

DRAFT

Hartford Marina Social Club Constitution and Rules

Effective w.e.f. 17th November 2019

1. Name

The name of the club is Hartford Marina Social Club, hereafter referred to as 'the Club'.

2. Object

The purpose of the Club is to run a friendly social club for the benefit of its members and guests of members.

3. Membership Rules

- a. Application for membership will be considered only on completion of the HMSC Membership Application Form (appendix 1).
- b. Membership of the club is valid for the individual named on the membership card. This membership is automatic on payment of membership fee and subject to the validation of the application form details.
- c. It is an expectation of the membership that each member of the Club plays an active role in supporting the purpose and functions of the Club.
- d. HMSC operates a rolling membership. Membership is valid for a period of 12 months from the date of membership application form.
- e. For new members, as a condition of the Club Premises Licence, at least 48hrs must pass before Membership becomes valid.
- f. Persons who are eligible for full or associate membership of the Club will be allowed 3 visits without guest fee payable, to see if they would like to join the club.
- g. Guest members must be signed in by a full or associate member and must complete the Guest Membership Record book at each visit (this includes the guests' name and address, and the name of the sponsoring member).
- h. The committee reserves the right to waive guest membership fees on certain function nights as previously agreed and recorded in the committee meeting minutes.

- i. Any member shall be entitled to introduce associate members and guests to the Club provided that no person whose election for membership or guest has been declined or has been previously expelled from the Club.

4. Classes of membership and subscriptions

- a. Full Membership – Any person (aged 18 or over) who is (i) a berth holder, (ii) lives within Marina grounds (e.g. Flats) or (iii) is an employee of either Tingdene Ltd or any other legitimate business based on the Marina.
- b. Associate membership - Any person (aged 18 or over) who is family or friend of a full member. Application for associate membership must be proposed by full member and approved by the Committee. The Committee reserves the right to deny associate membership for reasons entirely at the discretion of the Committee
- c. Membership Fees
 - i. Annual fee of £15.00 per member (full or associate)
 - ii. £2.00 per visit for each guest of a full/associate member and valid for up to 3 consecutive days.
 - iii. Children under 18 (free) - must be accompanied by full/associate member

5. General Data Protection Regulations (GDPR)

We will comply with our GDPR policy which will be available on the club noticeboard.

6. Committee

The committee will consist of:

Chair_

Secretary

Treasurer

Committee Member 1

Committee Member 2

Committee Member 3

Committee Member 4

- a. Committee members will abide by the HMSC Code of Conduct which will be displayed on the club's noticeboard.
- b. Committee members will formally declare any conflicts of interest as required by the HMSC Conflict of Interest Policy which will be recorded on the HMSC Conflict of Interest Form.
- c. The Code of Conduct and the Conflict of Interest records will be reviewed at least annually and opportunity to declare at the beginning of each committee meeting.
- d. When meeting, the committee will be quorate when there are 4 members present consisting of at least 2 officers (Chair, Treasurer or Secretary).
- e. The committee shall have the power at any time, and from time to time, to fill any vacancies amongst the officers and the committee, and to co-opt any full member of the club for any specific purpose. Co-opting of new committee members should where possible be by vote from members with an invitation to members to apply. Where no full members are willing to be co-opted the committee may co-opt an associate member to fulfil the position. Any officer or member of the committee so appointed shall hold office until the next annual general meeting but then shall be eligible for re-election.
- f. Candidates for election to the committee shall be those members of the retiring committee who shall offer themselves for re-election (if they so wish) and such other full members of the club who have been duly nominated in writing beforehand to the secretary.
- g. No committee member should be in position for a term longer than 3 years and will not be re-appointed for a period of 1 year unless by agreement of HMSC members.

7. Conduct of Business

- h. The committee shall manage the affair of the club in accordance with the rules, the Code of Conduct and all health and safety risk assessments.
- i. The Committee shall apply the funds of the club to the objects or purposes of the club and shall make such rules and regulations as they think fit for the management of the Club premises.
- j. The clubhouse can be hired for use to both members and non-members under the terms and conditions set out in the HMSC Club Hiring Terms Agreement form.
- k. Any complaints by members about the Club business or conduct of members (including members of the committee) will be taken seriously and investigated according the HMSC Complaints Policy.

8. Finance

- a. The financial year of the club shall start on 1st November and end on 31st October.
- b. At the annual general meeting the treasurer shall present a report which will include a summary of the financial position of the Club, as at the 31st October, of the previous 12 months and a financial proposal for budget for the next year.

9. Annual General Meeting

- a. The annual general meeting shall be held at the end of the boating season and at the latest by 30th November each year, at a place to be named by the committee.
- b. Notice of annual general meeting and the agenda there of shall be posted or otherwise delivered to every full member not less than 28 days before the date of

the meeting and no business other than that stated on the agenda shall be discussed at the annual general meeting.

- c. A full member wishing to put forward any matter for discussion at the annual general meeting shall give notice in writing thereof to the secretary of the subject to be proposed 7 days prior to such meeting.
- d. At the annual general meeting and at extraordinary general meetings a quorum shall consist of 2 officers of the club whom shall be the chairperson, secretary or treasurer and a total of 20 full members (including committee).
- e. At an annual or extraordinary general meeting of the club each member shall have one vote and in the case of equality of votes the chairperson of the committee shall have a second casting vote.

10. Extraordinary General Meeting

- a. The committee may, on giving 14 days' notice, call an extraordinary general meeting for the club for any specific business. The nature of which shall be stated in the summons convening the meeting and the discussion at such meeting shall be confined to that business only.
- b. The committee shall call an extraordinary general meeting of the club on the written request of not less than 10 full members.

11. Licencing Act

- a. The purchase of alcoholic beverages for the club and the supply by the Club shall be in absolute discretion of the committee.
- b. Alcoholic beverages may be supplied for consumption on the premises to those 18 years or older, who are members and entitled to use the club facilities.

12. No person shall be at any time be entitled to receive, at the expense of the club, or any member there of any commission, percentage or similar payment on or with reference to purchases of alcoholic beverages by the club; nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the club members or guests apart from any benefit accruing to the club and apart also from

any benefit which a person derives indirectly, by reason of the supply giving rise to, or contributing to a general gain from the carrying on of the club.

13. Club Bar

- a. The hours of opening the bar may be as follows unless otherwise requested by the licencing authority or authorised by special permission.
 - i. Weekdays (Mon - Thurs) 10 am to 01am
 - ii. Friday & Saturday 10 am to 01 am
 - iii. Sunday 12 pm – 10.30 pm
- b. The bar shall be the responsibility of the committee who may appoint a person or persons to open and operate the same.

14. Rules of the Club

- a. Every member on joining the club undertakes to comply with the rules of the club and any decisions and agreements made by the committee. Any refusal or neglect to do so, or any conduct which in the opinion of the committee is unworthy of a member or injurious to the interests of the club, shall render the member liable to expulsion by the committee.
- b. No alteration or addition to these rules shall be made except by a resolution carried by a majority of members present at a quorate annual or extraordinary general meeting, the notice of which shall have contained particular of the proposed alteration or addition.
- c. The secretary shall as soon as possible, and in any case within 28 days of making of any such alteration or addition to these rules, give written notice of such alteration or addition to the chief officer of the police and to the licencing authority of the district in which the club is situated.
- d. Smoking is not permitted in the clubhouse, this includes all forms of cigarette, cigars and pipes.
- e. The use of any illegal substances (drugs, including so called 'legal highs') is not permitted in the club premises, including the garden areas (both front and back).

Any persons found to be consuming illegal substances will be ejected from the club immediately and their membership will be reviewed by the committee.

- f. Dogs are permitted in the clubhouse and garden. Dogs must always be well behaved and kept on a lead. Dog owners must ensure their dog do not foul in the clubhouse or garden area. It is the responsibility of the dog owner to clear and safe dispose of any faeces and ensure that the garden remains safe for all other members, including children who are visiting the club. It is at the discretion of the bar volunteer to permit dogs into the club and request that a dog owner removes their dog from the club if any of the above rules are not adhered to.