Candidates may speak for three minutes. The only equipment allowed shall be a microphone. At the end there may be a period for questions. The chairman shall be responsible for the good order of the meeting, and may order the expulsion of any member whose conduct unduly interrupts the meeting.
 - h A secret ballot shall be held for all elections. Each member of the Club who is entitled to vote may vote for up to three candidates. The Poll shall be supervised by the Clerk to the Club & Senior Treasurer.
 - i In the event of there being fewer than five candidates at the election, the elective Committee shall have power to co-opt members to fill any vacant posts subject to the approval of the next General Meeting.
 - j The Count shall be held immediately after the close of polling. The candidate with the most votes overall shall be elected President. The four candidates with the next highest number of votes shall be duly elected to serve as Officers.
 - k In the event of a tie being declared for the first or fifth largest vote, one recount shall be held; if a tie is confirmed, the candidate whose nomination was submitted to the Returning Officer first shall be elected. Any candidate may request one recount.
 - l At the first meeting of the new Committee, chaired by the President, the Officers shall allocate the roles of Secretary, Treasurer, Entertainment Officer, and Sports Officer amongst themselves.
 - m In the event, for any reason, of a post falling vacant mid-session, a by-

election must be held within one calendar month of the vacancy arising, except when such vacancy arises in the third term, when the elective Committee shall have power to co-opt subject to approval at the next General Meeting.

- n An Officer shall cease to hold office:
 - i at the next Residents' Club general election (with the exception of the Bar Manager, Senior Member representatives, and the Clerk to the Club & Senior Treasurer); or
 - ii upon his ceasing to be a Member of the Club; or
 - iii upon his resignation in writing simultaneously to the President and Clerk to the Club & Senior Treasurer; or
 - iv upon his dismissal by the Warden of Connaught Hall for conduct which in the view of the Warden renders it undesirable that he should remain in office; or
 - v upon the passing of a Motion of no confidence by a two-thirds majority of those present at a quorate General Meeting, provided that notice of such Motion be prominently posted in the Hall lobby at least seven days before that General Meeting. The Officer shall have the right to appeal to the Clerk to the Club & Senior Treasurer within seven days. The Clerk shall consider the appeal in consultation with the elective Committee; his decision shall be final.

12 ANNUAL GENERAL MEETING AND GENERAL MEETINGS

- a The opinions of Members shall be voiced in General Meetings.
- b General Meetings shall be called by the President. The Club shall be entitled to summon a General Meeting through the President as follows:
 - i Officers of the Club shall have power to require a General Meeting to be summoned at any time on reasonable notice, but only if at least three Officers (whether elected, appointed, or *ex officio*) jointly

- wish to do so.
- ii Ordinary Members shall have power to require a General Meeting to be summoned at any time on reasonable notice, but only if at least twenty-five Ordinary Members or one-eighth of the Ordinary Membership, whichever is the smaller, jointly wish to do so.
 - c The Warden of Connaught Hall shall have power to require a General Meeting to be summoned at any time.
 - d Forty-eight hours' notice shall be given of a general meeting by a notice posted prominently in the lobby of the Hall.
 - e The Club's Annual General Meeting shall be held within the first four weeks of University term two.
 - f The Residents' Club Committee shall jointly present a written report to the Members at the Annual General Meeting. The report shall include:
 - i a statement of the Club's current financial position, including a profit or loss figure for the bar during term 1, and projections for income and expenditure in terms 2 and 3;
 - ii a summary of all activities arranged since the present Committee was elected;
 - iii proposals (with approximate dates) for any major items of expenditure, parties, trips, or large events that the Committee wishes to organise during terms 2 and 3.
 - g Members may voice their opinions and may propose and vote on amendments to the Committee's proposals.
 - h Finally, the Members shall vote on whether to accept or reject the Committee's report. If the report is rejected overall:
 - i the Committee shall prepare and present to another General Meeting within fourteen days revised proposals for future activities and expenditure;

- ii if a second report is rejected, the Clerk to the Club & Senior Treasurer shall convene a Commission, which may sit for up to fourteen days, comprised of the elected Officers of the Residents' Club and up to fifteen (but no fewer than eight) other Ordinary Members to negotiate a financial and organisational plan for the remainder of the year;
 - iii no new expenditure shall be made until either the Committee's report has been accepted in full or the Commission has concluded its negotiations.
- i The chairman of a General Meeting shall be the President, or, in the absence of the President, the Secretary.
 - j The quorum at a General Meeting shall be fifty members. The voting at General Meetings shall be confined to members, and all members entitled to use the Club premises shall be entitled to vote and shall have voting rights as follows:
 - i the student residents of Connaught Hall shall have full voting rights in all matters; and
 - ii the other Ordinary Members and also the Temporary and Honorary Members shall not be entitled to vote in the election of officers or members of committees of the Club but shall have full voting rights in other matters;
 - iii in the event of votes being evenly divided, the Clerk to the Club & Senior Treasurer shall exercise a casting vote, which shall be made so as to support the majority opinion of the elected Officers. If the Officers' votes are also evenly divided, the casting vote shall be made so as to support the opinion of the President (or, in the absence of the President, the Secretary).
 - k Except in the election of the Officers of the Club, voting shall be by show of hand unless otherwise decided by the chairman. Motions shall be passed by simple majority unless otherwise specified in this Constitution.

- 1 The Clerk to the Club & Senior Treasurer shall have authority to determine whether any Motion is illegal, discriminatory, or contrary to the provisions of this Constitution, in which case the motion may not be passed.

13 CLUB PROPERTY

The money and property of the Club, and any gain arising from the carrying on of the Club, may be applied only for the benefit of the Club or its members as a whole, or for charitable or benevolent purposes.

14 ACCOUNTS

- a The Treasurer shall keep the books of account, which shall be audited by the Clerk to the Club & Senior Treasurer on an annual basis.
- b The elective Committee shall meet annually to consider the accounts of the Club, which shall then be presented to the members at a General Meeting.

15 SUPPLY OF ALCOHOLIC BEVERAGES

- a Alcoholic beverages may be supplied to members, as provided in Paragraph 5 subject to the provision in Subparagraph 6a, and visitors and non-members, as provided in Paragraph 8, between the hours of 11.00 am and 11.00 pm on weekdays, and on Sundays between 12 noon and 3.00 pm and between 7.00 pm and 10.30 pm.
- b There shall be no supply of alcoholic liquor on Christmas Day or Good Friday.
- c No alcoholic liquor shall be supplied for consumption off the Club premises.
- d No person shall receive at the expense of the Club any commission, percentage or similar payment on, or with reference to, purchases of alcohol by the Club.
- e No person shall directly or indirectly derive any pecuniary benefit from

the supply of alcohol by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole, or any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

- f On such occasions as it sees fit to vary the hours during which alcoholic liquor may be supplied, the elective Committee may request that the Clerk to the Club & Senior Treasurer give notice to the London Borough of Camden Licensing Authority and Metropolitan Police (a “temporary event notice”) as prescribed by Part 5 of the Licensing Act 2003. The Clerk to the Club & Senior Treasurer shall have full discretion in deciding whether to give such notice, and may vary the terms of the requested notice in any way.

16 CLUB PREMISES CERTIFICATE

The Clerk to the Club & Senior Treasurer shall, on behalf of the Club, apply for, keep, and, where necessary, produce a club premises certificate in accordance with the Part 4 of the Licensing Act 2003, and shall be the “nominated person” required under Section 94 of the Act. The summary, or a certified copy of the summary, of the club premises certificate shall be prominently displayed on the Club premises.

17 REFUSAL OF MEMBERSHIP, EXPULSION OF MEMBERS AND REMOVAL OF MEMBERS’ PRIVILEGES

- a The elective Committee may refuse the right of membership to any person or persons otherwise eligible under Paragraph 5 hereof.
- b The elective Committee may expel any member for conduct which in their opinion renders it undesirable that he should remain a member. The member shall have the right to appeal to the Clerk to the Club & Senior Treasurer within seven days. The Clerk’s decision shall be final.
- c The Warden of Connaught Hall may expel any member for conduct which in his opinion renders it undesirable that he should remain a member of the Club.

- d The elective Committee may remove from any member any privileges of Club membership, except voting rights, for conduct which in their opinion renders it undesirable that he should retain those privileges. The member shall have the right to appeal to the Clerk to the Club & Senior Treasurer within seven days. The Clerk's decision shall be final.
- e The Warden of Connaught Hall may remove any privileges of Club membership, except voting rights, for conduct which in his opinion renders it undesirable that the member should retain those privileges.

18 CONVENOR OF THE RESIDENTS' CLUB AND SUSPENSION OF NORMAL CLUB MANAGEMENT

- a The Warden of Connaught Hall is recognised by the University of London as Convenor of the Residents' Club.
- b In the event of a serious failure by the Residents' Club Committee properly to manage the Club, the Warden of Connaught Hall shall have authority to suspend the Club and take over essential management responsibilities from the elected Officers.
- c Suspension of the Club shall be an extraordinary measure where, in the view of the Warden, there exists no satisfactory alternative for proper management of the Club. The following requirements shall apply:
 - i the Warden shall inform the Membership of the suspension of the Club and the reasons for the suspension as soon as is practicable;
 - ii suspension of the Club shall normally last no longer than 28 days;
 - iii if the Warden proposes to suspend the Club for more than 28 days, he shall summon a General Meeting of the Club;
 - iv no new expenditure shall be made while the Club is suspended.

19 AMENDMENT OF THIS CONSTITUTION

- a This Constitution may be amended by a two-thirds majority at a quorate General Meeting of the Club, and with the consent of the

Warden of Connaught Hall, provided that at least seven days' notice of the alteration has been given by posting in the Club premises, in a part frequented by members.

- b Proposed amendments to the Constitution must be submitted in writing to the Clerk to the Club & Senior Treasurer and to the President, either by an elective committee of the Club or as a Motion signed by at least twenty-five Ordinary Members.
- c No amendment or alteration shall take effect until it has been approved by a General Meeting of the Club as specified in Subparagraph 18a, except in the case of amendments or alterations to the appendices, which may be made as follows:
 - i at a quorate meeting of the Residents' Club Committee in which no less than four of the five elected Officers vote in favour of the amendment and with the consent of the Warden of Connaught Hall;
 - ii by a simple majority at a quorate General Meeting of the Residents' Club, and with the consent of the Warden of Connaught Hall, provided that at least seven days' notice of the alteration has been given by posting in the Club premises, in a part frequented by members.
- d Where any amendment or alteration is made in the Club Constitution (except to the appendices), the Clerk to the Club & Senior Treasurer shall give written notice of the alteration to the London Borough of Camden Licensing Authority within twenty-eight days of the alteration being approved by a General Meeting of the Club. The Club's club premises certificate must be submitted with notice of the alteration.





University of London
Connaught Hall Residents' Club

CONSTITUTION APPENDIX I

COMMITTEE PROCEDURE

October 2012

I STATUS

This Appendix to the Club Constitution is published by the Connaught Hall Residents' Club Committee. It has the status of a regulation made under Subparagraph 9d of the Constitution and may be amended only by the procedure described in Subparagraph 19c.

2 OFFICERS OF THE CLUB AND COMMITTEE MEMBERSHIP

The Residents' Club Constitution provides for the management of the Club by a Committee of five elected and two unelected Officers. The elected Officers are the President, the Secretary, the Treasurer, the Sports Officer, and the Entertainment Officer. The unelected Officers are the Clerk to the Club & Senior Treasurer (the Warden of Connaught Hall), three Senior Members (appointed by the Warden), and the Bar Manager (an Ordinary Member of the Club, who must be a student resident, appointed by the Committee or an appropriate subcommittee of the Residents' Club with the approval of the Warden).

3 THE PRESIDENT

- a The Constitution provides that the duties of the President are:

“to represent the Club in all matters and be responsible for the operation of the Club; to sit on University and Hall committees as required; to chair General Meetings of the Club; to chair meetings of the Residents’ Club Committee and to distribute tasks to other members of the Committee; to represent the opinions and interests of the student residents of Connaught Hall; and to liaise with the executive committees of the Residents’ Clubs or Junior Common Rooms of the other intercollegiate halls of residence”.
- b The President also has chief responsibility for liaising with Hall staff on Club matters and shall be required to keep the Warden fully informed of Club affairs.
- c As chairman of the Committee, the President should:
 - i take an interest in promoting teamwork and resolving any conflicts between the other Officers of the Club;
 - ii be familiar with the roles and responsibilities of the other Officers as outlined in this appendix, taking action where necessary to ensure they fulfil their duties;
 - iii ensure that meetings are conducted in an orderly and timely manner, with appropriate use of agendas and other instruments to promote efficiency and transparency, liaising closely with the Secretary in the formulation of meeting agendas; and
 - iv recognise that where a meeting is particularly divided on an issue, he should exercise discretion in whether a vote should be taken immediately or whether to guillotine discussion of the matter and ask Officers to reconsider and re-discuss at the next meeting.
- d The President is a member of the Connaught Hall Facilities Committee *ex officio*.

4 THE SECRETARY

- a The Constitution provides that the duties of the Secretary are:

“to deputise for the President; to keep a permanent record of constituted meetings and be responsible for the safe keeping of all Residents’ Club records; to keep an inventory of the Club’s property; to administer subscriptions held by the Club; to furnish members upon request with access to [the] Constitution and the election procedure [therein] contained; to encourage and support the formation of clubs and societies in Hall, liaising with and keeping a record of any such clubs and societies; and to sit on Hall committees as required.”
- b The Secretary should assist the President by compiling a list of topics for discussion at each meeting and circulating an Agenda to members of the Committee, preferably prior to the meeting (see Subparagraph 10c and Paragraph 12). The Secretary should also help the President remind Committee members of the date and time of each meeting 24-48 hours in advance, to ensure maximum attendance.
- c The Secretary should take notes at every meeting, including the name of the Officer responsible for carrying out any agreed action (see Subparagraph 10d). Printed Minutes for the meeting must then be circulated to Committee members and posted on the Hall notice boards within 72 hours of the meeting (see Subparagraph 10g and Paragraph 13).
- d In the first four weeks of each term, the Secretary should update the inventory of Club property and make a report to the next meeting. The inventory should list the location, condition, and approximate value of all the Club’s property; any missing items must be accounted for. To make this task easier, the Sports Officer and Entertainment Officer have responsibility for keeping and updating inventories of sports equipment and entertainment equipment respectively. They will pass a copy of their inventories to the Secretary within the first three weeks of term.
- e The Secretary should give consideration to the wishes of the residents

regarding the selection of newspapers and magazines subscribed to, and establish and publish the rules for borrowing them.

- f The Secretary is responsible for ensuring that the Club has all necessary TV licences, entertainment licenses, etc.
 - g The Secretary should actively encourage residents to form interest groups and societies, and provide a link between those groups and the Residents' Club, advocating on their behalf for the use of Residents' Club facilities or funds if appropriate.
 - h The Secretary is a member of the Connaught Hall Facilities Committee *ex officio*.
- 5 THE TREASURER

- a The Constitution provides that the duties of the Treasurer are:

“to ensure that members' subscriptions are received; to publish the accounts of the Club at least once every term; to be responsible for the collection of income from parties and events organised by the Residents' Club Committee; to keep the Committee informed on a regular basis as to the financial affairs of the Club; to be responsible for the safe keeping of the Club's cheque books, bank statements, and other banking documents; to keep books of account with accurate and verifiable records of all financial transactions made by or on behalf of the Club; to liaise closely with the Bar Manager in keeping the Bar accounts; and to submit all financial records annually to the Clerk to the Club & Senior Treasurer for the purposes of audit.”
- b The Treasurer should keep an organised, up-to-date folder containing:
 - i all bank statements received;
 - ii records of all reimbursements made, with receipts;
 - iii all invoices paid;
 - iv any finished cheque and deposit books or counterfoils;

- v copies of all reports produced according to Subparagraphs c-e.
- c Every four weeks, the Treasurer must compile a sheet detailing all expenditure and receipts in that four-week period. This report should include bar takings and purchases, so it is essential that the Bar Manager and Treasurer meet with one another and co-ordinate their accounting procedures.
- d The Treasurer must publish the monthly accounts by circulating copies to all members of the Committee and posting on the Hall notice boards, and the Club's accounts must be discussed at Committee meetings. This is essential for transparency and accountability; the Treasurer and the President should make the publishing of accurate accounts a priority: for residents have a right to know what is being done with their subscriptions and whether the bar is making a profit.
- e The final monthly report of the year – usually in mid-June – must be accompanied by a 12-month summary of all income and expenditure since the previous annual summary, and should also include the estimates for the value of Club property (from the Secretary's inventory) and bar stock (from the Bar Manager).

6 THE SPORTS OFFICER

- a The Constitution provides that the duties of the Sports Officer are:

“to organise all Club sporting activities; to provide sports equipment as required and to ensure the safety and proper upkeep of that equipment; to advertise and promote sports events organised by the Residents' Club Committee; and to liaise with the relevant officers in other intercollegiate halls of residence or college students' unions to organise competitive sports tournaments.”
- b The Sports Officer must keep an inventory of the location, condition, and approximate value all sports and fitness equipment and sports kits owned by the Club. This record should be updated within the first three weeks of each term and a statement made at the following Committee meeting. A written copy of the inventory must be sent to the Secretary.

- c The Sports Officer should take particular care to ensure regular professional inspection and maintenance as required of any sports or fitness equipment owned by the Club, and to keep a record of all such inspections and maintenance. If any equipment may not be safe, it should be taken out of use immediately.
 - d The Sports Officer should give consideration to the wishes of the residents regarding the selection of sports and fitness equipment available, and establish and publish the rules for borrowing or using them.
- 7 THE ENTERTAINMENT OFFICER
- a The Constitution provides that the duties of the Entertainment Officer are:

“to lead in the organisation of social and entertainment events; to advertise and promote social events organised by the Residents’ Club Committee; to furnish the Common Rooms with equipment and furniture as required; to co-ordinate the purchase and setting-up of decorations, DJ equipment, lights, and other items in the Bar for parties organised by the Club; and to liaise with the relevant officers in other intercollegiate halls of residence of college students’ unions to organise larger social events.”
 - b The Entertainment Officer must keep an inventory of the location, condition, and approximate value all audiovisual equipment (TVs, DVD players, games consoles, DJ equipment, etc), recordable media (CDs and DVDs), board games, and party equipment (including lights, decorations, etc) owned by the Club. This record should be updated within the first three weeks of each term and a statement made at the following Committee meeting. A written copy of the inventory must be sent to the Secretary.
 - c The Entertainment Officer must take a lead in organizing decorations and other special arrangements for parties held in Hall. The Bar Manager will usually be too busy with stocking and staffing issues to

also decorate the bar.

- d It is the responsibility of the Entertainment Officer to ensure that there is no significant body of student residents who disagree with the theme or date of any proposed parties or social events (e.g. because of exams).
- e The Entertainment Officer should consider the wishes of the residents regarding the selection of audiovisual equipment and games available, and establish and publish the rules for borrowing or using them.

8 THE CLERK TO THE CLUB & SENIOR TREASURER AND SENIOR MEMBERS

- a The Constitution provides that the duties of the Clerk to the Club & Senior Treasurer are:

“to advise the President on the interpretation of this Constitution; to advise the Treasurer on financial matters; to audit the Club’s books of account annually; to ensure that the Club is operated in such a way that promotes equal opportunities and without discrimination on the basis of age, race, sex, creed, disability, political belief, social class, or sexual orientation; to act as Returning Officer in the elections of Officers to the Residents’ Club Committee; to submit temporary event notices when requested; to serve as a banker for the Club; and to represent the Club to University or external bodies if the President is unable to do so.”

- b In relation to the Senior Member representatives, the Constitution provides that:

“the duties of the three Senior Member representatives shall be divided as follows:

- i Shadow to the President, Secretary, and Treasurer - to advise and support those Officers and to act as a liaison between the Warden, Bursar’s Office, and Residents’ Club Committee;
- ii Shadow to the Entertainment Officer and Sports Officer - to support those Officers and to ensure an adequate number of social and sports events are organised throughout the year; and

- iii Bar Supervisor - to support the Bar Manager and monitor compliance with relevant rules and legislation.”

9 THE BAR MANAGER

- a The Constitution provides that the duties of the Bar Manager are:
 - “to ensure the efficient operation of the Bar; to ensure that relevant health & safety and licensing laws and regulations are adhered to in all aspects of the Bar’s operation; to recruit Bar staff as required; to liaise with the Entertainment Officer in the organisation of social events in the Bar; and to liaise with the Treasurer to keep accurate and verifiable accounts of all transactions undertaken in the course of staffing, stocking, and operating the Bar.”
- b Further details of the procedures for appointment and payment of the Bar Manager, and a breakdown of his duties and responsibilities, are given in Appendix II.
- c The following is a schedule of the financial and accounting duties required of the Bar Manager in liaison with the Treasurer:
 - i Weekly:
 - meet with the Treasurer to double-count and bank bar takings and pool table takings (these should be collected, recorded, and put in the safe daily by the bar staff on duty);
 - retain copies of all invoices and receipts safely in a bar accounts folder.
 - ii Fortnightly:
 - report to the Residents’ Club Committee on matters relating to the bar, including parties, events, special offers, changes to stock held, and amount of money banked (preferably at every Committee meeting, but at least once every two weeks).
 - iii Monthly:

- submit to the Treasurer a written record of all payments, wages, and receipts made or taken by the bar in the preceding month;
- perform a stock-take and send a copy to the Treasurer.

iv Annually (in June):

- submit the bar accounts folder to the Treasurer.

10 RESIDENTS' CLUB COMMITTEE MEETINGS

- a The Constitution requires that the Residents' Club Committee meet twice per term as an absolute minimum, and makes it the responsibility of the President to ensure that the requisite number of meetings is held.
 - i Under normal circumstances, during term time (i.e. mid-October to mid-December, mid-January to Palm Sunday, and the second week after Easter to mid-June), the Committee should meet at least once every fourteen days.
 - ii To ensure maximum attendance at meetings, the date of the next meeting should ideally be agreed at and entered in the Minutes of the preceding meeting. Failing this, the President should inform Committee members of the date and time (in person or by email, sms, memo, or telephone) at least 48 hours before the meeting.
 - iii By whatever means the meeting is scheduled, the President or Secretary should aim to remind all Committee members of the date and time of each meeting 24-48 hours before the meeting.
- b The President shall chair meetings of the Residents' Club Committee. In his absence, the Secretary shall take the chair.
- c To ensure all Officers have a chance to speak and are encouraged to contribute, and to keep the length of meetings to a minimum, there should be a published Agenda for every Committee meeting.
 - i The President and Secretary share responsibility for ensuring that an Agenda is published for every meeting.

- ii Where possible, the Agenda and any documents for consideration (e.g. the Treasurer's accounts spreadsheet, inventories of Club property, or details of proposed major purchases) should be circulated to all members prior to the meeting.
- iii The chairman must try to keep discussion at meetings to the points listed in the Agenda, plus any urgent business which may be considered towards the end of the meeting. The chairman is responsible for keeping the Committee focussed and efficient.
- d At the end of the meeting, the chairman should go through all actions agreed during the meeting and ensure one Officer has responsibility for carrying out or supervising each action. All action points and the Officers responsible must be included in the Minutes of the meeting.
- e The Constitution stipulates that the quorum at a meeting of the Connaught Hall Residents' Club Committee is three elected Officers. Voting is by simple majority. Speaking and voting rights are as follows:
 - i elected Officers may speak and vote on any matter;
 - ii the Bar Manager may speak on any matter but may vote only on matters directly related to the operation of the bar as determined by the chairman of the meeting;
 - iii the Clerk to the Club & Senior Treasurer and Senior Member representatives may speak on any matter but shall not have voting rights.
- f Where the President considers that a measure approved by the Committee may be particularly divisive or controversial, he may in exceptional circumstances exercise a delaying veto for up to twenty-eight days to allow the Committee to reconsider and consult with the Club membership.
- g Minutes for each meeting should be published on the Hall notice boards within 72 hours and circulated to all members of the Committee. The Minutes should then be agreed at the following meeting.

II EXPENSES

- a It is for each year's Committee to decide exactly how to reimburse Officers for expenses incurred in the course of their duties. This subject should be addressed early in the year – and clearly documented in the Minutes of the meeting – to avoid later misunderstanding. For claims of more than a few pounds, it is essential that the Treasurer is given a receipt, which must be filed with the accounts folder. It is also essential that prior authorisation is given and Minuted at a quorate Committee meeting for all major expenditure (e.g. more than £50).
- b As a strategy for reimbursing Officers for small amounts such as printing costs and telephone calls, rather than filing individual claims for each few pence spent, it is reasonable to estimate the annual cost of these items to each Officer early in the first term, and give a one-off allowance at that time. This might, by way of example, involve the purchase of one £5 mobile phone voucher each for the President and Entertainment Officer, an ink cartridge and some stationery sundries for the Secretary, an ink cartridge and accounts folder for the Treasurer, and one ink cartridge each for the Sports and Entertainment Officers. These supplies would be expected to last the whole year; further funds would only be granted exceptionally with proof that the actual expenses were significantly higher. Alternatively, it could be agreed – for example – that the Secretary should print all posters, accounts, and documents, and the President should make most phone calls, so that only those two Officers need be paid for sundries.

12 SUGGESTED AGENDA TEMPLATE

- a President:
 - i President's opening remarks
(Any major issues since the last meeting?)
 - ii Agree Minutes of previous meeting
 - iii Follow-up all action points from previous meeting
(Has everyone done what they agreed to do? If not, why not?)

- iv Major events organised by the President (e.g. boat party, trips abroad, etc)
(Report on any major events that took place since the last meeting, propose any future events, list any events coming up in the next week.)
- v Constitution and procedural matters
- b Secretary:
 - i Secretary's report
(Issues with subscriptions, TV licenses, inventories, or groups & societies.)
- c Treasurer:
 - i Treasurer's report
(Present latest accounts and explain any discrepancies. How much money does the Club have available?)
 - ii Reimbursements
(An opportunity for Officers to hand in their requests & receipts for reimbursements, and for the Treasurer to distribute cheques from last time.)
- d Sports Officer:
 - i Events
(Report on any sports events that took place since last meeting, propose any future events, list any events coming up in the next week.)
 - ii Equipment
(Any damage / loss since last meeting? Want to buy any new equipment?)
- e Entertainment Officer:
 - i Events
(Report on any social or entertainment events that took place since last meeting, propose any future events, list any events coming up in the next week.)
 - ii Equipment
(Any damage / loss since last meeting? Want to buy any new equipment?)

Need to agree on buying equipment for future events? Does the Club need to apply for a temporary event notice?)

f Bar Manager:

i Bar report

(Report on any events in the bar since the last meeting. Any planned events coming up? Any problems with staffing, stocking, maintenance, or safety?)

ii Bar accounts

(Deposits made since last meeting, any major bar expenditure?)

g Any other business

(Anything that needs to be discussed but doesn't fit into any of the above.)

h President & Secretary:

i Action points

(Agree on named Officers responsible for each action point this meeting.)

ii Next meeting

(Agree on date, time, and location of next meeting.)

13 SUGGESTED MINUTES TEMPLATE

It is useful to have a continuous numbering system that can be used for Minutes throughout the year. The main sections of the Minutes should be roughly as follows:

- a List who is at the meeting and record the date.
- b Document the Committee's approval of the previous Minutes.
- c Flag up any action points from last meeting that have not yet been completed.
- d Record major points and discussion arising from the President's business and then major points arising from each of the Officers' business and "any other business", and any significant discussion or reasons behind major decisions.

(Could divide this up by person — Secretary / Treasurer / Sports / etc. — or by topic — Newspapers / Accounts / Football Tournament / Party / etc.)

- e Where applicable, record any authorisation given for the use of Club funds; in particular, authorisation for any proposed expenditure of £50 or more *must* be documented in the Minutes of a Committee meeting before the Clerk to the Club & Senior Treasurer will sign a cheque for the amount (either as primary payment or as reimbursement).
 - f List all upcoming events.
 - g List what action is to be taken and by whom.
 - h Make a note of the date, time, and place of the next meeting.
- 14 SUGGESTED ACCOUNTS TEMPLATE

For the period of the report:

- a Amount held in Club account at beginning of this period
- b Income
 - i From student subscriptions
 - ii From paid-for / ticketed events
 - iii From bar sales
 - iv From the pool table
- c Expenditure
 - i On major equipment (tvs, etc), refurbishment, or maintenance
 - ii On stationery and other basic supplies
 - iii On newspaper and magazine subscriptions
 - iv On party items (decorations, posters, etc)
 - v On hiring DJs, photographers, instructors, etc
 - vi On prizes for competitions and tournaments

- vii On bar stock
- viii On bar wages
- d Balance for the period of the report (=b-c)
- e Amount held in Club account at end of this period (should be =a+d)
- f In the annual report at the end of the year, the Club's assets (property + bar stock) should be included and compared with the value of the assets from the previous annual report.

15 MANAGEMENT OF OFFICERS BY THE PRESIDENT

- a If the President considers that one of the elected Officers or the Bar Manager is not performing satisfactorily, he may require that Officer to meet with him in the presence of the Senior Member representative supporting that Officer to discuss how the Officer might better fulfill his duties. The Senior Member shall take notes of the meeting.
- b If, following a meeting arranged under subparagraph 15a, the President remains dissatisfied with an Officer's performance, he may request that the Clerk to the Club & Senior Treasurer convene a performance review meeting between himself and the Officer.

16 FREEZE ON EXPENDITURE IF OFFICERS FAIL TO FULFILL THEIR DUTIES

- a Any person acting as a banker for the Club shall not authorise any new financial instrument (e.g. cheque, direct debit, or standing order) if any of the following conditions are met, until such time as the required actions have been carried out, fully up-to-date, by the responsible Officers:
 - i the Treasurer has failed to publish a monthly report, as required by Paragraph 5c, for eight weeks or more, except in the period 1 August - 30 September;
 - ii the Treasurer has failed to publish an annual report, as required by Paragraph 5e, by 31 July;

- iii the Bar Manager has failed to submit to the Residents' Club Committee a report on the Bar finances, including a stock take, as required by Subparagraph 9c(iii), for eight weeks or more;
 - iv the Secretary has failed to publish Minutes for more than one Residents' Club Committee meeting, and more than one week has elapsed since the meeting(s) for which Minutes have not been published;
 - v the Secretary has failed to publish a complete up-to-date inventory of Club property, as required by Paragraph 4d, within eight weeks of the beginning of the current University term, in terms one and two, or six weeks in term three;
- b The Clerk to the Club & Senior Treasurer shall have full authority to override any of the restrictions set out in Paragraph 15a on an item-by-item basis. No other person shall have such authority.

University of London
Connaught Hall Residents' Club

CONSTITUTION APPENDIX II
BAR MANAGEMENT

October 2012

I STATUS

This Appendix to the Club Constitution is published by the Connaught Hall Residents' Club Committee. It has the status of a regulation made under Subparagraph 9d of the Constitution and may be amended only by the procedure described in Subparagraph 19c.

2 MANAGEMENT OF THE CLUB BAR

- a The Club Bar is operated under a club premises licence. The Licensing Act 2003 requires that the Residents' Club Committee has overall responsibility for the supply of alcoholic liquor and all policy matters relating to the Bar, and this is reflected in the Club Constitution.
- b The Clerk to the Club & Senior Treasurer shall, on behalf of the Club, apply for, keep, and, where necessary, produce a club premises certificate in accordance with the Part 4 of the Licensing Act 2003, and shall be the "nominated person" required under Section 94 of the Act. The summary, or a certified copy of the summary, of the club premises

certificate shall be prominently displayed on the Club premises.

- c The Bar must be operated at all times in a way that complies with relevant legislation and is within the rules of Connaught Hall.
- d The Warden of Connaught Hall may require that the Bar be closed without notice at any time if he considers that there has been a significant breach of law, University or Hall regulations, or the Club Constitution and appendices.
- e Paragraph 15 of the Club Constitution defines the rules under which alcoholic liquor may be supplied from the Bar.
- f The Residents' Club Committee hereby delegates responsibility and authority for all day-to-day operational matters relating to the Bar to the Bar Manager.
- g The Residents' Club Committee may appoint an Assistant Bar Manager and assign specific responsibilities to that person. The appointment of an Assistant Bar Manager shall normally be made only with the consent of the Bar Manager and the appointment must be approved by the Warden of Connaught Hall. The Assistant Bar Manager may, at the discretion of the chairman, be invited to attend meetings of the Residents' Club Committee but shall not have voting rights.
- h The Bar Manager shall report on Bar affairs to the Residents' Club Committee at least fortnightly in terms 1 & 2, or monthly in term 3.

3 BAR MANAGER: APPOINTMENT AND RESPONSIBILITIES

- a When a vacancy in the position of Bar Manager arises, the Residents' Club Committee shall recommend to the Clerk to the Club & Senior Treasurer a candidate from amongst the Ordinary Members of the Club, who must be a student resident of Connaught Hall, for appointment as the Bar Manager. The Residents' Club Committee may delegate responsibility for making its recommendation to an appropriate subcommittee.
- b The Clerk to the Club & Senior Treasurer shall have full discretion in

whether or not to accept the recommendation.

- i If the Clerk to the Club & Senior Treasurer accepts the recommendation, that candidate shall be appointed.
 - ii If the Clerk to the Club & Senior Treasurer does not accept the recommendation, he shall request that the Residents' Club Committee submits an alternative candidate.
- c As detailed in the Constitution, the duties of the Bar Manager shall be to ensure the efficient operation of the Bar; to ensure that relevant health & safety and licensing laws and regulations are adhered to in all aspects of the Bar's operation; to recruit Bar staff as required; to liaise with the Entertainment Officer in the organisation of social events in the Bar; and to liaise with the Treasurer to keep accurate and verifiable accounts of all transactions undertaken in the course of staffing, stocking, and operating the Bar.

4 BAR MANAGER: PAY AND ALLOWANCES

- a The Bar Manager shall receive a regular wage of an amount set by the Residents' Club Committee, with due regard to national minimum wage legislation.
- b It is estimated that the Bar Manager spends an average of 8 hours per week on routine tasks during terms 1 & 2, which breaks down as follows:
 - i cleaning & maintenance – 3 hours / week;
 - ii staff (training, wages, rota, etc.) – 1 hour / week;
 - iii banking & accounts – 1 hour / week;
 - iv stock control, orders & deliveries – 2 hours / week;
 - v other duties – 1 hour / week.
- c During term 3 and in University vacations, the Bar is generally open less frequently than in terms 1 & 2. It is estimated that an average of 4

hours per week is spent on routine tasks at these times.

- d From 1 November 2009, the Bar Manager's wage shall be £6.25 / hour (£50 / week during terms 1 & 2; £25 / week in term 3 and University vacations) for management duties as detailed in Subparagraph 4b.
- e The Residents' Club Committee may, upon the passing of a Motion by a two-thirds majority at a quorate meeting of the Committee, suspend the Bar Manager's weekly wage if the Bar Manager seriously and persistently fails to discharge his duties.
- f The Residents' Club Committee may pay a wage to the Assistant Bar Manager at the same hourly rate as the Bar Manager. If the Assistant Bar Manager is required to perform a significant portion of the Bar Manager's duties, the wages of the Bar Manager shall be reduced proportionate to the reduction in his duties.
- g The Bar Manager and Assistant Bar Manager shall receive the same wage as other Bar staff (as detailed in Subparagraph 6e) for hours worked behind the Bar.

5 BAR MANAGER: TERMINATION OF APPOINTMENT

The Bar Manager (or Assistant Bar Manager) shall cease to hold office:

- i upon his ceasing to be a Member of the Club; or
- ii upon his resignation in writing simultaneously to the President and Clerk to the Club & Senior Treasurer; or
- iii upon his dismissal by the Warden of Connaught Hall for conduct which in the view of the Warden renders it undesirable that he should remain in post; or
- iv upon the passing of a Motion of no confidence by a two-thirds majority of those present at a quorate General Meeting, provided that notice of such Motion be prominently posted in the Hall lobby at least seven days before that General Meeting. The Officer shall have the right to appeal to the Clerk to the Club & Senior

Treasurer within seven days. The Clerk shall consider the appeal in consultation with the elective Committee; his decision shall be final.

6 BAR STAFF

- a The Bar Manager shall have responsibility and authority to appoint Bar staff.
- b All persons working behind the Bar shall normally be Connaught Hall residents. In exceptional circumstances, and for a limited period only, staff may be appointed temporarily from outside the Hall.
- c The Residents' Club Committee shall have the right, by a procedure of negative resolution, to object to the appointment of a person as a member of Bar staff. If agreement cannot be reached between the Bar Manager and the Residents' Club Committee, the Clerk to the Club & Senior Treasurer shall have final authority to uphold or reject the appointment.
- d The Warden of Connaught Hall may require that a person be removed from the bar staff for conduct which in the view of the Warden renders it undesirable that he should remain in post.
- e The Bar Manager shall ensure that Bar staff are adequately trained to carry out their duties safely and within the law. Information on the Licensing Act 2003 shall be provided to all Bar staff; the Bar Manager must keep a written record that they have read this information before they are permitted to work behind the Bar.
- f Bar staff shall be paid for each shift worked as follows:
 - i wages for standard shifts (i.e. all shifts except parties) will be paid as a shift allowance calculated on the basis of an average 3 ½ hour shift from 20.00 to 23.30 at an hourly rate that shall be determined by the Residents' Club Committee on the advice of the Bar Manager and with regard to national minimum wage legislation;
 - ii from 1 October 2012, the Bar staff wage shall be £6.00 / hour (£21 / standard 3 ½ hour shift);

iii party shifts shall be paid at the hourly rate + 10% (i.e. £6.60 / hour from 1 October 2012).

g The Bar Manager shall be responsible for Bar staff shift allocations, pay, training, and discipline, including termination of appointment where necessary. If Bar staff have a grievance with the Bar Manager on any such matter, they shall have the right of appeal to the Clerk to the Club & Senior Treasurer.

7 ACCESS TO THE BAR

In the interests of security, health & safety, and good order, no person may be admitted behind the Bar, to the washup area, or to the cellar except:

- i the Bar Manager and Assistant Bar Manager;
- ii member(s) of bar staff who are on duty;
- iii the Duty Senior Member of Connaught Hall;
- iv the Warden of Connaught Hall;
- v the Hall Manager and Assistant Manager of Connaught Hall;
- vi maintenance contractors for the purpose of carrying out maintenance;
- vii members of the Residents' Club Committee by prior arrangement with the Bar Manager;
- viii the Head of Residential Accommodation and Deputy Head of Residential Accommodation of the University of London;
- ix the police and those local government officers and other authorised persons listed in the Licensing Act 2003;
- x such other persons as who may be granted access at the discretion of the Bar Manager, Duty Senior Member, Warden, or Hall Manager of Connaught Hall.

8 PARTIES

- a With the consent of the Warden and Hall Manager of Connaught Hall, the Residents' Club Committee may determine the dates and nature of any parties to be held in the Bar, and may request that the Bar Manager make any necessary preparations for the operation of the Bar at those times.
- b The Bar Manager shall have the right to advise the Residents' Club Committee of anticipated operational difficulties that may prevent the safe or effective running of such events. The Committee shall normally accept the Bar Manager's advice and revise their plans accordingly. Where there is disagreement, the Bar Manager shall have an absolute veto on health & safety grounds only.
- c On such occasions as it sees fit to vary the hours during which alcoholic liquor may be supplied, the Committee may request – with a minimum fifteen working days' notice – that the Clerk to the Club & Senior Treasurer give a "temporary event notice" as prescribed by Part 5 of the Licensing Act 2003. The Clerk to the Club & Senior Treasurer shall have full discretion in deciding whether to give such notice, and may vary the terms of the requested notice in any way.

9 BAR FINANCES AND ACCOUNTING

- a Subject to Subparagraph 10d, there shall be no distinction drawn between Bar money and assets and other money and assets owned by the Residents' Club.
- b The Bar Manager and Residents' Club Treasurer shall work together closely in all matters relating to Bar finances, expenditure, accounting, and banking. Good, transparent accounting practice demands that both the Bar Manager and the Treasurer be involved in counting, checking, and depositing all Bar takings.
- c Monies taken at the Bar shall normally be deposited at the bank weekly and must be banked at least fortnightly. This will require close liaison between the Bar Manager and the Treasurer.

- d The Bar Manager shall report to the Residents' Club Committee at the next opportunity on all Bar monies deposited at the bank.
- e The final decision on all Club expenditure, including Bar expenditure, must be taken at a quorate meeting of the Residents' Club Committee and that decision must be noted in the Minutes. For operational efficiency, this must necessarily exclude regular payments to suppliers but the Residents' Club Committee shall have the right to scrutinise such payments.
- f The Bar may not extend credit to any person.

10 SUMMER VACATION OPENING

- a The Constitution provides that fee-paying guests of Connaught Hall, resident for more than seven consecutive nights between the months of June and September, so long as they are enrolled on a course of full- or part-time study at a higher education institution either within the UK or abroad, and upon payment of a joining fee, may become members of the Club, thus allowing the supply of alcoholic liquor.
- b For the purposes of this Memorandum, the University summer vacation shall be defined as the period falling between the third Sunday in June and the Second Sunday in September (inclusive).
- c It shall be at the discretion of the Bar Manager whether or not to open the Bar during the summer vacation.
- d Subject to Subparagraphs i to iv below, profits made from the Bar during the summer vacation shall be "ring fenced" for Bar expenditure in the academic session immediately following.
 - i If the Bar made an overall loss in the academic session preceding the summer vacation, the summer bar profits must first be used to repay this amount to the Resident's Club. The sum ring fenced for Bar expenditure will therefore be [summer profits – sessional losses].
 - ii The Bar Manager shall have the right to advise the Residents' Club Committee on expenditure from the summer Bar profits, but shall

not have an unfettered right to spend this money.

- iii The Residents' Club Committee will normally accept the Bar Manager's advice on expenditure from the summer Bar profits unless there are significant policy objections to the manner in which the Bar Manager wishes to spend the money.
- iv The ring fence on the summer Bar profits may be removed at any time with the consent of the Bar Manger, and in any event will expire at the end of the academic session immediately following the summer vacation in which the profits were made.
- v Nothing in this Paragraph shall be interpreted so as to contradict Subparagraph 9e.





