

THE ADMINISTRATION AND RULES OF THE UNION JACK CLUB

(Adopted 9th March 2021)



THE UNION JACK CLUB

1. The Club shall be known as "The Union Jack Club".
2. The Union Jack Club's premises shall be at Sandell Street, Waterloo, London SE1 8UJ or at such other location as the Council (as referred to below) shall determine.
3. The Charity's objects are specifically restricted to promoting the welfare and ameliorating the condition of serving enlisted members (not being of commissioned rank) of the Regular Forces of the Crown, the spouses/partners and children of such members, and such ex-servicemen and women, their spouses/partners and children, and members of the Reserve and Auxiliary Forces as may be determined by the Council from time to time, and with the above object in view to establish, maintain and conduct a residential club or clubs for the use and accommodation of such members and ex-members of the Forces as aforesaid and of their respective spouses/partners and children under 18, and to provide clubhouses and all conveniences in connection therewith.

MANAGEMENT OF THE UNION JACK CLUB

4. The ultimate responsibility for The Union Jack Club and its management rests with the Council of the Union Jack Club (Registered Charity No. 208731), a company limited by guarantee and registered under the Companies Acts under Company Number 80683 ("the Charity") which owns The Union Jack Club premises. Members of the Council are Trustees and Directors of the Charity.
5. The day-to-day running of The Union Jack Club shall be carried out by the Management Team, who shall be appointed by the Council. The Management Team shall comprise the Chief Executive, Deputy Chief Executive and Union Jack Club Secretary/Financial Controller and such other new or substituted posts as the Council may from time to time determine.

GENERAL COMMITTEE

6. The General Committee shall consist of not more than 25 Service Members and not more than five Veteran members, with the President of the Council, the Vice President, and the Hon. Treasurer in attendance. Meetings shall be chaired by the President of the Council (or in his absence the Vice-President).
7. The Chief Executive and his Deputy shall attend meetings of the General Committee, which shall take place at the Club on the same days as meetings of the Council, not less than three times in each calendar year.
8. Members of the General Committee shall be appointed on a yearly basis by the Chief Executive on advice from the relevant service organisations and shall in the case of Service Members be representative of all three services.

9. The General Committee shall:
 - a. Represent the membership of the Club and ensure that members' views and opinions are made known to the Management Team and the Council.
 - b. Advise the Council on Entrance Fees, Annual Subscriptions, the election of Veteran Members and Veteran Honorary Life Members, and on facilities provided by and charges made by the Club.
 - c. Advise on whether a member of the Club should be suspended or have his membership cancelled; recommend changes to the General Rules and By-Laws of the Club; and advise on issues of governance and good conduct of the internal affairs of the Club.
 - d. The members of the General Committee shall make regulations for the conduct of their meetings and business and may determine the number necessary to form a quorum, which shall be eight unless otherwise decided.

FIRE PRECAUTIONS, HEALTH & SAFETY, FOOD SAFETY AND GDPR

10. The Council shall instruct the Chief Executive or his representative to ensure that the legislation is enforced relating to Fire Safety, Health & Safety, Food Safety and GDPR.

MEMBERSHIP OF THE UNION JACK CLUB

11. Current members of the Services. All enlisted members of the Regular, Reserve and Auxiliary Forces of the Crown and their associated Nursing Services of HM Armed Forces below commissioned rank are automatically members of The Union Jack Club ("Service Members") without written application and without payment of an entrance fee or subscription, for so long as they remain serving members of HM Armed Forces. New applications from 1st February 2021 will receive a Member's card. To ensure that correct address is used, all Serving members who had previously registered are requested to confirm that these are correct through their membership profile.
12. Veteran Member. Former members of the Services who leave the Services without having attained commissioned rank and with not less than two years' service (or such other period as the Council may determine) may apply in writing or online to become members of The Union Jack Club. Where an individual is medically discharged before two years' service but has served at least 15 weeks, their election can go through the normal process to the General Committee. Anyone serving less than 15 weeks must be considered by the Committee on an individual basis. Applications for membership shall be submitted in the form from time to time prescribed by The Union Jack Club, together with proof of service, and shall be prominently displayed in The Union Jack Club for not less than 48 hours prior to the Council meeting. Subject to the Council approving the recommendation of the General Committee (see below) the applicant shall become a Veteran Member of The Union Jack Club upon payment of the Entrance Fee and the Annual Subscription fee, but until such application has been approved or rejected, they shall be a Provisional veteran Member and entitled to use The Union Jack Club's facilities as if a veteran Member. Successful membership will result in receipt of a Membership card.

13. Service Leaver. Membership is free for two years from the date of discharge. Proof of service is required on application. Once recorded service ends, Provisional Service Leaver Membership will automatically be applied. Successful new applications will receive a Membership card.
14. Spouse/Partner Membership. Any Veteran or Serving Enlisted Member is entitled to apply for Spouse/Partner Membership by written or online application on the prescribed form. The application shall contain the details of the Member's spouse/partner. Spouse/Partner Membership shall entitle the Member's spouse/partner to use the facilities of The Union Jack Club and stay independently of the member.
15. Children of Members. Children under 18 years old staying in The Union Jack Club must be accompanied throughout their stay by one of their parents. Children over 18 years of age of a member can stay in the Club without the member, having been paid for by a member at THM rates prior to arrival and subject to providing proof of the member's membership on arrival. Members are responsible for their children's behaviour.

ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

16. The amount of the Entrance Fee, the Annual Subscription and Spouse/Partner Membership Subscription (which is for a calendar year) shall be determined by the Council and shall be inclusive of any VAT chargeable therein. No refunds can be claimed once the membership fee has been paid. If membership is lapsed, to re-join will require a new application and appropriate fees.
17. Annual Subscriptions and Spouse/Partner Membership subscriptions are due on 1st January in each year. Failure to pay will result in suspension or cancellation of membership and thereupon right to access the Club.
18. Any Member or Veteran non-member who fulfils the required criteria may at any time apply to become a Life Member of the Club by paying to the Club an amount determined by the Club from time to time. This amount will have regard to the age of the Member and whether Life Membership is to include the Member's spouse/partner. The appropriate amount is payable as a single lump sum and once paid cannot be refunded. A Life Member (and where applicable a Life Member's spouse/partner) is no longer required to pay an annual membership fee and remains a member of the Club until the Member (and where applicable the Member's spouse/partner) resigns membership or dies.
19. Each Veteran Member and in the case of Spouse/Partner Membership partner will be issued with a membership card which must be used on entering the Club and whenever requested by a member of staff within The Union Jack Club.
20. Honorary Life Members. A Veteran Member who has been a member of the Armed Forces and a member of the Club for a total of 50 years may be elected to Honorary Life Membership of the Club by the Council upon the recommendation of the General Committee. Honorary Life membership is granted to members of the Council. No Annual Subscription is payable by an Honorary Life Member.
21. Widow/Widower Members. Widows, widowers and long-term partners of deceased Service Members and veteran Members of The Union Jack Club shall be entitled to apply for membership of the Club in their own name at any time following the death of their

spouse or partner. Membership applications will need to be supported by a death certificate of the member.

22. A Widow, widower or long-term partner of a deceased Honorary Life Member who becomes a Widow/Widower Member shall not be required to pay an Annual Subscription.

TEMPORARY HONORARY MEMBERSHIP

23. Temporary Honorary Membership may be granted to individuals within the below categories along with their spouse/ partner and children, subject to availability of accommodation, proof of identity and proof of service on each visit:
- a. Veterans below commissioned rank who are not members of The Union Jack Club.
 - b. Current and veteran members of HM Armed Forces of commissioned rank.
 - c. Children of a member over 18 years of age can stay in the Club without the member, having been paid for by a member, at THM rates, prior to arrival and subject to providing proof of the member's membership on arrival.
 - d. Current members of the Armed Forces of other countries, whether of commissioned rank.
 - e. Widows or widowers of members of HM Armed Forces irrespective of rank who are beneficiary of the War Pension scheme for spouse or Armed Forces Compensation Scheme 2005 survivors guaranteed income.
 - f. Individuals who are part of, or members of, any group which features on the Authorised User List maintained and managed by the Front of House Manager.
 - g. Serving employees of the Fire, Police, Ambulance and Prison Services, NHS medical professionals, RNLI personnel, MOD Civil Servants, sitting members of both Houses of Parliament and users of meeting rooms prior to or after their event.
 - h. Temporary Honorary Members are entitled to use the facilities only during their stay but are not entitled to bring guests into The Union Jack Club, other than family members staying at the same time.

GENERAL RULES AND BY-LAWS

24. The General Rules and Regulations to be observed by users of The Union Jack Club as at today's date are set out in the attached Appendix, a copy of which shall be available at the security desk and/or viewed or downloaded from the website on www.ujc.org.uk/membership. They may only be varied by the Council.
25. If a Member or Temporary Honorary Member is in breach of the rules of The Union Jack Club the Chief Executive is authorised to suspend the individual's membership. In such circumstances the Chief Executive will, at the earliest opportunity, refer the suspension to the Council. The Council will consider whether to uphold the suspension and remove the individual's membership or reinstate the individual's membership. The individual member will have the right to state his/her case in writing prior to the Council considering his/her future membership. The Council's decision is final.

APPENDIX

RULES AND REGULATIONS OF THE UNION JACK CLUB

1. Admission. Admission to The Union Jack Club will only be allowed with provision of one of the following.
 - a. Service Personnel - valid Service ID card, Union Jack Membership Card, spouse/partner of serving enlisted personnel Union Jack Membership Card, Base ID Card, Forces Rail Card, MOD PXG Card and proof their spouse/partner is serving.
 - b. Veteran Member/ Honorary Life Members - valid Union Jack Club Membership Card.
 - c. Retired HM Forces - proof of Service e.g. discharge papers or proof of service.
 - d. Other Authorised Users - valid ID card of the authorised organisation permitted to stay at The Union Jack Club.
 - e. Meeting room Guest - name on the relevant guest list.

GENERAL CONDUCT

2. No conduct unbecoming of members or of visitors to The Union Jack Club shall be permitted, to include offensive behaviour to members, guests, staff or to have an adverse impact on The Union Jack Club. Those using The Union Jack Club shall always give due consideration to others.
3. No canvassing, political, commercial, or otherwise, shall be allowed within the Club nor may members use The Union Jack Club to sell articles or services.
4. A dress code exists in all public areas of The Union Jack Club. Members and their guests are expected to wear at least casual apparel.
5. The Chief Executive or his representative may require any member offending against the Rules of The Union Jack Club to leave Club premises. He may also suspend a membership of The Union Jack Club and cause his or her name to be submitted to the Council, following consultation with the General Committee. The Council may decide on suspension from membership for a stated period or expulsion from membership of The Union Jack Club.
6. Guests. Members and Spouse/ Partner Members (but not Temporary Honorary Members) of The Union Jack Club may bring up to eight guests each into the Club to use the Food and Beverage facilities at any one time and are responsible for signing them into the Visitors' Book provided for this purpose. Members and Spouse/ Partner Members can bring up to four guests to stay. Guests are not permitted to stay and use Union Jack Club bedrooms unless the member stays as well, and they are properly booked into allotted rooms and charged at the Temporary Honorary Member rate. Members are responsible for the conduct of their guests and for any charges and debts guests may incur in The Union Jack Club.
7. Gambling. No gambling shall be permitted in The Union Jack Club other than with the machines provided.

8. Valuables. The Union Jack Club shall not be liable for loss or damage to any coats, luggage, money, jewellery, or valuables. The baggage room is available free of charge to members; however, The Union Jack Club does not accept liability for anything that is damaged or lost from items deposited. The Baggage Room is a Day Use/24hr only storage facility. Should members wish to leave an item for longer than a 24hr period, Reception will advise you of the members Longer Term Storage Facility, for which there is a charge.

BEDROOMS

9. The use of bedrooms requires the first night's charge to be paid in full before arrival and any balance paid on arrival. Bedrooms shall be vacated by 10 a.m. (midday at weekends and bank holidays) on the day of departure.
10. Bedrooms shall not be booked for a consecutive period exceeding 28 days.
11. Bedrooms which have been booked by telephone, letter, fax or on-line and for which a deposit has been paid shall be held until the arrival of the named person.
12. Under no circumstances may a bedroom be used other than by the person booked into use that room, nor may a bedroom be used by more than the number of persons for which it has been designed.
13. Booking Priority. In the allocation of bedrooms priority is given first to Members, secondly to Temporary Honorary Members. This applies to all advance bookings.
14. Opening Hours. The Union Jack Club premises shall be open each day from 7 a.m. until midnight or 30 minutes after the bar has closed if later, after which only those occupying or wishing to occupy bedrooms in The Union Jack Club shall be admitted and those not occupying or wishing to occupy bedrooms shall be required to leave.

SALE AND CONSUMPTION OF ALCOHOL

15. Alcohol shall only be sold and consumed in those parts of The Union Jack Club licensed for this purpose, and at the times laid down by the Licensing Authority.
16. Alcohol obtained in The Union Jack Club shall not be taken off Club premises.

GENERAL POINTS

17. Consumption of Food. Members or guests are not permitted to bring food and other refreshments into The Union Jack Club for consumption in public areas or meeting rooms.
18. Prohibited Substances. No prohibited substances shall be brought into or used in any part of The Union Jack Club.
19. Smoking/ E Cigarettes. Smoking and use of E cigarettes in the Union Jack Club is prohibited except in designated smoking areas outside the Club.

20. Children. Children under 18 must always be accompanied by an adult in all licensed areas and shall not use amusement with profit machines Children under ten shall not use lifts except when accompanied by an adult.
21. Animals. No animals are allowed in The Union Jack Club other than guide dogs and support dogs.
22. Mobile Phones. Mobile phone voice calls are not to take place in the library or restaurant. Consideration of other members is requested in all other locations.
23. Computers. No illegal or improper use shall be made of The Union Jack Club's computers and Wi-Fi.
24. Library. Members wishing to borrow books from The Union Jack Club's Library should enquire at the Reception Desk.
25. Laundry and Cleaning. Coin-operated launderette which provides facilities for washing, drying, and ironing clothes is available to members situated adjoining the Gascoigne Room.
26. Car Parking. Car parking is available at the current rate for Members when staying in The Union Jack Club by booking in advance, and THMs 24 hours prior to arrival, for occupation on the first day of booking, after 3pm and to leave by 12noon on the day of departure. Parking spaces also include 3 x fully accessible bays which are designated for use by wheelchair users only. Car parking is free for blue badge holders. The Union Jack Club does not accept any responsibility or liability for any damage or loss for the car while parked in the garage.
27. Security. Members shall comply with such security provisions as the Chief Executive shall from time to time reasonably prescribe. In the interests of general security members must not leave any items unattended in any areas of The Union Jack Club.
28. Evacuation. Members and their guests shall immediately evacuate The Union Jack Club upon hearing a continuous alarm and shall follow instructions from Club staff.
29. Complaints and Suggestions. Any complaints or suggestions should be made in writing and addressed to the Deputy Chief Executive. Complaints should be raised as soon as possible after the occurrence of the event giving rise to the complaint.
30. Guest Charging Rates. When a member has guest(s) (up to four) staying with them in The Union Jack Club, any immediate family (parents, siblings, and children) will incur room charges applicable to members and all other guests will incur room charges applicable to Temporary Honorary Members.
31. Lock downs. The Union Jack Club reserves the right to lockdown where access or egress to and from the Club may be denied.
32. Government Restrictions. The Union Jack Club will follow Government restrictions to govern usage when required either nationally or locally.