

# BBC CLUB SPORTS AND LEISURE LTD

## BYELAWS

Issued by the Board, (14<sup>th</sup> January 2016)

### Introduction

The Board of BBC Club Sports and Leisure Ltd have made these byelaws under Article 7 of the Articles of Association of the Company. All existing members of the Company and any new members of the Company elected in accordance with the Articles agree to be bound by these byelaws in the same way as the Articles themselves. A current copy of these byelaws shall be made available on request by the Club Secretary to any member and published in the club media. These byelaws may only be amended by the Board of BBC Club Sports and Leisure Ltd .

### 1. Membership

#### (1) Full Membership

The following table sets out the categories of Full Membership, which persons shall be the members of the Company. Such membership gives access to the full range of Club facilities and services, including the Connect Clubs.

Category	Eligibility
BBC	All persons employed by the BBC
Corporate	All persons employed by the BBC's subsidiaries, Joint Venture Companies and Service Partners and working directly with BBC staff
Retired	All persons who were full members of BBC (London) Club on cessation of work for the BBC and in receipt of a pension
Life	Past Members who resigned or ceased to be employed before 1.1.97 and who have been members of any BBC Club <i>(Closed to new members)</i>

Admission to any category of Full Membership will be on acceptance of a completed application form and payment of the appropriate subscription, which shall be nil for Life Members.

## (2) Discretionary Membership

The following table sets out the categories of membership at the discretion of the Board. These give access to the full range of facilities and services of BBC Club Sports and Leisure Ltd, including the Connect Clubs, for those people who do not satisfy the requirements for any of the categories of Full Membership. Admission to any category of discretionary membership will be on acceptance of a completed application form, payment of the appropriate subscription (which shall be nil for Honorary Life members), and approval by the Board. Approval may be delegated to the Club Secretary. Such membership does not qualify for membership of the Company or voting rights.

Category	Eligibility
Honorary Life President	Past Full Members of the Club who have held high office in the Club
Honorary Life	Past Full Members of the Club who have rendered long official service to the Club
Family	The partners, sons and daughters (up to age 21) of Club Members who are not eligible for membership under any other category
Affiliated	Those persons proposed and seconded by Full Members who are closely associated with the BBC or the BBC Club Sports and Leisure Ltd and to whom the Board wishes to extend membership
Alumni	Past employees of the BBC who are members of BBC Alumni and served at least 1 year at the BBC during their employment.

## (3) Social Membership

Social (reciprocal) membership, giving access to Club trading outlets only, shall be extended to all members of BBC Clubs based outside the London area upon production of a valid non-London BBC Club membership card. Such membership does not qualify for membership of the Company or voting rights.

## (4) Online Membership

Access to the BBC Club Sports and Leisure Ltd online service provision only may be extended to all people who would be entitled to join the BBC Club Sports and Leisure Ltd under any other category of membership at the discretion of the Board. Such membership does not qualify for membership of the Company or voting rights.

**(5) Basic Membership**

Basic membership, giving access to Club trading outlets only, shall be the members of the BBC (BBC employees, contractors, as such anyone with a valid BBC ID badge) and members of the BBC Pension Scheme. Such membership does not give access to the full range of Club benefits, facilities and services, including the Connect Clubs. Membership fee shall be nil for Basic Membership which may be converted into other categories of membership upon a completed application form and payment of the appropriate subscription.

**(6) Other Categories of Membership**

The Director's of the company will be able from time to time to introduce other categories of membership.

**2. Connect Clubs**

- (1) Connect Clubs representing Members interested in particular activities may be formed with the approval of the Board. Such Connect Clubs must have the support of at least twenty-five full Members of BBC Club Sports and Leisure Ltd unless the Board shall approve a lesser number.
- (2) Admission to a Connect Club will be on acceptance by the Connect Club Secretary of a completed application form, and payment of the appropriate Connect Club Subscription (if any).
- (3) Each Connect Club shall be run by a Committee formed of Connect Club Members and operating under a Connect Club Constitution.
- (4) The Connect Club Committee shall comprise a least three Connect Club Officers fulfilling the roles of Chairman, Secretary and Treasurer, although the names of the roles may be varied. At least one of the Connect Club Officers shall be a Full BBC Member of BBC Club Sports and Leisure Ltd. Other Connect Club Members may serve on the Connect Club Committee as defined in the Connect Club Constitution.
- (5) The Secretary of each Connect Club shall convene an Annual General Meeting once during each Club year, and may convene Extraordinary General Meetings as required. Details of these meetings shall be notified to the Club Secretary not less than four weeks prior to such meetings. The meeting shall be attended by the Club Secretary of delegated representative. Only those Connect Club Members attending the Meeting shall be entitled to vote.
- (6) Each Connect Club shall adopt a Constitution governing its members, operations and procedures which shall be consistent with this Constitution and shall be agreed by the Board. Any proposed alteration to the Constitution of a Connect Club must be notified by the Connect Club Secretary to the Connect Club Membership and to the Club Secretary at least fourteen days prior to a Connect Club General Meeting. The Constitution shall not be altered or added to unless approved by two-thirds of those present and voting at a Connect Club General Meeting
- (7) The Club will request each Connect Club Treasurer to submit a business plan by the end of January each year setting out the Connect Club's planned activities, estimated income & expenditure, membership fee structure for the ensuing Club year and future marketing activity. A detailed statement of the income and expenditure of the Connect Club's domestic fund shall be submitted to the Club by the Connect Club Treasurer not later than one month after the end of the Club's financial year.

### **3. Club Year**

The Club year shall be from 1<sup>st</sup> April to the following 31<sup>st</sup> March.

### **4. Subscriptions**

Subscriptions are payable in advance by monthly or weekly salary deductions, or direct debit. Any Member who fails to pay their Club subscription without reasonable excuse shall cease to be a Member.

### **5. Disciplinary Procedures**

- (1) The Officers of the Club, in their absolute discretion, have power to impose the immediate suspension of any Member of the Club. A person whose Membership has been so suspended shall have the right to appeal to the Board by personal appearance. The Board shall have power to fix a period of suspension or terminate Membership.
- (2) No Member who is suspended or has been expelled shall be allowed to participate in any Connect Club activities. The Club Secretary shall inform the Secretary/ies of the Connect Club(s) concerned in writing of the suspension or expulsion.
- (3) All Members shall be held individually responsible for the behaviour of any visitor they bring to a Club event or facility.

### **6. Publicity and Communications**

- (1) The official media for advising Members of all Club matters shall be the BBC Club Sports and Leisure Ltd website and notice boards sited in each of the trading outlets. Other communication media, including email and post, may be used to support these.
- (2) The Club website shall be accessible to all Members of the Club.

### **7. Licensing Hours**

The permitted licensing hours shall be in accordance with the provisions of the Licensing Act currently in force. Premises opening hours shall be stated in the House Rules applicable to the individual premises. Such House Rules may not be altered except at a meeting of the Board.

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