



# BYE-LAWS

## MERSEA ISLAND COMMUNITY ASSOCIATION (the “CIO”) BYE-LAWS

1. **BYE-LAWS.** As permitted under clause 26 of the CIO’s Constitution the following rules are deemed necessary or expedient for the proper conduct and management of the CIO.
2. **MEMBERSHIP (Non-Voting)**
  - 2.1. In accordance with clause 17 of the CIO’s Constitution, the CIO shall have the following classes of non-voting membership (collectively referred to as “Membership (Non-Voting)), which shall be open to all individuals living in the area of benefit, irrespective of sex, sexual orientation, race, nationality, or political, religious or other opinion.
    - 2.1.1. **Individual Membership:** The different Membership Classes are: Adult Membership, Junior Membership, Concessionary Membership and Family Membership.
    - 2.1.2. **Short Term Membership:** Persons who do not permanently live “in the area of benefit” can be Short Term Members for a period not exceeding 3 calendar months on payment of the relevant subscription fee for this Class. A period of 24 hours must elapse after payment of the fee and the person using the facilities of the CIO. This Membership Class is limited to one occasion in any 12-month period.
    - 2.1.3. **Temporary Membership:** Persons who do not permanently live “in the area of Benefit” can be Temporary Members for a period not exceeding 14 days on payment of the relevant subscription fee for this Class. A period of 24 hours must elapse after payment of the fee and the person using the facilities of the CIO. This Membership Class is limited to one occasion in any 6-month period.
    - 2.1.4. **Group Membership:** Recognised local groups or charities (e.g. The Lions) who wish to hire the Centre facilities on a regular basis can be Group Members.
    - 2.1.5. **Friends Membership:** Friends are those who want to support MICA’s operation but do not want to participate in activities at the Centre. Existing Friends continue, but as from 1st February 2019, Friends Membership is no longer offered as a membership category
    - 2.1.6. **Life Membership:** Persons who paid a one-off life membership fee prior to 1<sup>st</sup> February 2019 will continue to be accorded the same rights and conditions as Adult Members. As from 1<sup>st</sup> February 2019, Life Membership is no longer offered as a membership category.
3. **MEMBERSHIP (Non-Voting) CRITERIA:**
  - 3.1. All persons aged eighteen and over can be Adult Members.
  - 3.2. All persons seventeen and under can be Junior Members.
  - 3.3. All persons aged eighteen or over who are not in full time employment or are past the national retirement age and are in receipt of the State Pension can be Concessionary Members. Apart from paying a different membership fee they shall be accorded the same rights and conditions as Adult Members.
  - 3.4. Two adults and all the children seventeen and under who are the lawful responsibility of those adults, living at the same address, provided that those children are only eligible for Junior membership, can be Family Members.
  - 3.5. Group Membership is restricted to bona fide local groups or charities, as approved by the Trustees. Each Group must identify one representative to the Trustees if they wish to attend the Annual Members’ Meeting.

#### **4. MEMBERSHIP ENTITLEMENTS**

- 4.1. Individual Members will be able to use any of the CIO facilities by paying the appropriate fee for the purpose at the time of booking. Facilities must be pre-booked in accordance with the rules. Individual Members will be permitted to attend any event organised by the CIO and where offered, pay a discounted price.
- 4.2. People belonging to a Group Member, when not attending the Centre as part of the Group's activities, will not be able to use any of the CIO facilities except by joining the CIO as Member or by paying the relevant guest fee.
- 4.3. Friends Members will not be able to use any of the CIO facilities except by joining the CIO as a Full or Concessionary Member or by paying the relevant guest fee for the facility/event they wish to attend.
- 4.4. Trustees of the CIO must be Full or Concessionary Members of the CIO.

#### **5. TERMINATION OF MEMBERSHIP (Non-Voting)**

- 5.1. The CIO Trustees may terminate or suspend the Membership of any Member (Non-Voting), if in their opinion, the of conduct of that Member is prejudicial to the interests and objects of the CIO, PROVIDED THAT the individual Member shall have the right to be heard by the CIO Trustees before the final decision is made. There shall be a right of appeal to an independent arbitrator appointed by mutual agreement.

#### **6. SUBSCRIPTIONS**

- 6.1. All Members (non-Voting) shall pay such subscriptions as the CIO Trustees may from time to time determine. Subscription Fees will be agreed annually by the CIO Trustees and published on a notice in the Reception of the Community Centre, by other popular communications media, and on the Community Centre's website page.
- 6.2. Group Members (non-Voting) will pay a subscription Fee based on the number of times that they use the facilities. Subscriptions will be based on the following criteria:
  - 6.2.1. Group Members (non-Voting) who use the facilities on a regular basis will pay a Regular User subscription fee.
  - 6.2.2. Group Members (non-Voting) who use the facilities on an occasional basis will pay an Occasional User subscription Fee.
  - 6.2.3. Regular users'/Occasional users' criteria will be agreed by the CIO Trustees when the Group member applies for membership and henceforth on an annual basis.
  - 6.2.4. Early
- 6.3. Friends will pay a set fee by standing order.
- 6.4. Membership must be renewed before the expiry date shown on the membership card and the CIO records.
  - 6.4.1. Early payment will be accepted, with the membership renewal date being the day after the previous membership ceases
- 6.5. If renewal payment is not received by the expiry date, membership will cease.

#### **7. MEMBERSHIP DISCOUNTS**

- 7.1. All Individual Members (Non-Voting) will receive discounts:
  - 7.1.1. for hall hire for their own events.
  - 7.1.2. for any event organised by the CIO.
  - 7.1.3. for Local shopping discount arrangements organised by the CIO.

7.2. Group Members (Non-Voting) will receive a discount for hall hire for their own events.

## **8. GUESTS**

8.1. May be introduced by all Members (Non-Voting) except Juniors; they must pay:

8.1.1. The full ticket price to attend any CIO promoted event.

8.1.2. A guest fee to use any of the Community Centre's facilities plus the hire rate for the facility being used on each visit.

## **9. HIRERS**

9.1. Any individual or association may hire accommodation at the Community Centre, provided that they have completed a contract for the event they wish to operate, and they have agreed to the conditions of the Hire Contract.

9.2. Discounts are available to some Hirers if the nature of the event is within the objects of the CIO; the rate of discount will depend on the nature of the event to be held and whether it is a one-off event or a regular event.

9.3. Regular event hirers will be able to benefit from a "Regular User" discount scheme.

9.4. Anyone wishing to hire the Community Centre facilities should consult the Community Centre Manager in the first instance.

## **10. CENTRE FACILITIES**

10.1. The following facilities will be available for Individual Members to book, but they must pay the appropriate fee at the time of booking the facility. See the relevant booking arrangements and fees.

10.1.1. Gym. Members (Non-Voting) (except Junior Members) using this facility must have satisfactorily completed a Gym Induction session or complete an exemption form – 10.2)

10.1.2. Squash Courts.

10.1.3. Badminton Courts.

10.1.4. Table Tennis Equipment.

10.1.5. Exercise classes organised by the CIO.

10.1.6. Recognised sport events organised by the CIO

10.1.7. Any Other facility that the CIO Trustees designate

10.2. Exemption forms are available for any person to complete if they are or have recently been a regular user of Gym equipment in another place

## **11. FACILITY BOOKING ARRANGEMENTS**

11.1. All facilities should be booked as per the current rules regarding hiring the facility. These can be obtained from the Community Centre reception.

## **12. LOUNGE BAR**

12.1. All Members (Non-Voting) may use the lounge bar facility when attending the Community Centre to use other facilities.

## **13. ANNUAL MEETINGS:**

13.1. Once in each calendar year the CIO Trustees will arrange an Annual Meeting of the Membership (Non-Voting). At least 21 days clear notice shall be posted in a conspicuous place or places in the area of benefit and/or advertised in a newspaper circulating in the area of benefit.

- 13.2. The business of each Annual Meeting of the Membership (Non-Voting) shall be:
- 13.2.1. to receive an Annual Report from the CIO Trustees, which shall incorporate the accounts of the CIO, give an account of the work of the CIO and its activities during the preceding year and proposals for the future.
  - 13.2.2. to allow the CIO Trustees to answer questions from the Membership (Non-Voting).
  - 13.2.3. to allow Members (Non-Voting) to nominate individuals to become CIO Trustees of the CIO, provided that:
    - 13.2.3.1. Notice of a proposed Trustee is given to the CIO Secretary at least 14 days prior to the meeting.
    - 13.2.3.2. The majority of Members (Non-Voting) present at the meeting are in agreement.
    - 13.2.3.3. However, the final decision regarding the appointment of any nominees will be made by the CIO Trustees in accordance with the CIO's Constitution.

#### 14. OFFICERS OF THE CIO

- 14.1. Annually, at a meeting of the CIO Trustees immediately following the Annual Meeting of the Membership (Non-Voting), the following Officers must be appointed, each for a term of 1 year. The names of the persons so elected must be recorded in the minutes of the meeting.
- 14.1.1. **Chair:** plans and ensures the proper running of the meetings of the CIO Trustees and the Annual Meeting of the Membership (Non-Voting). Ensures that CIO Trustees comply with their duties and the CIO is well governed.
  - 14.1.2. **Vice Chair:** line manages the Community Centre Manager on behalf of the CIO Trustees and acts as a link between CIO Trustees and employees. Acts as Chair when Chair is absent.
  - 14.1.3. **Treasurer:** ensures that the CIO keeps proper accounts with effective financial controls in place and reviews the financial performance of the CIO. Draws up and reviews the CIO's policies for finance and investment. Reports on financial matters to the CIO Trustees and Members (Non-Voting).
  - 14.1.4. **Secretary:** ensures that meetings are properly called and recorded, and minutes are correctly filed, and acts as a link between CIO Trustees.
- 14.2. All Officers may act as a spokesperson for the CIO as designated by the CIO Trustees.
- 14.3. Any CIO trustee may lead on any management process or project as agreed by the CIO Trustees.

#### 15. VOLUNTEERS

- 15.1. The CIO welcomes volunteers to provide help in running all aspects of the Community Centre.
- 15.2. Volunteers cannot be paid for their services in either a financial or in-kind way.
- 15.3. Volunteers should make themselves aware of the CIO's Policy and Process documents, especially the Volunteers Policy.

**END**