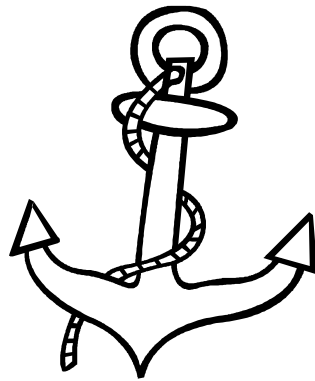


**THE BERMUDA
SAILORS' HOME**



**Constitution and Bye-Laws
(As amended June 2015)**

SECTION I

CONSTITUTION OF THE BERMUDA SAILORS HOME

(Made under the authority of “The Bermuda Sailors’ Home Act, 1946”, Section 8, and agreed to by a Special General Meeting of the Members held at the Mariners’ Club of The Bermuda Sailors’ Home on the 14th day of November 1974).

NAME

1. The name of the organisation shall be “The Bermuda Sailors’ Home”.

PURPOSES

2. The purposes of the organisation are as laid down in “The Bermuda Sailors’ Home Act, 1946”, Section 2.

MEMBERSHIP

3. *Section I – Eligibility*
Any person may become a member of the Home upon application and payment of dues and conforming to the provision of the Bye-laws.

Section II – Classes of Membership

The Bye-laws may provide for classes of membership.

Section III – Termination of Membership

Membership may be terminated by resignation, non-payment of dues, or by expulsion by a three-fourths majority vote of a minimum of 8 members of the Board of Management called for the purpose of considering the matter when there should be an opportunity for a hearing.

OFFICERS

4. (i) The officers of the Home shall be:-
 - a. Chairman
 - b. Vice-Chairman
 - c. Immediate Past Chairman
 - d. Secretary
 - e. Treasurer
 - f. Such Assistant Secretaries/Treasurers as may be deemed necessary whose duties shall be defined in the Bye-laws.
- (ii) The offices of the Immediate Past Chairman and any such Assistant Secretaries/Treasurers as may be deemed necessary shall be ex-officio.
- (iii) The offices of Chairman and Vice-Chairman shall be appointed from the members of the Board of Management of the Home at the first Board

meeting following the Annual General Meeting, or Special General Meeting, called for the purpose of electing members of the Board of Management, and shall hold office until their successors have been appointed or they cease to be members of the Board of Management. In no circumstances shall either the office of Chairman or Vice-Chairman be held by an individual who is not a member of the current Board of Management.

- (iv) the Secretary, Treasurer and any Assistants deemed necessary shall be appointed by the Board of Management and may be members of the Board.

BOARD OF MANAGEMENT

- 5. (i) A Board of Management shall be elected at the Annual General Meeting of the Home as provided for in the Bye-laws.
- (ii) The management and administration of the Affairs of the Home shall be vested in the Board of Management as provided for in the Bye-laws.

OTHER COMMITTEES

- 6. Standing or Special Committees may be created at any time by the Board of Management.

MEETINGS

- 7. (i) The Annual General Meeting of the Home shall be held not later than 30th June in each year and at such time and place as the Board of Management shall determine. At least ten days notice in writing or in the Press shall be given of the time, date and place of such meeting.
- (ii) A Special General Meeting shall be called by the Chairman or Vice-Chairman at the request of the Board of Management or upon written request by not less than 10% of the Membership of the Home. At least ten days notice in writing or in the Press shall be given of the time, date, place and substance of any such meeting.
- (iii) The Board of Management shall meet at least once in every three months. A special meeting of the Board of Management shall be held at any time upon the written request of three Members of the Board of Management delivered to the Secretary.

QUORUMS

8. Quorums for meetings of the Home shall be as follows:-
- (i) Annual General Meeting – not less than two officers of the Home together with 5% of the membership.
 - (ii) Special General Meetings – not less than two officers of the Home together with 10% of the membership.
 - (iii) Board of Management Meetings – not less than one officer of the Home together with one-half of the members of the Board of Management.

VOTING

- 9.
- (i) Only fully paid-up members in good standing shall be entitled to vote at the Annual General Meeting or at Special General Meetings.
 - (ii) Voting at Board of Management meetings shall be provided in the Bye-laws.
 - (iii) Voting shall be by a show of hands unless a member present shall propose a secret ballot.
 - (iv) At all meetings the Chairman shall not have a vote but in the event of a tied vote shall cast the deciding vote.

AUDITS, ACCOUNTS AND ANNUAL REPORT

- 10.
- (i) The Financial Year shall be from the 1st day of January to the 31st day of December in each year.
 - (ii) The Treasurer shall submit an audited Balance Sheet and give a Financial Report at the Annual General Meeting.
 - (iii) An Auditor should be appointed for each financial year
 - (iv) The Chairman of the Board of Management shall cause an Annual Report to be rendered in accordance with “The Bermuda Sailors’ Home Act, 1946”, Section 10.

AMENDMENTS TO CONSTITUTION AND BYE-LAWS

11. With the noted exception of the Schedule of Membership Dues and Fines appended to the Bye-Laws, these shall not be altered or rescinded, nor shall any additions be made except at the Annual General Meeting or at a Special General Meeting convened for the purpose nor unless notice of such alteration, rescission or new addition be posted on the Notice Board at least 15 days before the meeting takes place and provided that such amendments are approved by a two-thirds majority vote of those voting at such meeting.

SECTION II
BYE-LAWS OF
THE BERMUDA SAILORS' HOME

(Made under the authority of Section 11 of the Constitution of The Bermuda Sailors' Home dated the 14th day of November, 1974).

MEMBERSHIP

1. Membership of The Bermuda Sailors' Home is a privilege and can be suspended or terminated by the Board of Management at any time in accordance with Section 3 (III) of the Constitution.

2. Classes of Membership

Membership of the Home is divided into the following classes:-

- a. Member
- b. Senior Member
- c. Overseas Member
- d. Temporary Member
- e. Honorary Member
- f. Life Member
- g. Honorary Life Member
- h. Associate Member

3. Qualifications for Membership

- a. Member – available to all persons over the age of 18 years subject to application; sponsorship by two members of at least six month standing who have personally known the person proposed for at least the same period; acceptance by the Membership Committee and payment of the requisite dues.
- b. Overseas Member – available to all persons over the age of 18 years who are not ordinarily resident in Bermuda subject to application; sponsorship by two members of at least six months standing who have personally known the person proposed for at least the same period; acceptance by the Membership Committee and payment of the requisite dues.
- c. Temporary Members – available to the following persons only:-
 - (i) Bona-fide relatives of members visiting Bermuda on holiday.
 - (ii) Parents and relatives (except as in (d) (iii) of seafarers resident in or visiting Bermuda.Subject to completion of the appropriate application form, acceptance by the Membership Committee and payment of the requisite dues.
- d. Honorary Member – the following are automatically Honorary Members of the Home:-
 - (i) - Seafaring personnel of all Countries or States who are visiting or are resident in Bermuda.
 - (ii) - Members or Honorary Members of other similar organisations overseas.

- (iii)- Spouses and children over 18 years of age of serving seamen resident in or visiting Bermuda.
- e. Life Member – any member may apply to the Board of Management for Life Membership. Such membership shall be at the discretion of the Board and the dues shall be as determined by the Board.
- f. Honorary Life Member – Honorary Life Membership shall be reserved by the Board of Management and may be conferred by the Board as a mark of esteem and recognition upon any person or persons for outstanding service to The Bermuda Sailors' Home.
- g. Associate Member – may be granted by the Board of Management in its discretion to the following:-
 - 1) Staff members and employees of the Bermuda Sailors' Home.
 - 2) Visiting sports teams from overseas.
 - 3) Other visitors wishing to participate in any sporting activity sponsored by the Mariners' Club.

Associate membership shall confer no voting privileges whatsoever.

4. Dues of Membership

- (a) Shall be determined annually by the Board of Management and shall be advised to the members prior to 31st December in each year.
- (b) Dues for the any calendar year shall be accordance with the Schedule of Membership Dues and Fines as appended to the Bye-Laws and as may be amended from time to time by the Board of Management.
- (c) Annual Membership dues must be paid by March 1. Members whose dues are in arrears after that date will be subject to Article 3, Section III of the Constitution.

Notwithstanding paragraph 'c' above, the Board may be at its discretion accept late payment of annual membership dues subject to a later payment of a fine in accordance with the Schedule of Membership Dues and Fines as appended to the Bye-Laws and as may be amended from time to time by the Board of Management.

DUTIES OF OFFICERS

5. The duties of the Officers of the Home are as follows:-

- a. Chairman – To preside at all General Meetings and all meetings of the Board of Management and to have general supervision over all affairs of the Club.
- b. Vice-Chairman – To assist the Chairman in the performance of his duties. In the absence of the Chairman, the Vice-Chairman shall assume all duties and responsibilities of the office of the Chairman.

In the absence of both Chairman and Vice-Chairman the Members present at a General Meeting or Board of Management meeting shall appoint a chairman for that meeting.

- c. Secretary – The Secretary shall record the minutes of all meetings of the Home and of the Board of Management and of such committees as the Secretary shall be specifically directed to attend, and shall perform the other usual duties incident to the office of the Secretary.
- d. Treasurer – The Treasurer shall keep such accounts as the Board of Management shall from time to time direct, and shall present a quarterly statement to the Board of Management as soon as possible after the termination of each quarter year. The Treasurer shall make available to the Auditor such vouchers, books of accounts, and other documents as the Auditor shall from time to time require in order to audit the accounts of the Home.
- e. Assistant Secretaries/Treasurers – In the absence of the Secretary or Treasurer, shall carry out those duties outlined in 5(c) and 5(d) above.

CHAIRMAN EMERITUS

- 6. The Board of Management, as they deem appropriate, may appoint a person who has rendered exceptional service to the Home as Chairman Emeritus, and such appointment shall be at the pleasure of the recipient. The Chairman Emeritus shall be ex-officio and is not an Officer of the Home.

BOARD OF MANAGEMENT

- 7. The Board of Management shall consist of the following:-
 - a. Nine elected members, inclusive of the Chairman and Vice-Chairman; and
 - b. The other Officers of the Home, with the exception of ex-officio Officers, who may or may not be appointed from amongst the other elected members.

Any and all vacancies shall be filled in accordance with these Bye-Laws forthwith and without unnecessary delay.

ELECTION OF BOARD OF MANAGEMENT

8. (a) One third of the Board of Management shall be elected from the members at each Annual General Meeting and shall serve for a period of three years.
- (b) Not less than sixty (60) days prior to the Annual General Meeting the Board of Management shall appoint a Nomination Committee of not less than 3 and not more than 5 members who shall receive nominations in respect of the posts of Chairman and Vice-Chairman and Members of the Board of Management whether or not such nominees be incumbent at the date of nomination. The Nominations Committee shall cause to lay before the members of the Home at the Annual General Meeting such nominations as they have received which are properly proposed and seconded in accordance with the Bye-laws.

The nomination Committee shall be responsible to ensure that the elections of the Officers and Members of the Board of Management shall be properly conducted and ballots properly counted and to inform the members present at the meeting of the results of voting but shall not disclose the number of votes received by each candidate.
- (c) All nominations for the Board of Management shall be in writing and signed by the nominee, the proposer and seconder (all of whom must be bona fide members) and must be submitted to the Nomination Committee not less than thirty (30) days prior to the Annual General Meeting. A composite list of all nominations shall be posted on the Notice Board at least fourteen (14) days prior to the Annual General Meeting.
- (d) Following the first election of the Board of Management under these Bye-laws, one-third of the Board of Management shall retire annually by rotation but may offer themselves for re-election.

DUTIES OF BOARD OF MANAGEMENT

9. The Board of Management shall be responsible for the proper management and administration of the affairs of the Home. These responsibilities may be delegated to the Manager of The Bermuda Sailors' Home and such subcommittees as the Board may from time to time deem expedient.

VACANCIES

10. (a) Any vacancy which from time to time may occur on the Board of Management or in any Committee appointed by the Board or in any officer or employment shall be filled in such manner and by such persons as the Board of Management shall decide for the remainder of the current year.
- (b) The Board of Management may declare a vacancy where a Board or Committee member consistently fails to attend meetings.

VOTING AT BOARD OR COMMITTEE MEETINGS

11. (a) Each member of:-
- i. the Board of Management, with the exception of ex-officio Officers; or
 - ii. other committee appointed by the Board of Management,
- shall have an equal vote.
- (b) On an equality of votes on the first occasion of presentation of a motion it shall be deferred to a subsequent meeting.

APPOINTMENT OF STAFF

12. The appointment of a Manager and Assistant Manager shall be at the discretion of the Board of Management and shall be in compliance with the regulations of the Bermuda Ministry of Labour and Home Affairs for the time being in force.

All salaries of employees or any remuneration of Officers shall be determined by the Board of Management.

EMPLOYMENT AND DUTIES OF STAFF

13. The employment and duties of all staff shall be as directed by the Board of Management and such authority as the Board may determine shall be vested in the Manager to ensure the best interest in the daily affairs of the Home.

DUTIES OF THE MANAGER

14. The Manager shall be responsible for all activities within the Club premises, the security of the Club premises, the hiring of rooms with the approval of the Board of Management, the cleaning and general efficient running of the Club, the ordering of liquors and other commodities for sale within the Club and the replenishing of stock.

DUTIES OF MEMBERS

15. (a) It shall be the duty of members to assist the Board of Management, Manager or Staff in dealing with any incidents occurring within the Club premises and on land adjacent thereto.
- (b) In the event of any violation of the Club Rules or misconduct by any person or persons it shall be the duty of any member to report the matter to the Manager.

OTHER COMMITTEES

16. Any Member, providing he or she is willing, may be co-opted by the Board of Management to serve on a Standing or Special Committee.

NOTICE OF MOTION

17. Any member desiring to submit any business or matter to a General Meeting or a meeting of the Board of Management shall give notice thereof in writing to the Secretary at least ten (10) days prior to such meeting.

FUNCTION REQUESTS

18. Any member requiring the use of the Club premises for a function must submit his request in writing to the Manager at least fourteen (14) days prior to that function.

MINUTES

19.
 - (a) Minutes of all Board of Management meetings shall be available to members on request to the Secretary.
 - (b) Minutes of the previous General Meeting shall be circulated at least twenty-one (21) days before a General Meeting.

CHILDREN

20. Children will be allowed on the Club premises provided they are accompanied by an adult at the discretion of the Manager.

For the purpose of this Bye-law, a child shall be under the age of 16 years.

MEMBERSHIP LIST

21. A list of Members, Overseas Members, Honorary Members and Temporary Members shall be displayed at all times in a prominent position in the Club.

APPENDIX

THE BERMUDA SAILORS' HOME SCHEDULE OF MEMBERSHIP DUES AND FINES

The following Membership Dues are payable for each calendar year starting as at [DATE], until subsequently amended by the Board of Management:-

- | | | | | |
|-------|---|----------------------|---|---|
| (i) | - | Member | - | Single BD\$150.00 |
| | | | - | Family BD\$185.00 |
| (ii) | - | Senior Member | - | BD\$100.00 |
| (ii) | - | Overseas Member | - | BD\$20.00 |
| (iii) | - | Temporary Member | - | BD\$10.00 per month or part thereof |
| (iv) | - | Honorary Member | - | No dues payable |
| (v) | - | Life Member | - | See Section 3(e) |
| (vi) | - | Honorary Life Member | - | No dues payable |
| (vii) | - | Associate Member | - | BD\$75.00 |
| | | (2) | | Staff Member or Employee BD\$50.00 per year |
| | | (3) | | Visiting Teams – no dues payable |
| | | (4) | | Other visitors – BD\$10.00 per month or part thereof. |

Fine for Late Payment - BD\$10.00

Approved by the Board of Management with effect from [DATE].

SECTION III HOUSE RULES

BAR

- (a) 1. (No inebriated person shall be served with any liquor.
- (b) Nothing will be sold from the bar other than liquid refreshments and such items as approved by the Board of Management.
- (c) No person will be allowed behind the bar at anytime with the exception of the Manager, Assistant Manager, Porter, Bartender, any member of the Board of a Management and cleaning staff under supervision as and when necessary.

DAMAGES

- 2. In the event of any articles such as furniture, glassware or other Club property being damaged, the person or persons responsible for such damage shall report the damage as soon as possible to the Manager and may be liable to make payment in full for replacement or repairs to same.

CONDUCT AND DRESS

- 3. No person shall enter the Club premises unless suitably and cleanly dressed and at all times will be expected to conduct themselves in a civil and dignified manner.

GUESTS

- 4. (a) When bringing guests to the Club, the member introducing them shall personally enter their names in the Visitor's Book.
- (b) No visitor shall remain on the Club premises unless accompanied by the member who introduced him or her; or alternatively, has been made the responsibility of another member.

MUSICAL APPLIANCES

- 5. Radios and television sets shall not be operated in such a way as to annoy or incommode other persons using the Club.

MAGAZINES, ETC.

- 6. Newspapers, magazines and other reading material will not be removed from the premises.

PETS

7. No pets will be allowed in the Club premises without prior permission of the Manager and must then be kept under control at all times.

VISITORS

8. In the event the Club premises are crowded by an influx of visiting seafarers, members may be requested by the Manager to leave the premises in order that our primary objectives may be fulfilled.

JURISDICTION

9. If a member or guest should contravene these Bye-laws or House Rules he may be requested to leave the premises by a member of the Board of Management, the Manager or duty Bartender and must comply with such request.