

12. MANAGEMENT

The Centre will be managed by the FRA Committee, duly elected in accordance with the Constitution of the FRA. The FRA Committee shall meet at such times as the Committee shall determine.

13. COMMISSION

No person shall at any time be entitled to receive any commission, percentage or similar payment on or with reference to purchases of intoxicating liquor by the Centre; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Centre to members or guests.

13. APPLICATION FOR PROFIT

No money or property of the Centre, or any gain arising from the carrying on of the Centre shall be applied otherwise than for the benefit of the Centre as a whole.

14. PURCHASE AND SUPPLY OF LIQUOR

The purchase for the Centre and the supply by the Centre of intoxicating liquor shall be in the absolute discretion of the FRA Committee. The FRA Committee may delegate these duties to the Centre Manager. The FRA Committee or Centre Manager shall in no way be restricted in freedom of purchase.

15. SALE OF INTOXICATING LIQUOR

There may be admitted to the Centre's registered premises persons other than members and their guests and, subject to any conditions attached to the registration certificate, intoxicating liquor may be sold to such persons by or on behalf of the Centre for consumption on the premises and not elsewhere.

16. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held in accordance with the FRA Constitution for the purpose of receiving the annual report of the FRA Committee and the annual statement of accounts.

THE FORUM COMMUNITY CENTRE **RULE BOOK**

1. NAME

The Centre shall be called The Forum Community Centre and is controlled and run by the Forestdale Residents Association ("FRA").

2. OBJECTS

The objects of the FRA shall be the maintenance of and provision of community, recreational and bar facilities at The Forum Community Centre, Bardolph Avenue, Croydon, Surrey ("the Centre").

3. HOURS OF BUSINESS

The opening hours of the Centre, for community, recreational and the supply of intoxicating liquor shall be at the discretion of the FRA Committee, who shall have the power to extend or alter these hours on specified occasions. A notice of general opening hours shall be displayed at the Centre. In the case of the supply of intoxicating liquor the opening hours must remain within the provisions of the licensing laws in force at any particular time.

4. MEMBERSHIP

All members shall be fully paid members of the FRA. All new membership applications will be sent to the Membership Secretary. New members applying for membership must provide two forms of identification to confirm their name and address, and a period of 48 hours must elapse before new membership is confirmed, and until such time new members are not entitled to any of the privileges of the Centre. There must be a minimum number of 25 members at all times. Change in name or address must be notified to the Membership Secretary within 4 weeks of any change; failure to notify will result in the automatic suspension the members' privileges.

5. MEMBERSHIP FEE

Every member shall pay an annual membership fee, which shall be reviewed each year at the AGM of the FRA. Membership fees shall be due on the first day of April each year. The membership fee must be paid before the member is entitled to any of the privileges of the Centre. If they fail to pay by the first day of April then the FRA Committee shall be entitled to terminate their membership without further notice.

6. MEMBERSHIP CARDS

Membership cards **must** be carried at all times whilst members are on the premises and **must** be shown when requested by a member of staff (full and part-time) or an official of the Association. Membership cards **must** also be shown to a member of staff when purchasing alcohol from the lounge bar.

7. LIFE MEMBERS

The committee may, in their discretion, grant life membership to any member who has rendered special service to the association, or who in their opinion is deserving of the distinction, or to a member who has attained the age of 65 years and completed at least 35 years continuous membership of the association. Life members shall not be liable to pay subscriptions under Rule 5, but shall be entitled to all the rights and privileges of FRA membership, including the right to attend meetings, vote at elections and be nominated for committee or other office. A certificate of life membership shall be signed by the secretary and issued to each life member.

8. TEMPORARY MEMBERS

The FRA Committee shall be empowered to allow temporary members of the Centre on such terms and at such fees as it shall by resolution decide. Temporary membership shall not exceed a period of one month and may only be granted to the same individual once per year. The number of temporary members shall at no time exceed one-tenth of the membership of the Centre.

9. GUESTS

Any member shall be entitled to introduce guests to the Centre provided that no person whose application for membership has been declined or who has been expelled from the Centre shall be introduced as a guest. Members introducing Guests to the Centre **must** ensure that their details and those of their Guests are correctly recorded in the Guest Book. **Failure to follow this rule will result in an immediate 3 month suspension for the introducing member.** The introducing member is responsible in law for the actions and omissions of their guests at all times whilst their guests are on the premises. The introducing member **must** also ensure that their guests leave the premises when they do.

10. MISCONDUCT OF MEMBERS

Any member directly involved in **any** incident or misconduct receives automatic suspension (membership cards are to be confiscated by the Centre Manager or Duty Manager at the time) from the Centre and they have no right of re-entry until summoned to a disciplinary panel hearing as provided in Rule 11. A disciplinary hearing panel is an especially convened sub-committee of the FRA, convened to hear the circumstances surrounding an incident or a member's misconduct, and a hearing is arranged as soon as possible after the alleged date of misconduct, whenever possible, within a week. The panel shall normally consist of the chair, vice-chair, secretary and one or two members of the FRA Committee (3 – 5 persons). At the disciplinary hearing the member concerned must produce, if not already confiscated, their membership card and surrender it, and any access fob, to the chair for identification and security reasons. Failure to do this contravenes FRA rules and may influence the outcome of such a hearing.

11. SUSPENSION AND EXPULSION OF MEMBERS

A disciplinary panel and the trustees of the FRA shall have power to reprimand, suspend (for a period not exceeding 12 months), or expel any member who shall infringe any rule, or whose conduct, whether within the Centre, or elsewhere, shall, in their opinion, render him/her unfit for membership. No member, unless convicted of an offence by a court of summary jurisdiction or other court, shall be reprimanded, suspended or expelled without first being summoned before a disciplinary panel and given full opportunity to advance a defence. Every member so summoned shall (unless they shall elect to waive their right to receive notice) receive at least three clear days notice in writing from the Secretary. Such notice shall contain a statement of the matter brought against him/her.

Following a disciplinary panel hearing, the result of that hearing will be communicated in writing to the member concerned as soon as possible afterwards and normally within a week. The member concerned does have the right of appeal and can appeal against the decision of the panel to the trustees of the FRA in writing no later than seven days after receipt of the panel's decision. The trustees will consider any such submitted written appeal and any subsequent trustees' final decision is final and binding. The member concerned cannot enter and use the community centre whilst they are suspended and before a final decision has been communicated to them.

A Suspended member shall not be entitled to use the Centre, nor to attend any general meeting, nor vote at any election, nor hold any office during suspension; but shall remain liable to pay his/her subscription.