

*The Hon. Secy*

SANDON STUDIOS SOCIETY.

Standing Orders of the House Committee  
Confirmed by the Executive Committee.

January 27th, 1922.

Appointment of Assistant Secretary. This appointment is subject to the approval of the Executive Committee to whom you are responsible.

The terms agreed upon are, a salary of \_\_\_\_\_ per week with lunch and tea daily, and three weeks holiday, preferably in August.

The Committee consider that the duties required will entail a minimum of 25 hours a week, and would wish you to attend and supervise the refreshments at all Club functions.

I enclose an extract from the Minutes giving the outline of the services required, which are subject to alteration or extension as occasion arises.

Extract from the Minutes re. Services required from the Assistant Secretary

To attend meetings of the Executive Committee, if required, and also of the House Committee.

To engage, control, and supervise the Staff of the Club, with power of dismissal, and to pay the weekly wages.

To keep close supervision of the consumption of gas, electric light etc., and to certify all

accounts before presenting them to the Hon: Treasurer for payment.

To buy the necessary consumable stores for the restaurant.

To pay all moneys received into the Bank to a "Sandon Studios Society No.2 account"; to keep the necessary books and accounts; and to present all cheques to the Treasurer for his signature.

To make all necessary renewals to Club equipment up to an expenditure of £1.. All further expenditure to be submitted to the House Committee.

To receive all letters addressed to the Sandon Studios Society, and to deal with official correspondence as required by the Hon: Secretaries or the Hon: Treasurer concerned.

To issue notices as required; to summon all Committees and Sub-Committees under the instruction of the Hon: Secretaries concerned.

To be responsible for the sale of tickets, and to assist (after due notice) in arrangements for entertainments.

February 13th. 1922.

That no catering be undertaken on the Club premises except through the House Committee.

That the Music Room be let on the following terms:-

For Rehearsals or Committee Meetings.

Minimum charge, to include fire and light ... 7/6d.  
with tea at 1/- per head to a member .. 2/6d.

For Entertainments or Evenings after Club hours.

Minimum charge, to include fire and light ... 15/-  
up to 11 p.m.  
After 11 p.m. ... .. 3/- an hour.  
Charge for catering according to requirements.

January 16th, 1923.

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(3) That plain tea be served up to 8 p.m. when there is an evening entertainment in the Club, but that no meals shall be served after that hour.

December 5th, 1923.

Free Meals. (a) That no free meals be provided except those directly sanctioned by the Executive Committee upon each special occasion.

(b) That when guests of the Club be entertained, checks for their meals shall be made out, and initialled by the Hon: Sec: or the Hon: Treas:.

January 21st, 1924.

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6. That on all cards of Club fixtures issued, it shall be stated that special Dinners are provided at 2/- on specified occasions.

February 16th, 1924.

2. That when any of the Club premises are

required for rehearsals on Sunday afternoon, due notice shall be given to one of the officers who shall arrange with the Assistant Secretary that one of the Staff shall be on duty to open and close the Club and to serve tea, and shall be paid extra for her services.

April 14th. 1924.

Duties of the House Sub-Committee.

To manage the domestic affairs of the Society, viz:-

- (1) To have complete control of the domestic staff, including the power of dismissal and appointment.
- (2) To control the use and consumption of House supplies; Fuel, Coal, Gas, Electric Light, Telephone etc..
- (3) To purchase the necessary stores for the kitchen and Dining room service; to arrange for the daily menu and charges, and the supervision of the kitchen.
- (4) To be responsible for the good order of the Club rooms, furniture, fittings (except the stage and accessories, the decoration of the Ball room, and the pictures on the walls). To incur necessary expenditure on renewals of furniture, fittings, decoration or utensils up to £10.
- (5) To have charge of all lettings (except Studios).
- (6) To maintain the pianos in good condition.
- (7) To cater for all functions of the Club.
- (8) To supervise (not to order) the periodical literature taken for the Club rooms.

(9) To uphold the authority of the Assistant Secretary and to render her all support in the carrying out of her duties.

(10) To see that the Inventory of all Club property is kept up to date.

A report of all recommendations of the Sub-Committee to be submitted to the Executive Committee.

May 27th, 1924.

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4. That with a view to further co-ordination of the various Sub-Committees: No circulars to members be sent except through the Hon: Secretary, who shall be responsible for all orders for printing etc..

July 21st, 1924.

1. That the closing hours for the Club be 10 p.m. ~~lights~~  
~~out~~. That the Club hours be posted on the notice board.  
No meals after 7-30 p.m.

2. In view of the Treasurer's statement to the House Committee re. the unsatisfactory margin of surplus on catering, the House Committee recommend that the 1d. Table money on all meals costing 6d. and over be re-instated. The 3d. Table money for visitors to be continued.

October 27th, 1924.

The House Committee recommend that the charge of 1d. table money on Afternoon Tea be discontinued, but that the charge on other meals remain as at present.

December 29th, 1924.

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4. In view of the unsatisfactory profit from catering, they have considered a suggestion from Mrs. Jones that her duties be altered.

(a) That she be engaged as a part-time servant of the Club, with hours from 8-30 a.m. to 2 p.m. at 10/- weekly all the year round.

(b) That she be released from all house-work and waiting at table.

(c) That she do all the buying (after consultation with, and approval of, the Assistant Secretary) and supervise in the kitchen in regard to cooking, serving, and carving etc..

(d) That she supervise in the Dining Room as far as possible.

(e) That all purchases shall be made on an invoice and accounts presented monthly to the Assistant Secretary.

(f) That she receive 5% on the profits (i.e. the difference of takings over expenditure as shown in the Asst: Sec's: books) Such profits to be reckoned quarterly.

(g) That the House Committee reserve the right to decide what shops shall be dealt at.

The House Committee in recommending that this scheme be given a trial, would beg to point out that it will necessitate the engagement of another House-maid waitress, whom they consider should be a full-time servant, to commence January 1st, 1925.

December 29th, 1924.

During the busy season no special  
Lunches be served in the Dining Room. The Music Room  
may be engaged for this purpose at the usual charges.

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