

## **UKCSC Quick start guide:**

# **WARNING – DISCLAIMER – PLEASE READ**

Cannabis consumption, possession and supply are illegal under current UK legislation. Possessing or cultivating any form of cannabis without a Home Office license, anywhere in the UK by anyone in the UK is prohibited by law.

Membership of the UKCSC or any particular CSC or Collective DOES NOT constitute a Home Office license. Any form of cannabis possession, supply or cultivation, undertaken by any individual citizen of the United Kingdom as part of a UKCSC registered Clubs registered Collective is still illegal under UK law.

PLEASE NOTE: Any actions you take as part of a Collective are taken under no duress as a free citizen entering into an agreement with other free citizens.

The UKCSC National Organisation acts solely as a regulatory body, applying standards and safeguards to individuals who would cultivate cannabis regardless of UKCSC involvement.

PLEASE NOTE: The UKCSC does not and cannot absolve you from your rights and responsibilities under the law.

It is anticipated that by following set tagging restrictions and regulations and having clear records of all ownership and purpose of all cannabis products used or traded within individual Clubs or Collective, that any form of legal penalty would be reduced. However, your own independent legal advice should be taken if you are any way unsure of the laws surrounding cannabis and where your actions would place you within this.

### **The basics:**

#### **Please note:**

All UKCSC Clubs are registered non-profit NGO's.

Each club is made up of at least 3 people. These are the Chair, the Secretary, and the Treasurer.

Each of these positions is an elected one, and must be selected each year at the club AGM.

These three individuals are known as the Club Executive and are responsible for the day to day running of the club on the behalf of the Members.

## **How to set up a club:**

To form your Club the Club Executive (the club founders) should first contact the UKCSC.

They should receive the membership pack and the guidance and standards document, including those governing online conduct. The club should set up its FB page and its UKCSC.co.uk page, and hold its first General Meeting at a local venue and establish what the purpose of the Club is.

They should then register with the UKCSC. This can be done by completing the Club Registration Document in the Club Membership pack.

At the next Club Executive Meeting the Constitution of the Club and the Statutes should be approved and a copy forwarded to UKCSC National.

## **Once the initial registration is complete:**

After your club has registered as a UKCSC Club the next stage is to set Club membership fees.

These should be used, as soon as possible, to register as a 'Company limited by Guarantee' (form locations below or there are several companies online that do total set ups including a registered address with mail forwarding for around £100). This is to ensure your Members Club is recognised as having non-profit status, and to limit the liability of the Executive and the Club Members should the Club go 'bankrupt' or be prosecuted in anyway. It is the format used by organisations like Oxfam and other registered non-profit NGO's. This will allow Clubs to open a bank account, purchase or rent venues, or engage in any other legitimate action as they are a recognised legal entity. This also means that a set of Club accounts must be created each year and submitted for tax purposes. **No tax is liable for income of under £5000.00 and Clubs can register for VAT.**

PLEASE NOTE the registration of an organisation is a legal act, requiring actions from the Executive on a yearly basis, with financial or legal consequences for not performing these actions. All of the Executive should research and be happy with the registration BEFORE it is made. If the Club ever ceases to exist then there is also the obligation of having to deregister the club as a company to stop any further commitment.

## **After registration:**

A Club can register Collectives if it so wishes and request tags for its registered collectives.

You must also register for a bank account.

To do this you must present the 'Company Registration certificate' and the 'Articles of Association' (sent upon registration as a Company limited by Guarantee) and the BANK Constitution (Provided in the Club Membership pack).

We advise Clubs to use the Co-Op bank, but any bank may accept you.

**After a Bank account has been created:**

A General Meeting should be called to inform all members that registration is complete and the Club is now Officially Registered.

The UKCSC should be informed of your company registration number and receive a copy of your end of year accounts each year as part of the regulatory process.

**After forming your Club:**

After forming your Club the Club Executive should issue memberships to the existing members and be ready to process additional members (if required), up to the maximum of 150 members.

Please ensure you have your Membership Register from UKCSC national.

Please ensure you have at least one AGM per year, and we advise at least 3 other meetings, preferably monthly, and a summer and winter event (these can be regional events, and we can help you plan).

**To Process Members:**

The potential member should first receive a referral from two existing members.

They should present themselves, in person, to a Club Admin or member of the Executive. Please note Clubs are meant to be inclusive environments, with people from all walks of life, but right of admission or membership is reserved by the individual Club, and UKCSC National.

They should receive the guidance and standards document, including those governing online conduct.

The Club should impress upon potential members the UKCSC ethos and then inform the potential members what the purpose of the Club is.

The Member must then register, using official ID (passport, driving license, European ID, Police or Service ID). This can be done by completing the Member Registration Document in the Club Membership pack.

At the next Club Executive Meeting the new Member should be minuted and a copy of their sign up information given to the Secretary. The UKCSC part of their registration should be forwarded to UKCSC National.

**FORMS:**

Company limited by guarantee form –

Or write to:

Bank account:

CO-OP –

Or Write to:

**UKCSC membership form – please contact the UKCSC.**