

Hanham Community Centre
A Charitable Incorporated Organisation - Charity No: 1152575

Membership Policy

April 2024

Dated: April 2024

Issue: 1.4

Prepared by: K M Lawrence

This Policy was adopted by the Board of Trustees on the 3rd April 2023

AMMENDMENTS

Version	Date	Author	Comments
0.1	Aug 13	K M Lawrence	Initial Draft.
1.0	Sept 13	K M Lawrence	Approved by BOT.
1.1	Oct 17	K M Lawrence	Revalidated. Membership fees corrected.
1.2	May 18	K M Lawrence	Added DPA18 to form.
1.3	Apr 23	K M Lawrence	Fees increased and minor corrections.
1.4	Apr 24	K M Lawrence	Remove fees from policy

Membership Policy

1. Purpose

- 1.1 The purpose of this policy is to establish a membership structure within the Hanham Community Centre, defining eligibility, application, maintenance and termination (and withdraw) of membership.
- 1.2 In accordance with para C17¹ of the Constitution, this policy creates an associate membership class (herein referred to as “members” and “membership”). The class is a non-voting class.
- 1.3 The Board of Trustees shall review and determine the membership structure of the Charity.

2. Eligibility

- 2.1 Membership shall be open to any person interested in furthering the objects and who has paid the annual subscription laid down from time to time by the Board of Trustees.
- 2.2 Members shall be aged 18 years or over.
- 2.3 The Board of Trustees may require such subscriptions from all or any persons, members or bodies using the association as they may think desirable and proper.
- 2.4 Members of Sections (as defined in para C17.3) must be members².
- 2.5 Membership is not transferable.
- 2.6 Members are permitted, and encouraged, to bring families to the centre. Whilst on the premises, parents and guardians shall be responsible for the behaviour, movement and control of their children.
- 2.7 A reasonable standard of dress is expected whilst using the Centre. The Trustees reserves the right to refuse admission to Members or Guests not complying.

3. Application

- 3.1 A person wishing to be a member should complete a Membership Application Form, and submit this with payment of their subscription to the centre office.
- 3.2 **Membership is not valid until 24 hours after receipt of a Membership card.**
- 3.3 The Trustees have the right (for a good reason and with a two-thirds majority vote) to refuse a person membership, provided that the individual

¹ Cxx refers to a paragraph in the HCC CIO Constitution.

² Although this would not apply to some Junior memberships within Sections.

concerned shall have the right to be heard, by the Board of Trustees, accompanied by a friend, before a final decision is made.

4. Maintenance and Subscription Fees

4.1 The Board of Trustees must keep a register of members.

4.2 Classes of Subscription Fees are:

Class	Fee	Note
Std Membership (Annual)	Set by Board of Trustees	New and renewing members
New Member (Half Year)	Half Std Membership	From 1 st October for new members only
Lifetime Membership	Ten times current Std Membership	

4.3 By being a member, members agree to adhere to the terms of the overarching Constitution, as well as any rules of byelaws defined by the Trustees and recorded in the General Rules of the Building and (where applicable) the Standard Conditions of Hire, and the Sections Code of Practice.

4.4 Sections may extend the classes and sub-classes of membership in accordance with HCC policies, guidance and rules. As an example, sections may have playing and non-playing members; or classes for Juniors, Youths and Seniors. Those under 18yrs will not be formally considered HCC members and would not be eligible to vote at Section AGMs. Sections may charge such classes an appropriate membership fee.

5. Lounge Bar

5.1 Usage of the lounge bar is open to users of the centre and general public (subject to the rules and conditions of use of the building). It is not open to those attending private functions at the centre (unless held in the lounge bar).

5.2 Regular users of the lounge bar are encouraged to take out centre membership (as defined herein). Presentation of a valid membership card at the bar will allow a discounted price on most products sold at the bars.

5.3 Members may purchase products from the bar (with a discount) for their guests, for up to a maximum of six (6) people (inc themselves and any children) per visit.

5.4 The Trustees have the right to withdraw the offer of a discounted prices if a person visits the bar on a regular basis but is not a member. (Even if they are attending with someone who is a member).

5.5 Members will receive discounted prices if attending a private function at the centre - however the discounted prices will be limited to two (2) persons per membership (i.e., the member and one other).

6. Termination

- 6.1 The Board of Trustees may, by a two-third majority vote and for good reason, terminate the membership of any individual: Provided that the individual concerned shall have the right to be heard, by the Board of Trustees, accompanied by a friend, before a final decision is made.
- 6.2 The Board of Trustees shall have the power to suspend (for a period not exceeding twelve months) any Member or temporary Member that shall contravene any Rule of the centre or Social Club or whose conduct shall, in the opinion of the Board, prejudicially affect the Centre or render him or her unfit for Membership.
- 5.3 A member whose subscription is 3 months in arrears ceases to be a member but may be re-admitted on payment of the sum owing and completion of a New Membership Application Form.
- 5.4 A member may resign by written notice to the Charity.

7. Revision

This policy was revised and established in April 2023, but should be reviewed on a regular basis to ensure it remains appropriate to the needs of the charity. It is recommended that the Trustees review this policy at least every 10 years or when the fees change.

8. Adoption

The current revision of this policy was adopted by the BOT on 3rd April 2023, and was duly signed by two presiding charity trustees (in accordance with para C22).

Signed: <u> <i>K M Lawrence</i> </u>	Signed: <u> <i>J C Lambourne</i> </u>
PRINT: <u> K M Lawrence </u>	PRINT: <u> J C Lambourne </u>
Date: <u> 3rd April 2024 </u>	Date: <u> 3rd April 2024 </u>

Annex A – Membership Application Form

Hanham Community Centre

APPLICATION FOR MEMBERSHIP

(New and Renewal)

Full Name:	_____	Section(s) I am a member of
Address:	_____ _____ _____ _____	
Postcode:	_____	
Tel. No:	_____	
Date:	_____	
Email Address:	_____	

Membership is not valid until 24 hours after receipt of a Membership card.

I give my consent for the HCC holding this information in paper and electronic format to manage my membership whilst I am a member; and for the following membership period. I understand I can ask for this information to be removed.

Signed:

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Using Gift Aid means that for every pound you give, we get an extra 28p from Inland Revenue, making your money go further. So if you want your membership to be worth more, Gift Aid it. Just tick the box, it's that simple.

Declaration: I'd like Hanham Community Centre to reclaim tax on all qualifying subscriptions and donations since 6 April 2000 and all further gifts from the date of this declaration - until I notify you otherwise.

I confirm I am a UK tax payer and that I have paid an amount of UK income tax or capital gains tax equal to any tax you will reclaim.

See HCC Membership Policy for full details of HCC Membership.

For Office Use Only:

Old Membership No: _____ Payment: [Cash] [Cheque] [Card]
New Membership No: _____
Entered in Database: _____

Registered Charity No. 1152575