

THE RULES OF THE UNION JACK CLUB
(Adopted on 10th May 2011 and revised 08th May 2018)

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 members (not being of commissioned rank) of the Regular Forces of the Crown, the spouses and children of such members, and such ex-servicemen and women, their spouses 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 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 Ex-Service 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 Ex-Service members and 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 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 AND HEALTH & SAFETY

10. The Council shall instruct the Chief Executive or his representative to ensure that at all times the legislation in force relating to Fire Safety, Health & Safety and Food Safety is observed.

MEMBERSHIP OF THE UNION JACK CLUB

11. Current members of the Services. All 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.

12. Ex-Service 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 2 years' service, but has served at least 15 weeks, his 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 an Ex-Service 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 he/she shall be a Provisional Ex-Service Member and entitled to use the Union Jack Club's facilities as if he/she were an Ex-Service Member.

13. Spouse/Partner Membership. Any Ex-Service Member is entitled to apply for Spouse /Partner Membership on written or online application in 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. Serving Non Commissioned members of HM Forces Spouse/ Partner are members of the Union Jack Club, with proof of their spouse/partner service alongside a Base ID card or rail card.

14. 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 of the member or spouse/partner are able to stay when accompanied by either the member or spouse/partner.

ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

15. 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 Chief Executive, endorsed by the Council, and shall be inclusive of any VAT chargeable therein.

16. 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.

17. Each Ex-Service member and in the case of Spouse/ Partner Membership partner will be issued with a membership card which must be shown on entering the Club and whenever requested by a member of staff within the Union Jack Club.

18. Temporary Honorary Members room rates will be such rate as specified being greater than the rate payable by Members.

19. Honorary Life Members. An Ex-Service 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. No Annual Subscription is payable by an Honorary Life Member.

20. Widow/Widower Members. Widows, widowers and long-term partners of deceased Service Members and Ex-Service 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. They will be known as "Widow/Widower Members" and shall be entitled to a discounted room rate.

21. 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

22. Temporary Honorary Membership may be granted along with their spouse / partner and children, subject to availability of accommodation, proof of identity and proof of service on each visit, to:

- a. Ex-servicemen and women below commissioned rank who are not members of the Union Jack Club;
- b. Current and former members of HM Armed Forces of commissioned rank; past and present members of the Council;
- c. Current members of the Armed Forces of other countries, whether or not of commissioned rank;
- d. 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;

e. Individuals who are part of, or members of, any group which features on the Authorised User List maintained by the Membership Coordinator; and Managed by the Front of House Manager.

f. 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 corporate users of meeting rooms prior to or after their event.

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.

GENERAL RULES AND BY-LAWS

23. 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.ujclub.co.uk/membership. They may be only be varied by the Council upon recommendation of the Management Team.

APPENDIX

GENERAL 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.
 - b. Elected Member - 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. Corporate Guest – name on the corporate 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 at all times 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, with shoulders covered.
5. The Chief Executive or his representative may order any member offending against the Rules of the Union Jack Club to leave the Union Jack Club. He may also suspend a member from 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 (but not Temporary Honorary Members) of the Union Jack Club may bring up to eight guests each into the Union Jack 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 are allowed to 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.

BEDROOMS.

9. The use of bedrooms shall be paid for in advance. 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. Bedroom keys shall be deposited at the Reception Desk when members leave the Union Jack Club.
14. Booking Priority. In the allocation of bedrooms priority is given first to Members, secondly to Ex-Service Members and then to Temporary Honorary Members. This applies to all advance bookings.
15. 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.

16. 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.
17. Members or guests are not permitted to bring into the Union Jack Club alcohol purchased outside unless they are occupying one of the flats within the Union Jack Club.
18. Alcohol obtained in the Union Jack Club shall not be taken outside the Union Jack Club.

GENERAL POINTS

19. Consumption of Food. Members or guests are not permitted to bring food and other refreshments into the Union Jack Club nor to consume food and drinks other than in public areas and residential accommodation which provides facilities for the consumption of food and drink.
20. Prohibited Substances. No prohibited substances shall be brought into or used in any part of the Union Jack Club.
21. Smoking/ E Cigarettes. Smoking and use of E cigarettes in the Union Jack Club is prohibited except in designated smoking areas outside the Club.

22. Children. Children under 18 must be accompanied at all times by an adult in all licensed areas and shall not use amusement for profit machines. Children under ten shall not use lifts except when accompanied by an adult.
23. Animals. No animals are allowed in the Union Jack Club other than guide dogs and support dogs.
24. Mobile Phones. Mobile phone voice calls are not to occur in the library or restaurant, consideration of other members is requested in all other locations.
25. Computers. No illegal or improper use shall be made of the Union Jack Club's computers and WiFi.
26. Library. Members wishing to borrow books from the Union Jack Club's Library should enquire at the Reception Desk.
27. Laundry and Cleaning. Coin-operated launderette which provides facilities for washing, drying and ironing clothes are available to members situated adjoining the Gascoigne Room.
29. Car parking. The Car park bookings are available for Members when staying in the Union Jack Club in advance and THM's 24 hours prior arrival. The Union Jack Club does not accept any responsibility for the car while parked in the garage. 3 fully accessible bays which are designated for use by wheel chair users only. Car parking is free for blue badge holders.
30. 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.
32. Evacuation. Members and their guests shall immediately evacuate the Union Jack Club upon hearing a continuous alarm, and shall follow instructions from the Union Jack Club's staff.
33. 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.
34. Guest Charging Rates. When a member has guest(s) staying with them in the Union Jack Club, their 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.