

Rules of the U.K.C.A. (Paphos), Ltd

The Laws of Cyprus

The Rules, like the Memorandum of Association and the Articles of Association, are subject to the Laws of Cyprus.

Definitions

The Club or the UKCA	The United Kingdom Citizens Association (Paphos), Ltd
The Premises	The buildings and surrounding grounds situated at Plot 354, Chlorakas Avenue 8220, Chlorakas, Paphos
The Council	The Council of Management of the UKCA
Open Forum	Meetings held from time to time to allow an exchange of views between members and the Council. Minutes will not be taken, but all meetings will be chaired according to Rule 3

The Memorandum Of Association sets out the aims of the UKCA (Paphos) Ltd.

The Articles of Association set out the rules and procedures to be followed.

Copies of both the Memorandum and the Articles can be copied from the Club's internet site at www.ukca.com.cy

1 The Council of Management

1.1 The Management Council (the Council) is responsible for the management, control and operation of the Club.

1.2 The Officers of the Club are the Chairman, the Vice-Chairman, the Treasurer and the Secretary.

1.3 The Secretary is responsible for ensuring that the Club and its premises are, and remain, registered according to the laws of Cyprus.

1.4 The Council shall consist of not fewer than five (5) and not more than ten (10) Members, including the Officers.

1.5 All members of the Council shall be elected by secret ballot at the Annual General Meeting.

1.6 The Council may delegate such of its powers as it considers necessary for the control and operation of the Club.

1.7 The Council may form committees comprising such members as it thinks fit and may delegate any of its powers to such committees. Any such committee shall have a member of Council as its chairman.

1.8 Each member of the Council may appoint an Ordinary or Life Member as substitute to speak and vote in his place at Council meetings for any period when he is absent.

1.9 The Council may co-opt Ordinary or Life Members to fill such vacancies as may arise.

1.10 The quorum for meetings of the Council shall be 5 (five) members.

2 The Annual General Meeting

- 2.1 The Annual General Meeting must take place before the last day of April.
- 2.2 Nominations for election as an Officer or as a member of the Council must be made in writing, signed by the proposer and seconder and the person being nominated.
- 2.3 Nominations close 35 days before the AGM.
- 2.4 Proposals for Special Resolutions for consideration at the AGM must be signed by the proposer and seconder, and received by the Secretary at least 35 days before the AGM.

3 The conduct of meetings

- 3.1 The Club Chairman will chair all General meetings and meetings of the Council at which he is present.
- 3.2 In the absence of the Club Chairman, or if for any reason the Chairman is not able to take the chair, the meeting will be chaired by the Vice-Chairman.
- 3.3 If neither the Chairman nor the Vice-Chairman is able to preside over such a meeting, a member of the Council is to be elected by the meeting to take the chair.
- 3.4 The quorum for all General Meetings shall be 20 (twenty).

4 Electronic recordings of meetings

The recording by electronic means of all or any part of General meetings of the Club (including Open Forum meetings) is forbidden.

5 The Club accounts

- 5.1 The accounts of the Club are to be audited according to the Memorandum of Association, the Articles of Association and the laws of Cyprus.
- 5.2 The accounts must identify the income and expenditure incurred by the Club, any sale or purchase of goods by the Club, and any assets or liabilities.
- 5.3 The accounts must identify income and expenditure which relates to:
 - The operation of the bar;
 - All social and other activities held by or on behalf of the Club;
 - Gifts and donations given to the Club;
 - Charity collections and donations
- 5.4 Copies of summary financial Statements shall be sent with all notices convening the Annual General Meeting.
- 5.5 Copies of the full Financial Statements shall be available for members to read at the Club at least 21 days before the Annual General Meeting.

6 Payment to Members

In accordance with Clause 4 of the Memorandum of Association no salary, fee or other form of remuneration shall be paid to any member of the **Council**. However, this does **not** prevent the Club making payment to any employee or other **member** of the Club.

7 Insurance

The Council shall ensure that all appropriate insurance policies are in place.

8 Membership

- 8.1 Applicants for membership must confirm in writing that they agree to be bound by the

Memorandum and Articles of Association and by all other rules of the Club.

8.2 Article of Association 1.6 states that Membership is open to an unlimited number. However, the Council reserves the right to cap the the number of Members if it deems it necessary in the interests of safety. The cap on numbers shall not be set below 1,800.

8.3 Full Members of the Club

8.3.1 Ordinary, Honorary and Life Members are Full Members of the Club.

8.3.2 **Ordinary Members** are persons who are normally resident in Cyprus.

8.3.3 The Council may appoint as **Honorary Members** such persons as they consider worthy of the honour.

8.3.4 The Council may appoint as **Life Members** such persons as the Council consider worthy of the honour, provided that such Persons are members of the Association at the time of appointment as Life Members.

8.3.5 The minimum age for Membership is 18 years.

8.4 Friends of the Club

8.4.1 At its discretion the Council may invite to become Friends of the Club persons resident in Cyprus whom it wishes to honour.

8.4.2 Any Full Member can make a written request to the Council to propose that one or more people be considered for recognition as a Friend.

8.4.3 Notice of the Council's intention to invite someone to become a Friend is to be displayed in the Club House for 10 (ten) days. The notice is to include the name and address of the person being considered, together with the reasons for the proposal.

8.4.4 Any Full Member wishing to object to the proposal must do so in writing to the Council, and such objections must be taken into account by the Council in reaching its decision. The decision of the Council is final.

8.4.5 The status of "Friend" is conferred for not more than one year at a time, and is subject to confirmation by the Council each year.

8.4.6 On election, and annually thereafter, Friends shall pay a fee to be decided by the Council.

8.5 Temporary Membership

8.5.1 At the discretion of the Council, temporary membership may be granted to people who who are not ordinarily resident in Cyprus and who are visiting Cyprus.

8.5.2 Temporary Membership may be granted for up to three months in a year, provided that the applicant is sponsored by a Full Member and pays the fee set by the Council.

9 Admission to the Clubhouse

9.1 Full Members and Friends shall have free and unrestricted access to all parts of the Club whenever it is open (subject to Rule 9.2 on restrictions to entry) except to such parts reserved by the Council as offices or working places.

9.2 The Council may restrict the right to admission to specific functions after giving due notice in the Club magazine or by a notice prominently displayed at the Club.

9.3 Children under the age of 18 may be admitted to the Club provided that they are accompanied by Full Members, Friends or Temporary Members.

9.4 Full members and Friends may introduce Guests subject to the following conditions:

9.4.1 Members shall be fully responsible for the conduct of their guests.

9.4.2 Guests are required to pay an admission fee to be determined by the Council.

9.4.3 All guests are to be recorded by the door steward in a register kept for this purpose. The record is to show the date, name of the introducing Member and the name and address of the Guest

9.4.4 The maximum number of Guests that a Member can introduce at any one time is 4 (four).

9.4.5 A person eligible to be a Member is only allowed admission as a guest on a maximum of 3 (three) occasions in any one year.

9.4.6 People who are not eligible to be Members may be introduced as a guest on not more than 6 (six) occasions in any one year.

10 Club Activities

10.1 For organized activities the Activity co-ordinator is to keep an attendance list and to use the Treasurer's designated form to account for any monies. Any surplus amount is to be passed to the Treasurer or his Deputy, who will issue a receipt.

10.2 Each Activity is to be self-funding, but the Council may agree to make a loan or grant to help it become established.

10.3 Activity co-ordinators must produce an annual account of their finances for the treasurer.

10.4 Activity co-ordinators are responsible for ensuring that guests participating in their event are signed into the visitors' book and the appropriate fee is paid.

10.5 Activity co-ordinators are responsible for turning off heaters, lights, electrical appliances and water taps, and for ensuring that the building is securely locked and tidy (tables cleaned and re-positioned, etc.).

11 Club Tours

11.1 Club Tours which may involve overseas or inland travel must be agreed by the Social Committee before arrangements are made. A nominated Council Member will give guidance to Tour organizers.

11.2 All Club Tours are to be run on a "not for profit" basis. Any free places, commissions or benefits shall be pooled between the tour participants.

11.3 All financial arrangements between the tour organizers, tour participants and the Club shall be made clear from the beginning.

12 The Library

12.1 Library opening hours are determined by the Council and displayed in appropriate places.

12.2 Membership of the Library is included in the annual Club Membership fee. Additional charges for the loan of books, DVDs, etc. are determined by the Council.

12.3 Temporary Members of the Club may use the Library on payment of a fee determined by the Council

13 Kitchen

Requests to use the Club kitchen must be made through the Club Steward. In the absence of the Club Steward the Council will make alternative arrangements.

14 The Bar

14.1 The Bar opening hours are determined by the Council.

14.2 When regular activities are taking place it is acceptable for non-participating members to use the Bar, provided that they do not interfere with the running of those activities.

14.3 At special functions the bar may be open only to participants in that function.

15 Behaviour

15.1 The well-being of local citizens must be considered at all times.

15.2 Any Member who behaves in a manner which in the opinion of the Council is intemperate, aggressive, indecent or abusive, or in any manner offends against these rules, or interferes with the right of other members to enjoy the use of the Club, or whose actions bring the Club into disrepute will have their membership suspended pending enquiries.

15.3 After investigating behaviour such as indicated in Rule 15.2 (above) Membership may be terminated by decision of the Council.

15.4 Members and guests are not permitted to bring food into the Club except with the approval of the Council

15.5 Under no circumstances may members or guests bring drinks of any kind into the Club.

15.6 Members may not solicit for business on Club premises

15.7 Members may not solicit for loans from other members on Club premises

16 Dress Code

The Dress Code is “smart casual”. This means:

no swimwear or beachwear;

men may not appear with a bare torso;

ladies may not display bare midriffs;

men may not wear sleeveless shirts, T shirts or vests.

no hat or caps inside the building.

17 Smoking

No smoking is allowed inside the Club. There is a designated smoking area at the back of the Bar.

18 Private parties and functions

At the discretion of the Council, and on payment of a fee to be decided by the Council, Full Members may be granted use of all or part of the Club premises for a private function. All arrangements are to be made through the Club Steward. In the absence of the Club Steward the Council will make alternative arrangements.

19 Pets

19.1 With the exception of guide dogs and “hearing” dogs, pets are not allowed in the Club buildings.

19.2 Pets are allowed on the outside premises at the discretion of the Council, but they must be secured at all times.

19.3 Members bringing pets onto the Club premises are responsible for them and their actions at all times, including cleaning up and removing any fouling.

20 Gambling

20.1 No betting, gambling or gaming is permitted on Club premises.

20.2 Raffle tickets may only be sold in aid of the Club or for authorized charitable organizations.

21 Notices

21.1 There are several notice boards situated at various places on the Club premises. Each is individually designated and only appropriate notices may be displayed by authorized Members.

22.2 Notices for non-Club events may only be displayed with the permission of the Council.

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