



ROYAL MARINES CLUB MEMBERSHIP CONSTITUTION DEAL



SECTION 1 - Name

- 1.1 **The Royal Marines Association Club - Deal**, having been formerly known as the “Royal Marines Old Comrades Association” and **Royal Marines Association (Deal Branch & Club)** is to be named **The Royal Marines Association Club – Deal** (hereafter referred to as “the Club”)

SECTION 2 - Administration.

- 2.1 Subject to the matters set out below **the club** and its property shall be administered and managed in accordance with this Constitution by the members of the Club Management Committee, constituted by Section 9 of this constitution.
- 2.2 The Club Management Committee will manage the day to day affairs and business of **the Club** being mindful of the general strategy and direction for the Club at 37 the Strand, Walmer as agreed by the Branch Committee and Trustees of the Royal Marines Association Deal Branch.

SECTION 3 - Principles and Policy.

- 3.1 **The Club** is a permanent body, which is non-sectarian and non-political in the strictest sense.
- 3.2 In no circumstances will members of **the Club** take sides as a body in a political or industrial dispute. Members being left entirely free to act as their consciences may dictate.
- 3.3 Unless approved at an Annual General Meeting **the Club** will not amalgamate with other societies and will always retain its complete independence.

SECTION 4 - Objects.

The Club’s Objectives are:

- 4.1 To Maintain and promote “esprit de corps” and comradeship amongst all Royal Marines and keep them in touch with one another.

- 4.2 To carry out the business of a bon-a-fide members Club providing the means for social activity, mutual helpfulness, mental and moral improvements, recreation and other advantages of Club membership.
- 4.3 To make grants to appropriate Charities and other worthy causes where specific funding has been raised and is available.

SECTION 5 - Powers.

- 5.1 In furtherance of the objects but not otherwise the **Club Management Committee** may exercise the following powers:
 - 5.2 Power to raise funds and to invite and receive contributions provided that in raising funds the **Club Management Committee** shall not undertake any substantial trading activities (other than the general business of **the Club** at 37 The Strand, Walmer) and shall conform to any relevant requirements of the law.
 - 5.3 Power to recommend to the **Branch Committee** (as indicated at Section 11) the purchase, lease or exchange of any property necessary for the achievement of the objects and to maintain and equip it for use.
 - 5.4 Power subject to any consent required by Section 22 of this constitution to recommend to the **Branch Committee** the sale, lease or disposal of all or part of the property of **the Club**.
 - 5.5 Power to recommend to the **Branch Committee** and subject to any consent required by law, to borrow money and charge all or any part of the property of **the Club** with repayment of the money so borrowed.
 - 5.6 Power to employ such staff as necessary for the proper pursuits of the objects.

2

- 5.7 Power to co-operate with other voluntary bodies and statutory authorities operating in furtherance of the objectives or similar charitable purposes and to exchange information and advice with them.
- 5.8 Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 5.9 Power to appoint and constitute such sub-committee's as the **Club Management Committee** may think fit.
- 5.10 Powers to do all such things in law as are necessary for the achievements of the objects.

SECTION 6 – Membership.

- 6.1 Every Club member shall have one vote at any Annual or Extraordinary General Meeting subject to Club Membership Subscriptions having been paid at least 10 days prior to any vote.
- 6.2 The term “Royal Marines” when used in this constitution shall be held to mean a person who is serving or who has served in the Royal Marines or the Royal Marines Reserve.

Membership shall be granted in the following categories:-

- 6.3 **FULL MEMBERSHIP** shall be confined entirely too all members of the Royal Marines Association – Deal Branch.
- 6.4 **CLUB MEMBERSHIP** may be granted to those persons not eligible for membership under clause's 6.3 above on such terms and for such purposes as decided by the **Club Management Committee**.
- 6.5 **LIFE MEMBERSHIP.** Members of **the Club**, who have attained the age of 80 years may apply to the **Club Management Committee** (through **the Club** Secretary) to have their Club subscriptions waved. Subject to having been a member of **the Club** or the preceding organisation (The Deal Branch of the RMA) for a period of 10 consecutive years.
- 6.6 All Members will be allowed to entertain guests within **the Club**.
- 6.7 All applications for Club Membership are to be made to the Membership Secretary who will post the name of each applicant for Club Membership on **the Club** Notice board for a period of 7 days. After such period the **Club Management Committee** will consider applications and will either refuse the applicant or elect the applicant for membership.
- 3
- 6.8 During the period prior to membership application being considered the applicant may, at the discretion of the Chairman (delegated if necessary to the Duty Steward) be permitted Guest Membership. "Guest members" must be "signed in" by a Club Member or the duty Steward on each occasion that **the Club** is used prior to election to Club Membership.
- 6.9 Applications for Club Membership will be accepted at any time and will be considered by the **Club Management Committee** at the nearest suitable Monthly meeting following the "7 day" notice period referred to in 6.12 above.
- 6.10 **The Club Management Committee** may by a two third's majority vote and for good reason terminate the membership of any individual. Any such vote will be subject to the individual concerned having the right to be heard by the **Club Management Committee**, accompanied and supported by a friend, who shall also be a member of **the Club**, before a final decision is made.

SECTION 7 - Complaints, Suggestions and Propositions.

- 7.1 Any member having a complaint in connection with **the Clubs** matters should bring it, in writing through **the Club** Secretary, before a meeting of the **Club Management Committee** in the first instance. Should they be dissatisfied with the decision of the **Club Management Committee** they may appeal to a General Meeting of **the Club**.
- 7.2 All suggestions or Propositions are to be submitted in writing **to the Club** Secretary clearly bearing the names of the Proposer and Seconder and placed in the box provided.

SECTION 8 - Subscriptions and Guest Levy.

- 8.1 **The Club Management Committee** shall determine subscriptions for all categories of Membership and Guest Levies payable.
- 8.2 No Member leaving **the Club** shall have any claim upon the contributions or other monies paid into the funds of **the Club**.
- 8.3 Club Subscriptions for all categories of Membership should be paid on notification of election to membership and no rights of membership shall commence until the initial Club Subscription has been received.

- 8.4 Annual Club Subscriptions for all categories of Membership are due on April 1st each year and are to be paid no later than May 31st.
- 8.5 Those granted Membership after May 31st of any year must on joining pay the full Subscription in the first year and thereafter by the renewal date as at 8.4.
- 8.6 Club Subscriptions should, where possible be paid by **Bank Standing Order** using the Bank Mandate provided by the Membership Secretary.
- 8.7 Failure to pay Club Subscriptions by the deadlines will result in
- 8.7.1 **Full Members** – Written application to **the Branch** Secretary for re-election.
- 8.7.2 **Club Members** - Membership terminated until any re-application for membership renewal is granted.

SECTION 9 - Club Management Committee

- 9.1 The **Club Management Committee** shall consist of not more than 12 Club Members made up as follows:
- 9.2 Full Members: Not less than 9 RMA Full Members nominated by the RMA (Deal) Branch Committee having been duly proposed, seconded and elected by the Annual General Meeting of the RMA (Deal Branch).
- 9.3 From these elected RMA Full Members **the Chairman, Secretary and Treasurer** shall be appointed to serve on **the Club Management Committee**.
- 9.4 Club Members: Not more than 3 Club members who have been duly elected at the Annual General Meeting of **the Club**.
- 9.5 Whilst occupying the premises of 37 The Strand, Walmer there shall be 4 **Holding Trustees** of the former “Old Comrades Assn” property. Holding Trustees may attend all meetings of **the Club Management Committee** but shall not have the power to vote on any matter other than those matters described in Section 11 of this constitution requiring the agreement of Trustees.
- 9.6 Nobody shall be appointed to the **Club Management Committee** who is aged less than 18 years of age or who would be disqualified under the provisions of the following clause.
- 9.7 No person shall be entitled to act as a member of the **Club Management Committee** until after signing in the Minutes Book of the **Club Management Committee** a declaration of acceptance and a willingness to act in the trusts of **the Club** - whether on a first or any subsequent entry into office

SECTION 10 - Honorary Officers

- 10.1 The President and Vice President of the Royal Marines Association Deal Branch will serve in the same role in the Club and should preside at the Annual General Meeting until the Annual Election of Officers.
- 10.2 The Chairman, Secretary, Treasurer and Membership Secretary nominated by the RMA (Deal Branch) shall serve on **the Club Management Committee** in their RMA role.

10.3 The following roles (will be elected at **the Club** Annual General meeting.

10.3.1 Entertainment Secretary

10.3.2 Welfare Secretary

10.3.3 5 Elected Members

10.4 All members of **the Club Management Committee** will be elected for a period of 2 years each. They shall hold office from election at that meeting and shall be available for re-election. During the initial period of office from the first committee meeting following the election after the adoption of this Constitution, the Club Management Committee will agree on 50% of Committee Members standing down for re-election after 12 months.

10.5 The Committee is entitled to co-opt members to fill any vacancies that may occur during Committee's year of office. Persons thus co-opted will have the right to vote at Committee meetings but would need to stand for formal election at the next available Annual General Meeting.

10.6 The Committee is also entitled to co-opt members for any special purpose in an advisory capacity but such co-opted members will not have the right to vote at Committee meetings.

6

SECTION 11 – Determination of the Club Management Committee.

11.1 A member of the **Club Management Committee** shall cease to hold office if he or she:

11.2 Is disqualified from acting as a member of the **Club Management Committee** by virtue of Section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision).

11.3 Becomes incapable by reason of mental disorder, illness or injury of managing or administering his affairs.

11.4 Is absent without permission of the **Club Management Committee** from all their meetings held within a period of 6 months and the **Club Management Committee** resolve that his or her office be vacated.

11.5 Notifies the **Club Management Committee** of his or her wish to resign and the **Club Management Committee**, having due regard to the minimum number of **Club Management Committee** members required to maintain a quorum at subsequent meetings, resolves to accept the resignation.

SECTION 12 – Club Management Committee not to be personally interested.

12.1 No Member of the **Club Management Committee** shall acquire any Interest in property belonging to **RMA Deal Branch** (otherwise than as a **Holding Trustee**) or to receive remuneration or to be interested (otherwise than a Member of the **Club Management Committee**) in any contract entered into by the **Club Management Committee**.

SECTION 13 – Meetings and Proceedings of the Club Management Committee.

- 13.1 The Club Management Committee shall hold at least 12 meetings each year. A Special Meeting may be called at any time by the Chairman or by any two members of the Club Management Committee upon not less than 4 days notice being given to all of the other members of the **Club Management Committee** of the matters to be discussed.
- 13.2 The Chairman shall act as the Chairman at meetings of the **Club Management Committee**. If the Chairman is absent from any meeting of the **Club Management Committee**, if present, the President may act the Chairman otherwise Members of the **Club Management Committee** present shall choose one of their members to be Chairman of that meeting.
- 7
- 13.3 There shall be a Quorum when at least one third of the number of the **Club Management Committee** for the time being or 4 members (including 1 Club Member and Full Members) of the **Club Management Committee** – whichever is the greater – are present at the meeting.
- 13.4 Every matter shall be determined by a majority of votes of the members of the **Club Management Committee** present (including the Chairman). In case of equality of votes the Chairman shall have an additional casting vote.
- 13.5 The Secretary shall keep Minutes of the **Club Management Committee** meetings in books kept for that purpose, of the proceedings at meetings of the **Club Management Committee** and any sub committee. Minutes must be kept of all such meetings and the Secretary may delegate the responsibility for the writing of any Minutes to a “Minutes Secretary” at any meeting.
- 13.6 The **Club Management Committee** may from time to time make and alter any rules of the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- 13.7 The **Club Management Committee** may appoint one or more sub-committees consisting of three or more members of the **Club Management Committee**. Such sub committees would be formed for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the **Club Management Committee** would be more conveniently undertaken or carried out by a sub-committee. All proceedings of any such sub-committees shall be fully and promptly reported to the Club Management Committee.

SECTION 14 – Accounts.

- 14.1 The funds of **the Club**, including all donations and bequests, shall be paid into an account operated by the Treasurer in the names of **the Club** at such bank as the **Club Management Committee** shall from time to time decide.
- 14.2 The **Club Management Committee** shall ensure that the Treasurer complies with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act).

SECTION 15 - Property

- 15.1 The land, property and all assets used by the club are governed by Section 16 of the RMA Deal Branch Constitution.

SECTION 16 – Annual General Meeting.

- 16.1 There shall be an Annual General Meeting of **the Club** which will be held in the period July 1st and not later than the 31st September in each year or as soon as practicable thereafter.
- 16.2 The Club Management Committee shall call every Annual General Meeting. The Secretary shall give at least 28 days notice of the Annual General Meeting to all members of **the Club**. All members of **the Club** shall be entitled to attend and vote at the meeting subject to rule 6.1 above and subject to Club Membership Subscriptions having been confirmed as “paid” 10 days prior to the meeting.
- 16.3 The business to be transacted at the Annual General Meeting shall include:
- 16.3.1 The Chairman’s Report
- 16.3.2 The Secretaries Report
- 16.3.3 The Treasurer’s report and the adoption of the Accounts of **the Club** for the preceding year.
- 16.3.4 The Election of Members of the Club Management Committee
To be made by ballot.
- 16.3.5 Nominations of new Members of the Committee, who must have been Members of **the Club** for at least 6 months, should be received by the secretary at least one month prior to the Annual General Meeting, duly proposed and seconded. Those proposing or seconding nomination may only propose or second one nominee.
- 16.3.6 The Election of Honorary Officers (where applicable).
- 16.3.7 To propose any Amendment of the Club Constitution to the Royal Marines Association (Deal Branch) following due notice being given with 28 Day Notice of the Annual General Meeting giving full details of any proposed Constitutional amendment in writing to the Secretary. It should be noted that no Amendment to the Club Constitution can be confirmed without the approval by ballot of full members at a General Meeting of the Branch.
- 16.3.8 Any Other Business previously notified to the Secretary and included on the Annual General Meeting Agenda.

Section 17 – Special General Meetings.

- 17.1 If required to do so by a requisition signed by not less than 20 and not more than 30 members of **the Club**, the Committee should call a Special General Meeting. The meeting shall be held not less than 14 days nor more than 21 days after receipt of the requisition and shall deal only with the business specified in the request.

Section 18 – Procedure at General Meetings.

- 18.1 The Secretary shall keep a full record of proceedings at every

General Meeting.

18.2.1 There shall be a Quorum when at least one tenth of the number of members of **the Club** for the time being or twenty members of **the Club** whichever is the greater, are present at the General Meeting.

Section 19 – Notices.

19.1 Any notice to be served on any member of **the Club** shall be served by the Secretary on any member either personally or by post. Any letter so sent will be deemed to have been received within ten days of posting.

Section 20 – Alteration to the Constitution.

20.1 Any proposal to alter this Constitution may only be submitted to the RMA Deal Branch for consideration following a resolution passed by not less than two thirds of the members present and voting at a Club General Meeting. The notice of the Club General Meeting must include notice of the resolution, setting out the terms of the proposed alteration.

10

Section 21 – Dissolution.

21.1 If the **Club Management Committee** decides that is necessary or advisable to dissolve **the Club** it shall call a meeting of all members of **the Club**, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the **Club Management Committee** shall have power to recommend to the Royal Marines Association Branch Committee and the Holding Trustees that we realise any assets held by or on behalf of **the Club**.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution having Objects similar to the Objects of **the Club** as members of **the Club** may determine. Failing that they shall be applied for some other charitable purpose as agreed by the membership of **the Club**.

SECTION 22 – Duties of Officials.

22.1 **Chairman:** is to control and transact all business of **the Club** at its monthly meetings, General Meetings and other Special Meetings as may be called from time to time.

22.2 **Secretary:** is responsible for:-

22.2.1 Maintaining a Register of Membership details and a Names List of all members (a copy of which must be kept on **the Club** Premises) and receiving Subscriptions (unless delegated to a Membership Secretary).

22.2.2 The taking and the publication of minutes of all Club meetings (Unless delegated to a Minutes Secretary).

22.2.3 Advising on the Rules of **the Club**.

22.2.4 All administrative aspects concerned with the affairs of **the Club**.

22.2.5 Maintaining the Guest Book (which must be kept on the premises).

22.2.6 The day to day running of **the Club** (unless delegated to another Member **of the Club Management Committees**).

22.2.7 Management of **the Club** employees and voluntary staff (unless delegated to another Committee Member).

11

22.3 **Treasurer:** is responsible for:-

22.3.1 Maintaining the Day to Day accounts of **the Club**.

22.3.2 Financial administration of all staff (wages, insurance, tax etc)

22.3.3 The preparation of an Annual audit of club accounts.

22.3.4 Advising on all financial matters and to give financial details to the **Club Management Committee** monthly and overall responsibility for Club Funds.

22.4 **Club Management Committee Members** are individually and Collectively responsible for the smooth running of **the Club** and they are to ensure that **the Club** Rules are complied with, in all respects. Should a **Club Management Committee** Member have occasion to call to order any member, the name of such member is to be reported to the Secretary for consideration of any further action by the **Club Management Committee**.

This Constitution was adopted at a General Meeting of the Club on the date mentioned above by the current elected persons whose signatures appear below.

They are:-

Chairman.

Secretary.

Treasurer.

Committee Members. 1.....

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6.....7.....

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