

Aberdeenshire Licensing Boards
North Aberdeenshire Divisional Licensing Board
Supplementary Statement of Licensing Policy
Members Clubs
30th November 2010 – 29th November 2013

Members Clubs

With some exceptions, members' clubs **are** regulated under the Licensing (Scotland) Act 2005. To authorise the sale of alcohol on the premises, a premises licence will be necessary.

Members Clubs are non-profit making with a constitution and limited access to members of the public. Each club, in submitting an application for a premises licence shall also submit a copy of its current constitution.

The Board expects clubs to reflect certain operational requirements in their constitution and may impose conditions on a premises licence to that effect on the following matters –

- That the business and affairs of the club shall be under the management of a committee or governing body who shall be elected for not less than one year by a general body of members
- That the committee or governing body shall hold periodic elections and meetings
- That no person under 18 is to be admitted as a member of the club (unless the club is devoted primarily to some sporting purpose or is a students' union)
- That correct accounts and books shall be kept showing the financial affairs and intromissions of the club
- That no member of the committee or governing body, and no manager or staff employed in the club, shall have any personal interest in the sale of alcoholic liquor in the premises or in the profits arising therefrom
- That there shall be a definable subscription payable in advance by members of the club
- That the membership of the club be at least 25 members to be properly constituted
- That no persons shall be allowed to become honorary or temporary members of the club or be relieved of the payment of the regular entrance fee or subscription, except those possessing certain qualifications defined in the constitution
- That no person is to be supplied with alcohol on a club premises unless that person is a member of the club or is on the premises at the invitation of a member and in the company of that member, or is a member of another qualifying club (unless an occasional licence is in place)
- That a maximum of 3 visitors per member shall be permitted in the club premises provided they are signed into the club by that member into a book kept for that purpose by the club;

The above list is not exhaustive.

Social or "house" membership of such clubs, where patrons are admitted to use the bars/restaurants of registered clubs in exchange for a fee is not acceptable. Membership must relate to the primary functions that the club is set up for.

The foregoing conditions will not apply when the Board is satisfied that it is not appropriate to impose such conditions.

Clubs must keep their constitutions updated and, when revised, submit a copy of the revised constitution to the Clerk to the Board.

Clubs must also ensure their constitution, accounts and entry book are available for inspection by the LSO and the Police at all reasonable times.

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Separate entry books should be kept for "hospitality" so that it is clear that they are not guests of members being signed in by members, but are members of another registered club being offered hospitality by the club. Such entry books should provide the names and addresses of the members being entertained, together with details of the registered clubs that they are members of.

Refusals Registers should also be kept.

All entry books and refusals registers should be on sequentially numbered pages. These may be audited by Licensing Standards Officers as part of their routine inspection of premises.

The Board expects at least two members of staff, or Committee Members or volunteers involved in the management of the Club to obtain a training qualification to the standard required by personal licence holders. Clubs will require to provide evidence of such training when applying for their premises licences.