



# LICENSED TRADE PREMISES CONSTITUTION

CONSTITUTION APPENDIX F

**PASSED BY UNION COUNCIL 20<sup>th</sup> OCTOBER 2008**

## **1. Status**

- 1.1 The name of the Licensed Trade Premises at the Chester campus shall be MAX250 and The Overdraught.
- 1.2 The name of the Licensed Trade Premises at the Warrington campus shall be FU Bar.
- 1.3 They are Registered Bars in accordance with the Licensing Act, 2003.
- 1.4 The business within the Licensed Trade Premises belong to Chester Students' Union (CSU).
- 1.5 This Constitution, the Regulations made under the Constitution, and the internal maintenance of the Licensed Premises shall be by the consent of the Union Council, the Governing Body of the University of Chester and in accordance with the law.

## **2. Objectives**

- 2.1 The objectives of the Licensed Trade are to make provision, on CSU Licensed Premises, for opportunities of recreation, social interaction, entertainment and refreshment for the benefit of its members, providing a welcoming atmosphere to all its members and guests.
- 2.2 It shall uphold the CSU Constitution for the protection of ALL members.
- 2.3 It shall strive to provide an annual surplus to finance the running of non commercial activities of CSU.

## **3. Membership**

- 3.1 All members and their guests must be over the age of eighteen.
- 3.2 Membership is as defined by the CSU Constitution (see 3.1).
- 3.3 Temporary membership is open to participants of courses or conferences organised by or through the University of Chester. This shall not exceed one month of any one year.
  - 3.3.1 Numbers of temporary members shall at no time exceed one-tenth of the FULL membership.
  - 3.3.2 On the provision that all delegate lists for Conferences are given to the Students' Union Executive Committee, via the General Manager at least 48 hours in advance of their arrival.
- 3.4 People entering the CSU Licensed Trade Premises must provide one of the following:
  - [i] Valid NUS Card
  - [ii] Valid membership card
  - [iii] Conference Delegate Card
- 3.5 Admissions of applicants for membership is determined by the Students' Union Executive Committee.
- 3.6 The Executive Committee of the Students' Union shall maintain a register of all members.
- 3.7 In accordance with the Licensing Act, 2003, as amended, persons may not be admitted to membership without an interval of at least two days between receipt of their application and their admission.
- 3.8 The Students' Union Executive Committee or the Vice Chancellor may refuse any application for membership or deny any member the use of the Licensed Premises for a specified period, through the use of either the University of Chester Disciplinary Procedures or the CSU Disciplinary procedures which are appended to the Constitution.

- 3.9 The Students' Union Licensed Trade Premises is covered by the policies laid down in CSU Constitution ratified by Union Council, as such, any member may be suspended if they are in breach of such policies in accordance with the Membership Disciplinary Procedures

#### **4. Privileges of Membership**

- 4.1 Members may use the facilities of the Licensed Trade Premises during the hours it is open.
- 4.2 Where tickets are sold for an event to be held in the Licensed Trade Premises all purchasers must provide valid membership cards at the time of the purchase.

#### **5. Guests to Licensed Trade Premises**

- 5.1 A **FULL** member of CSU may introduce no more than **THREE** guests to the premises in any 24 hour period of the facility.
- 5.2 The member introducing the guest shall enter the name and address of the guest, together with his / her own name and CSU Card number or Staff Card Number, in a Visitors Sign-in book, that is kept on the Licensed Trade Premises.
- 5.3 All guests must be signed in **BEFORE** they enter the Licensed Trade Premises.
- 5.4 An entrance fee must be paid by the guest if applicable, and a receipt issued (if required).
- 5.5 Members are responsible for the guests whom they invite and sign into the Licensed Trade Premises.
- 5.6 Members who do not accept responsibility for the entertainment of their guests throughout their stay will be liable for suspension of membership.

#### **6. Visiting Teams**

- 6.1 The Executive Committee shall have the power to admit to the Licensed Trade Premises as visitors, any persons who are members or guests of the visiting or competing club.
- 6.2 The Chairperson or Captain of the home teams shall sign in and be responsible for the visiting teams.
- 6.3 Forty-eight hours notice of a visit must be given to the Licensee, on an application form available from the Students' Union administration office. This application form must be signed by the Club / Team Captain of the home team, signifying acceptance of responsibility for the visiting team.
- 6.4 All visiting teams will adhere to the CSU constitution or will be removed from the premises.

#### **7. Suspension of Membership**

- 7.1 Members may be temporarily or permanently suspended from entering the licensed premises in accordance with Appendix G of the Constitution.

#### **8. Cessation of Membership**

- 8.1 **FULL** membership of the Licensed Trade Premises shall lapse as soon as a member ceases to be a member of the Students' Union.
- 8.2 Graduate students may apply in writing to become an **LIFE** member of the Students' Union. If this is granted, Full membership is re-instated.

## **9. Administration**

### **9.1 Bar Sub Committee – Campus Specific**

- 9.1.1 **FUNCTION:** To ensure that the Licensed premises is operating according to the CSU Constitution, the Licensing Act 2003 and meets the needs of its members. It shall be responsible for all matters relating to Chester Students' Union Licensed Premises, with the exception of financial and staffing matters.
- 9.1.2 **CHAIRPERSON:** Shall be the President or their nominee.
- 9.1.3 **MEMBERSHIP:** Shall be the President, Campus Vice President, Entertainments Officer and two elected student members, who are elected by Union Council. The Bar Manager, General Manager, Deputy General Manager and Vice Chancellor of the University shall be ex-officio. University Staff may be invited in an advisory capacity.
- 9.1.4 **MINUTING SECRETARY:** Shall be the Union Secretary. The Minuting Secretary will have no voting rights.
- 9.1.5 **FREQUENCY:** Shall meet as and when the executive committee deems necessary.
- 9.1.6 **QUORUM:** At all meetings, quoracy shall be 3 student members.

- 9.2 **Club Secretary:** Shall be the General Manager who will liaise with Bar Managers over license applications and variances.

## **10. Finance**

- 10.1 The function of the Students' Union Licensed Trade Premises shall be to generate income required to enrich the existence of the student organisation known as Chester Students' Union, in order to promote the collective aspirations of the student body in the field of education, welfare, cultural, sporting and representative matters.
- 10.2 No money or property of the Licensed Trade Premises shall be used in contravention of the Education Act 1994.
- 10.3 As trustees of the Students' Union, members of the Executive Committee are not permitted to be employees of the Union.
- 10.4 The accounts will be annually audited and presented to the AGM, in line with the whole CSU accounts.

## **11. Licensed Hours**

- 11.1 The permitted hours for sale or supply of intoxicating liquor on or off the premises shall be laid down by the Licensing Authorities, including where a Special Order of Exemption is obtained.

## **12. Amendments**

- 12.1 The Executive Committee may, from time to time and with the consent of the Students' Union Council and University Council, repeal and/or amend the Regulations in a manner not inconsistent with this Licensed Trade Premises Constitution.