



Preston Cannabis Club

Membership and Licencing Policy

Document Status:

Date Issued:

Lead Author:

Approved by: Board of Directors on

Date for Review:

Record of Policy Review:

Date Policy was Issued	Date of Review	Reason for Review	Lead Reviewer	Additional Comments

1. Introduction

This Policy, known as the PCC Membership and Licensing Policy, sets the legal framework within which the Club shall operate when allowing new members to join the Club.

2. Aim of Policy

The aim of this Policy is to provide a prescribed format and framework for all membership applications and processing.

3. Who is covered by this Policy

The Clubs Membership Registrar, officers, employees, agents', volunteers, servants or ordinary members exercising any function under the Club Membership Registrar are covered by this Policy.

4. Responsibility for implementation of the Policy

The Clubs Membership Registrar is charged with the Duty of implementing and maintaining compliance with this Policy.

5. Policy Details

The full details of this policy are set out in this section.

5.1 Membership Classification

There are to be three levels of membership.

5.1.1 Full Membership:

A Full Member is to be a subscribed ordinary member in accordance with our Articles of Association. All rights and privileges that are both guaranteed and secured by law in relation to ordinary members are granted to Full Members only. A Full Member will be subscribed to the Company's articles of Association and the Clubs Home Office licence conditions. The Subscription is limited to 12 months after which time a new subscription is required. A Full Member will be a guarantor for the value of £1.00 GBP, in accordance with the Clubs Articles of Association.

5.1.2 Affiliate Membership:

Affiliate Members will be subscribers to our website only. Affiliate Members are not ordinary members in accordance with our Articles of association. The Subscription is limited to 12 months after which time a new subscription is required.

5.1.3 Associate Membership:

Associate Membership will be subscribers to our website only. Associate Members are not ordinary members in accordance with our Articles of association. The Subscription is limited to 12 months after which time a new subscription is required.

5.1.4 Honorary Life Member:

An Honorary Life Membership is to be membership to the Club as an ordinary member as defined by the Clubs Articles of Association and is to be for the life time of the grantee without any yearly subscription fees. The Board may from time to time make such rules as it deems fit for the selection and approval of Honorary Life Members.

5.2 Terms and Conditions of Membership

These terms and conditions of Membership

5.2.1 Full Members – as ordinary members will be bound by our Articles of Association and all the Clubs Policies. Full Members must agree to the following terms and conditions statements before signing up for membership, they are:

- (a) - I agree to the Terms of Service for use of the PCC Website; and
- (b) - I agree to act in accordance with the PCC General Code of Conduct Policy; and
- (c) - I agree to abide by PCC Social Media Usage Policy; and
- (d) - I agree to the licensing conditions contained in Membership Policy; and
- (e) - I accept Full Membership is restricted to natural persons only;
- (f) - as a Full Member you accept all the rights and privileges as a subscriber for a period of no more than 12 months from the date of approval; and
- (g) - I agree to be subject to other relevant Club Policy.

5.2.2 Affiliate Member must agree to be subject to the following terms and conditions:

- (a) - I agree to the terms of service for use of our Website; and
- (b) - I agree to act in accordance with our General Code of Conduct Policy; and
- (c) - I agree to abide by PCC Social Media Usage Policy.

5.2.3 Associate Members must agree to the following terms:

- (a) - I agree to PCC Terms of Service for use of our Website; and
- (b) - I agree to act in accordance with our General Code of Conduct Policy; and
- (c) - I agree to abide by our Social Media Usage Policy.

5.2.4 Honorary Life Member

An Honorary Life Member is bound by all the same terms and Conditions that apply to Full Membership

5.3 New Membership Applications

All new membership applications are to be made online through the service provided on the Clubs website. The procedures for making applications, the requirements for each membership level, and the process for approving new membership applications, are listed in this Policy.

5.3.1 There is to be a Standard Operating Procedure (SOP) approved by the Membership Committee that shall apply to the processing of all new membership applications. A copy of the SOP will be Annexed to this Policy

5.3.2 Each new Applicant is required to fill out the mandatory online application form and pay the prescribed admin fee before the Membership Registrar will consider any new membership application for approval.

5.3.3 The details that must be included in an application for Full Membership are as follows:

- (a) - Full name and Title
- (b) - Current residential address
- (c) - Billing address *
- (d) - Shipping address *
- (e) - Copies two documents from the prescribed list for proof of address
- (f) - Copy of one document from the prescribed list for proof of ID
- (g) - [Copy of a signed undertaking to notify GP or other registered medical practitioner]

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* these address must be the same as the residential address and be confirmed by the documents provided for proof of address

** It is part of the Clubs Harm Reduction Policy that we do not advocate or encourage the use of Cannabis and/or Cannabis resin. In order that we can continue to help reduce the risk of harm associated with these products we require all members to sign and under taken to Notify a relevant medical practitioner. This is precautionary measure for YOUR safety and we ask that this is taken seriously

5.3.4 The Company may accept applications in any other form, whether prescribed or otherwise, by special resolution of the Board.
Each application for Full Membership is subject to approval of the Membership Registrar.

All forms of Photo ID must be valid and up-to-date. Prescribed list of documents accepted for proof of address and ID:

Proof of Identity*	Proof of Address
Current EU/UK/EEA passport	Benefits entitlement letter dated within the last three months
UK Armed Forces ID Card	Local authority Tax bill for current year
EU/UK photo card driver's license	Bank or other account stamen dated within the last three months
Student Photo ID Card	Utility bill dated within the last three months
Official 'Validate UK' photo ID card	UK Credit Card statement sated within the last three months
Employers employee photo ID card	Tenancy agreement issued by solicitor, housing association, local council or reputable letting agency

* If a form of photo ID that does not contain the applicants DOB is used then the applicant may be required to provide further proof of age

5.4 Prescribed Membership Fees and Administration charges

The following is a list of all current fees and charges that may be applied to any license application. The Membership Committee reserve the right to change these fees under ordinary resolution at any time without giving prior Notice to the Clubs members.

Membership Fee Schedule 2018

Membership Level	Subscription Term	Price
Full Membership	12 months	£60
Affiliate Membership	12 months	£25
Associate Membership	12 months	£15

Membership Administration Charges 2018

Administrative Charges	Purpose	Price
Full Membership Application Fee	processing of initial application	£40
Full Membership Termination Fee	Processing of termination of membership	£40
Affiliate Membership Application Fee		FREE

5.5 Terms and Conditions of Licencing

The following Licensing Terms and conditions apply ONLY to Full Members.

5.5.1 Type of License;

The License which PCC has applied for on behalf of its members is for the possession ONLY of *Cannabis* or *Cannabis* resin and does not allow for the supply, cultivation or production of *Cannabis* or *Cannabis* product's by any member. The purpose of the license is for the personal consumption of Cannabis products

5.5.2 Specific Conditions for licensee;

The following is a list of specified conditions that have been included in our application, they are:

- (a) - The member is not permitted to consume and *Cannabis* or *Cannabis* resin whilst in public and any such breach will render the licence for that member null and void in those circumstances; and
- (b) - The License allows for the possession solely for the purpose of personal consumption up to the amount specified in the licence; and
- (c) - A member must have their main place of residence in Lancashire and is under a continuing obligation to Notify the Club Membership Registrar as soon as any personal details change; and
- (d) - The member agrees to only purchase *Cannabis* and/or *Cannabis* resin from an Approved Licence Supplier (ALS) through our website and retain it in the ALS original child proof pharmaceutical packaging; and
- (e) - All purchases made by members for *Cannabis* or *Cannabis* resin under this licence must be delivered by recorded courier service to the members' residential address held on the Clubs statutory register; and
- (f) - The member's details will be held on a secure database that is available for inspection at any time by the Police and/or Home Office; and
- (g) - The member is permitted under this licence to lawfully possess up to 25gram of *Cannabis* and/or 10 gram of *Cannabis* resin at any one time but no more than a maximum of 15 grams of both FOR RESONAL USE ONLY; and

- (h) - [In compliance with our Harm Reduction Policy the Member must notify their GP or other relevant medical practitioner of their use of *Cannabis* or *Cannabis* resin and their intention to become a licenced member of PCC] *; and
- (i) - Any member who holds a provisional or full UK driving licence must notify the DVLA of their status under this license; and
- (j) - The member is not permitted under this license to possess any other controlled drug and if the member is ever found to be in possession of any other controlled drug their license is liable for revocation; and
- (k) - Preston Cannabis Club retains the right to apply to the licensor with w request for amendments to these conditions at any time through ordinary resolution of the Membership Committee; and
- (l) - The Home Office reserve the right to revoke the Clubs licence from the Club and all those members subscribed to it at any time.

* This licence provision is currently a proposal ONLY but new members should be aware that this may become a requirement from the Home Office

5.6 Private Members Register

There is to be a Private Statutory Members Register, known as the Members Register, held under and in accordance with our Data Protection Policy. Through our web based registration service, a database of members will be kept by the Registrar and this will function as the statutory Members Register.

- 5.6.1** The Register of Members will include, but not be limited to, any such personal details that maybe required from time to time by law or the terms and conditions of the licence
- 5.6.2** In accordance with the Terms of the Clubs Home Office License, the Member Register will be available for inspection by our licensing authority at all times.
- 5.6.3** The Membership registrar will be required to Notify the licensor of any changes to our Members Register within 24 hours of those details being verified

5.7 Cancellation and Termination of Membership

Any Member may cancel their subscription at any time giving 7 days' clear notice in accordance with the Clubs Articles of Association.

- 5.7.1** The Membership Committee has the right to terminate any member's membership at any time only after the committee has convened to consider the termination of the said membership in accordance with our Disciplinary Policy and Procedures.
- 5.7.2** The member whose membership is under consideration for termination must be notified within 48 hours of the Committees decision to convene to consider their membership termination.

5.7.3 Following the cancellation or termination of a membership, Membership Registrar MUST Notify the Home Office Drugs and Firearm Licencing Unit within 24 hours of the cancellation or termination coming into effect

5.7.4 In the event that the Board exercises its rights under 5.7.1, it must give Notice in writing explaining the reasons for termination, within 24 hours of the decision being made or by the end of a business hours on the date the Membership was formally terminated.

5.7.5 Any subscribed Full Member whose membership is cancelled or terminated will also, by consequence, be removed from the Home Office licence.

6. Policy review Date

This Policy is due for review on

7. Policy Impact Statement

This Policy has been reviewed by the Regulatory and Compliance officer. No issues relating to the impact of the implementation of this Policy has been identified

8. Functions and Delegations

Position	Delegation/Task
Board of Directors	Endorse Membership and Licencing Policy. Compliance with Membership and Licencing Policy. Establish and monitor systems of internal control and risk management. Ensure policy development and review reflects new or amended legislation. Ensure non-compliance issues are investigated and reported to appropriate parties in a timely manner.
Management	Compliance with Membership and Licencing Policy. <u>CEO/Manager:</u> Accountable for the identification, analysis, treatment and reporting of legal compliance risks and legal compliance breaches.
Staff	Compliance with Membership and Licencing Policy. Contribute to the identification, analysis, treatment and reporting of legal compliance risks and legal compliance breaches.

In case of any queries or questions in relation to this policy please contact the PCC Membership Registrar:

Signed:

Position:

Date:

Review Date:

DRAFT UNTIL SIGNED