



BHCC Membership Terms and Conditions

1. Definition

Rules, Operating Policies, Codes of Conduct, Controls shall mean those rules, policies and controls listed on the BHCC website but as a minimum shall include:

- BHCC Health and Safety Policy
- BHCC Equal Opportunities Policy;
- BHCC Handling complaints Policy;
- BHCC Safeguarding Policy;
- BHCC Fire Policy;
- BHCC Whistleblowing Policy;
- BHCC Data Protection Policy;
- BHCC Members Code of Conduct Policy
- BHCC Modern Slavery and Human Trafficking Statement;
- BHCC Drugs and Alcohol Policy

Members shall mean full members, members still within their probation period. All Members shall be aged 18 years and over

Premises & Facilities shall mean this is the premises which BHCC rent and operate from as is detailed on the BHCC website and all the tools, equipment & consumables which BHCC lease or own and provide Members with the use of

Induction Training shall mean an agreed set time when a nominated Co-ordinator / Supervisor or Trustee will familiarise a Member with the Premises and the Facilities provided

Schedule of Charges shall be those Membership Fees and Attendance Charges detailed on the BHCC website and payable by Members in return for being a Member of the Charity and use of the Facilities and Premises

Creative Activities shall be those activities offered by BHCC at the Premises and listed on the BHCC website for Members to participate in

Co-ordinators shall be the Volunteers within the BHCC Members that lead and co-ordinate sessions, this role is important in the smooth running of the session. They have knowledge of one or more of the Creative Activities and may provide Members with instructions, advice, guidelines and /or directions while a Member is undertaking a Creative Activity



Supervisors shall be the Volunteers within the BHCC Members community who have knowledge of one or more of the Creative Activities and assist in the smooth running of sessions providing Members with instructions, advice, guidelines and / or directions while a Member is undertaking a Creative Activity

Co-ordinators & Supervisors are **not** there to provide training and instructions to Members while undertaking a Creative Activity

First Aider shall be the Volunteers within the BHCC Members community who have undertaken first aid training and can assist Members in the event of a medical emergency to the extent that is covered by the Emergency First Aid at Work level 2 first aid qualification

Trustees shall be the Trustees of BHCC as listed with the Charities Commission

Charity shall be BHCC

Objective shall mean those objectives set out in BHCC Constitution as registered with the Charities Commission

Constitution shall mean the BHCC Constitution as logged by BHCC with the Charities Commission

Membership Year shall mean 1st August to 31 July

Membership Fee shall mean the fee as detailed in the Schedule of Charges

Session Donations shall mean the charges payable by Members to attend Creative Activity sessions

2. **Obligation of the Charity and Trustees**

Trustees of BHCC will ensure that the Charity operates in a manner to meet the Charity's Objectives and the Charity's Constitution

After joining, BHCC will provide all Members with Induction Training

BHCC will ensure that at all times when the Facilities and Premises are available to Members, a Co-ordinator / Supervisor and First Aider will be present on the Premises



3. Members obligation

Members may only use the Facilities at the Premises on the days and times scheduled by Co-ordinators / Supervisors and notified to Members, or at other times as agreed with BHCC Trustees. Members use of the Facilities and the Premises during these set times is subject to Members comply with the following:

- Abiding by all Rules, Operating Policies, Codes of Conduct and Controls which BHCC details on the BHCC Website and as detailed in these terms and conditions.
- Attend appropriate Induction Training prior to commencement of any Creative Activity.
- Following the instructions, advice, guidelines and / or directions given by Co-ordinators / Supervisors and Trustees.
- Accepting that there is an inherent risk of injury through the use of the facilities and premises while undertaking of the Creative Activities and other work whilst on the Premises and accepting their own duty of care to ensure that any work or activities they undertake is safe and does not impact their own safety or the safety or enjoyment of others in or on the Premises.
- Understand their own limitations and know where and when to get help.
- To wear and use PPE as appropriate, and to ensure their own personal safety and the safety of others.
- To conduct themselves in a considerate manner at all times, be respectful and mindful of the needs of others.
- To pay all Membership Fees and Sessions Donations as set out in the Schedule of Charges as applicable.

Members will endeavour to support Trustees in achieving the Charity's Objectives and upholding the Constitution at all times

4. Operation of the Charity and rights of Members and powers of Trustees

BHCC will maintain a register of Trustees and Members

Full members have voting rights as covered in the Constitution and may nominate trustees and take part in major decisions as decided by the Board of Trustees

Trustees are elected as defined in the Constitution. They may be supported by a management team of Members who execute policy and operations on a day-to-day basis on behalf of the Trustees. The Trustees may agree specific roles with Members



such as Supervisors. Members may apply to Trustees to become volunteers for the Charity

In order for BHCC to run effectively and for the enjoyment of all Members, Trustees have the power to expel or suspend a Member if, in the Trustees opinion, that Member conduct breaches the Rules, Operating Policies, Codes of Conduct, Controls set out by BHCC. However, such a member shall first have had a reasonable opportunity of appearing before the Trustees to state their case

Confidentiality – BHCC does not take any responsibility for protecting the confidentiality of any invention, product, design or any other proprietary information owned or claimed by a Member by any means including non-disclosure agreements, copyright, design rights and any other method of protecting intellectual property rights.