



# Rules and Regulations

(Revised May 2013)

The Frontline Club opened on 24<sup>th</sup> November 2003

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# RULES AND REGULATIONS

## OF

### THE FRONTLINE CLUB

#### 1 **Name**

- 1.1 The club is called “The Frontline Club”.

#### 2 **Primary objects**

The Frontline Club is instituted, inter alia, for the following purposes:

- 2.1 The debate and discussion of journalistic and professional issues and concerns.  
2.2 The promotion of better and safer news practices for the newsgathering community.  
2.3 Fostering and improving the craft of journalism.  
2.4 The furthering of the interests of independent and freelance journalism.  
2.5 The education of the public and its elected representatives with respect to the function and role of independent international newsgathering.  
2.6 The education, improvement and training of frontline journalists.  
2.7 To become a gathering point for news-gatherers and their friends and colleagues in all areas of endeavour.

#### 3 **Qualification for membership**

- 3.1 Foreign newsgatherers, their supporters and their friends are qualified for membership.

#### 4 **Constitution of club**

- 4.1 The club is a proprietary club, the proprietor and sole manager of which (subject to these rules) is The Frontline Club Limited (‘the Company’). The Company and membership supports The Frontline Club Charitable Trust in delivering an events programme as an act of social enterprise.

#### 5 **The Company to provide club premises**

- 5.1 The Company provides the club with club premises at 13 Norfolk Place, London W2 1QJ and any other premises, which may be substituted either provisionally or permanently.

#### 6 **Rights and liabilities of members**

- 6.1 Every member of the club may, subject to these rules and the bylaws for the time being in force, use and enjoy in common with the other members of the club, the club premises including the club house and the furniture, fittings and other things the club houses from time to time provided by the Company for the use of the club.  
6.2 A member is not under any financial liability by reason of his/her membership except for payment of his/her annual subscription to the Company and all debts due to the Club payable for food, drink, room hire and any other services and supplies at the rates from time to time prevailing.

## **7 Membership**

- 7.1 The club consists of not more than 2,000 Members excluding life members elected under rule 8 and of honorary members elected in accordance with rule 9.
- 7.2 Members ordinarily resident in the United Kingdom are Full members.
- 7.3 Members residing ordinarily overseas or spending more than 9 months abroad each year can become Overseas members.
- 7.4 Members aged 28 or younger are entitled to the Young Members Concession rate.
- 7.5 Members who have reached the UK national retirement age are entitled to the Retired Members Concession rate.
- 7.6 Spouses or cohabiting partners of members can have their own membership for 50% of published membership fees and there is no joining fee.

## **8 Honorary members**

- 8.1 Honorary members may be elected by the Membership Committee.
- 8.2 Honorary members may be elected for life or for any period the Committee deems expedient.
- 8.3 Honorary members are entitled to all the privileges of membership.
- 8.4 Honorary members are exempt from any liability to pay any entrance fee or subscription fee.

## **9 Entrance fee**

- 9.1 The entrance fee payable by a member on election is whatever sum (if any) the Committee determines from time to time.

## **10 Amount of subscriptions**

- 10.1 The annual subscriptions for members shall be as the Company, in consultation with the Committee, from time to time decides.
- 10.2 The Committee from time to time at their discretion can discount membership fees in the case of individual financial hardship.

## **11 Date of payment of subscriptions**

- 11.1 The entrance fee is due within one month of a members' election. The annual subscription for each year of membership is due within one month of the commencement of the year for which it is due.

## **12 Proposal of candidates for membership**

- 12.1 Every candidate for membership of the club must be proposed by one member of the club and seconded by one other members of the club all of whom must be personally acquainted with the candidate and must vouch for his/her fitness for membership.
- 12.2 Proposals must be on the forms, paper or online, provided by the Company and must be signed by the proposer and the seconders.
- 12.3 The candidate must sign a form of application for membership giving all particulars required by the Company with an undertaking to be bound by all the rules and bylaws of the club if elected.

### 13 **Objections**

- 13.1 The name of every candidate must be prominently displayed on the club noticeboard for not less than four weeks before his/her election.
- 13.2 Any member who objects to the candidate may make his/her objection in writing addressed to the Secretary stating the grounds of the objection.
- 13.3 The Secretary must communicate any objections to the Committee but to no other person.
- 13.4 A proposer or seconder may withdraw at any time before a candidate is elected.

### 14 **Election of candidates by the committee**

- 14.1 Candidates must be elected by the Committee and no one may be admitted to membership of the club until so elected.
- 14.2 At every meeting appointed for election of members the Committee must consider the application of each duly proposed candidate whose name has been displayed in the principal club room in accordance with rule 13 and where applicable rule 14 and must elect or reject them in order of priority according to the dates of their applications for membership until a sufficient number have been elected to fill the vacancies in the membership of the club.
- 14.3 A candidate who does not receive the vote of any two members of the Committee or the vote of the Chairman of the Committee shall not be elected.

### 15 **Candidate to be informed of his/her election**

- 15.1 The name of every candidate for membership who is duly elected by the Committee must immediately be communicated to the Secretary of the Company who must inform the member that he/she has been elected and send him/her a copy of these rules with a request for payment of the entrance fee and first annual subscription.

### 16 **Payment of entrance fee and first subscription**

- 16.1 When an elected candidate has paid his/her entrance fee and first annual subscription, he/she is a member of the club and entitled to all the privileges of membership and is deemed to have agreed to be bound by these rules and all bylaws made in accordance with these rules.

### 17 **Failure to pay entrance fee and first subscription**

- 17.1 If an elected candidate does not pay his/her entrance fee and first subscription within two months from the date when notification of his/her election is posted to him/her, the Committee may annul the election, but if the entrance fee and subscription are paid before the vacancy in the club has been filled by election of another candidate, the Committee may, at its discretion, accept the payment and the candidate is then a member of the club.

### 18 **Subscriptions in arrears**

- 18.1 If any member's subscription is in arrears, the Secretary may send him/her notice by email with a request for immediate payment and, if the subscription is not paid within 30 days the Committee may remove his/her name from the register of members.

He/she shall then cease to be a member and forfeit all rights of membership provided that the Committee may at any time in its discretion restore him/her to membership on payment of all arrears of subscription, which remains due.

**19. Maintaining up to date contact information**

19.1 Members are required to keep the Company informed of their up to date contact information. If members have failed to do so then misdirected communications are considered delivered to the member.

**20 Resignation of members**

20.1 A member may resign his/her membership at any time by email or guaranteed delivery letter addressed to the Secretary at the club premises, but is liable for his/her subscription for the year during which he/she resigns and must give one month's notice of resignation before the end of their annual membership term.

20.2 Should a member wish to rejoin the club at a later date they will be required to repay the joining fee but will not require either a proposer or a seconder.

**21 Putting membership on hold**

21.1 Subject to giving one month's notice before the expiry of their annual membership a member may put their membership on hold for 12 months and rejoin the club without further payment of a joining fee. They cannot use any of the membership facilities during that period.

**22 Transferring membership to family member**

22.1 Membership can be transferred to another family member but that family member will need to be proposed and seconded upon renewal.

**23 Changing category of membership**

23.1 A member can change from Full to Overseas membership, or the reverse, at the end of their annual membership term with one month's notice.

**24 Expulsion of member for misconduct**

24.1 The Committee may expel from the club any member whose conduct is in its opinion injurious to the character of the club or the interests of the members.

24.2 No illegal gaming or betting shall be allowed in the Club and any member who is reported as having broken this rule shall be suspended for such period as the Committee shall decide.

24.3 Before a member is expelled, his/her conduct shall be inquired into by the Committee, and he/she must be given full opportunity to defend himself/herself and to justify or explain his/her conduct.

24.4 If a majority of the Committee present when the matter is inquired into are of the opinion that the member has been guilty of such conduct and has failed to justify or explain himself/herself satisfactorily, the Committee shall call on the member to resign and, if he/she does not resign, shall expel him/her.

24.5 An expelled member forfeits all the privileges of membership and all rights against the club.

24.6 An expelled member is not entitled to any refund of his/her subscriptions and remains liable for his/her subscription for the year during which he/she is expelled.

25 **The Committee**

- 25.1 The Committee may exercise the powers given to it by these rules and any other powers from time to time delegated to it by the board of the Company.
- 25.2 The Committee consists of not more than 5 members, 2 of which (including the Chairman of the Committee) shall be appointed by the Company.
- 25.3 A quorum shall be no fewer than two members of the Committee, one of which shall be the Chairman or his/ her alternate.
- 25.4 In all decisions of the Committee, the Chairman shall be able to exercise a veto.

26 **Advisory Committee**

- 26.1 The Committee shall have the right to appoint an Advisory Committee to advise the committee on any matter which the Committee requires advice.
- 26.2 A member of the Advisory Committee shall be appointed for a period of one year and can be reappointed annually.

27 **Disputes and suggestions**

- 27.1 The Committee may settle and adjudicate upon disputes of a kind usually referred to the Committee of a members' club arising between members in the club.
- 27.2 The Committee shall consider all suggestions made in the suggestion book.

28 **Officers**

- 28.1 The Secretary of the Company shall act as Secretary of the Club without additional remuneration.

29 **Wine**

- 29.1 The sale or supply of intoxicating liquor in the Club will be permitted during the general licensing hours in force subject to such extensions as may be available to the Club.
- 29.2 Intoxicating liquor shall only be sold to persons so authorised under any applicable licence, authority or consent.

30 **Bylaws**

- 30.1 The Committee may from time to time make, vary and revoke bylaws not inconsistent with these rules to regulate the internal affairs of the club and the conduct of the members.
- 30.2 All bylaws are binding on the members until revoked by the Committee.

31 **Notices**

- 31.1 All notices that these rules or the bylaws require to be given to members of the club may be given by e-mail, published on the Company website or dispatched by prepaid letter addressed to a member at the last address which he/she has furnished to the Secretary and are deemed to have been given on the day when such letter would have arrived in the due course of post.
- 31.2 Members shall furnish the Secretary with their addresses, both e-mail or otherwise from time to time or when changed.

32 **Settlement of disputes**

- 32.1 Any dispute or difference that may arise as to the meaning or interpretation of these rules or the bylaws or as to the powers of the officers or the Committee or the validity of any election or proceeding of the Committee, shall be determined by the board of directors of the Company, whose decision is final and binding on all the members of the club.

33 **Amendment of rules**

- 33.1 These rules or any of them may from time to time be revoked, altered or added to by a resolution passed by the officers of the club.

34 **Interpretation**

In the interpretation of these rules and the bylaws:

- 34.1 'Board', 'Director' and 'Secretary' respectively mean the board of directors, director and Secretary of the Club.  
34.2 'the Club' means The Frontline Club,  
34.3 'Member' means member of the club,

35 **Waiver and limitation of the application of the rules**

- 35.1 Upon written application to the Secretary, the Committee shall have discretion to waive or limit the application of any particular rule or rules to any individual member or candidate. However in the case of Rule 15.1, any waiver of that rule shall not reduce the period for the display of the name and address of any candidate beyond a reduction to 2 days.

36 **Headings**

- 36.1 Headings in these rules are for ease of reference only and should not be taken into account in their interpretation.

# Bylaws of the Frontline Club

## 1 **Mobile phone use**

- 1.1 All mobile phones should be switched to silent mode when in the clubroom.
- 1.2 Guests and their mobile phones. It is a member's responsibility to ensure that his/her guests' mobile phones are also switched to silent while in the club.

## 2 **Closure for repairs**

- 2.1 The Committee can close the club for one month for repairs, etc, at any time of year which it considers most convenient.

## 3 **Guests**

- 3.1 Members are entitled to bring with them up to three guests. If a Member wishes to bring more than three guests with him/her, he/she should check with the Secretary in advance. Members shall be responsible for the conduct of their guests. Members may not bring any guest who has been expelled from the club or any person whose membership has been vetoed by the Committee.

## 4 **Dogs**

- 4.1 Dogs are permitted in the club at the staff's discretion.

## 5 **Confidentiality and privacy**

- 5.1 Matters relating to the internal administration of the club are confidential. Members are also reminded that all members in their individual capacities are entitled to the benefit to the law relating to privacy and the law related to slander and libel.
- 5.2 Anything seen or said in the clubroom is to be considered off the record. Any abuse of this rule will lead to the immediate expulsion of the guilty party, or, in the case of staff, their immediate dismissal. Any member expelled under this law may not visit the Club, even as a guest.