

CONSTITUTION

1. NAME The name of the Club shall be STAFFORD (WALTON) PHOENIX ACTIVITIES CLUB hereinafter referred to as “The Club”.

2. OBJECTIVES

2.1 To provide a wide spread of activities for the 50+ age group.

3. MEMBERSHIP

Membership shall be open to all persons over 50 years of age and not in full-time employment and such others as the Committee of the Club shall from time to time decide.

4. SUBSCRIPTIONS

4.1 The annual subscription shall be decided by the Club Committee.

4.2 The subscription shall be due and payable at the start of the Club's financial year on 1st September.

5. OFFICERS AND COMMITTEE

1.1. Control and management of the Club shall be vested in a Committee which shall consist of

- the officers of the Club, namely, the Chairman, Vice Chairman, Treasurer, Secretary, Membership Secretary, Newsletter Editor and Outings Manager.
- Five ordinary members of the Club
- Up to five co-opted members

5.2 Officers of the Club and ordinary members of the committee shall be elected every two years by Club members at the Annual General Meeting (AGM). They may stand for re-election.

5.3 The Club Committee shall have the power to co-opt up to five members. The primary purpose of co-opting an individual will be to carry out a specific function which is deemed important to the club. The committee may however co-opt a member of the club onto the committee to fill a vacancy that arises. All co-opted members will have voting rights. They will only hold office until the next election of Club officers takes place. Financial and legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee members but shall be the responsibility of the Club as a whole.

5.4 The Club Committee shall have the power to appoint sub-committees as necessary. The Club Chairman or Vice-Chairman shall be an ex-officio member of any sub-committee. Such sub-committees may co-opt additional members. Terms of reference for any sub-committee shall be determined by the Committee.

5.5 A vacancy on the Committee or any sub-committee may be filled by a member of the Club, appointed by the Committee, to act until the next AGM.

5.6 All Committee and sub-Committee meetings shall have a quorum of 25% of their membership.

5.7 The Club Committee shall meet at least four times a year.

5.8 Voting at Committee and sub-committee meetings shall be by show of hands. In the event of equality, the appropriate Chairman shall have a casting vote.

5.9 All sub-committees shall report to the Committee.

6. ELECTION OF COMMITTEE MEMBERS

6.1 Nominations for officers and ordinary members of the committee shall be notified to the Secretary by 1 September in the appropriate year.

6.2 If the number of candidates does not exceed the number of vacancies, the nominees are deemed to be elected.

6.3 If the number of candidates exceeds the number of vacancies, the Secretary shall prepare ballot papers for voting by members attending the AGM. The candidates with the most votes shall be elected.

7. DUTIES OF OFFICERS

7.1 Chairman or Vice Chairman

Preside at Committee and General Meetings of the Club and be responsible for guiding the activities of the Club in accordance with this constitution. In the absence of the Chairman or Vice Chairman at a meeting, a chairman shall be elected from the Committee members present.

7.2 Treasurer

7.2.1 Keep accurate accounts of all monies received or paid on behalf of the Club, together with its property, and report on this at Committee meetings.

7.2.2 Delegate, with the approval of the Committee, the financial management of Club outings to another member.

7.2.3 Receive all monies due to the Club and deposit them in the Club's current account. Up to £50 may be retained as a petty cash reserve.

7.2.4 Pay from Club funds the fees and hire charges for premises used for any activity approved by the Committee.

7.2.5. All payments for services or materials are to be made from petty cash or by a cheque signed by two signatories approved by the Committee and authorised by the bank.

7.2.6. Discharge the day-to-day financial liabilities of the Club together with other liabilities incurred on the instructions of the Club in a General Meeting or the Committee of the Club.

7.2.7. Prepare the annual accounts of all transactions during the Club's financial year, 1st September to 31st August. The accounts, with all necessary receipts and invoices, shall be submitted for audit to the Club's independent examiner, who shall be independent of the financial dealings of the club.

7.3 Secretary

7.3.1 Notify Committee Members of the date and agenda for the next Committee Meeting, prepare

minutes of the proceedings and circulate them to Committee members.

7.3.2 Notify Club Members of the date and agenda for the next AGM or Special General Meeting, prepare minutes of the proceedings and circulate them to members using the next newsletter.

7.3.2 Attend to correspondence relating to the general business of the club and report on this to the Committee.

7.4 Membership Secretary

7.4.1 Receive membership subscriptions and keep an up-to-date register of all members.

7.4.2 Provide the Club Secretary with an electronic copy of the register and up-date it at quarterly intervals

7.4.3 Arrange distribution of the quarterly Newsletter.

7.5 Newsletter Editor

7.5.1 Liaise with the Committee, activity groups and individuals to provide a quarterly issue for members. This will act as the main medium for disseminating news and advance information on events to the members.

7.5.2 Liaise with the Chairman and designated preparation team to provide an accurate production.

7.5.3 Ensure copies are printed in readiness for packing on agreed dates.

7.5.4 Liaise with the Membership Secretary and the Newsletter distributor to ensure there are sufficient numbers of copies of each issue.

7.6 Outings Manager

7.6.1 Provide overall management for all outings and holidays according to the current "Procedure for organising Phoenix outings and holidays".

8. GENERAL MEETINGS

8.1 The Annual General Meeting shall be held as soon as practicable after the end of the financial year, principally for the purpose of approving the accounts.

8.2 At least 7 days notice of a Special General Meeting shall be given.

8.3 Motions for discussion at the Annual General Meeting shall be lodged with the Secretary by the end of the financial year and signed by at least two members.

8.4 All members of the Club shall be entitled to attend and speak at Annual and General Meetings.

8.5 The quorum at General Meetings shall be 20 members.

8.6 The decision of the Chairman on points of order and matters affecting the conduct of meetings shall be final.

8.7 At any General Meeting, a resolution shall be put to the vote by a show of hands. A simple majority is necessary for the resolution to be carried. In the event of equality the Chairman shall have a casting vote.

9. ACTIVITIES

9.1 The Committee shall approve the formation of activity groups and appoint a Group Leader for each one. 9.2 The Group Leader shall arrange the date and time for each activity, collect the attendance fees and submit the monies collected, together with a receipt slip, to the Treasurer on a monthly basis.

9.2 All members or persons who attend Club activities of any kind do so at their own risk and neither the Club nor its officers accept liability for any loss or injury of any kind sustained whilst engaged in a Club activity.

10. INDEPENDENT EXAMINER

At every AGM, an examiner shall be appointed who is independent of the financial dealings of the Club.

This person shall, as soon as practicable after the close of the Club's financial year, examine the accounts of the Club and ascertain the correctness of the income and expenditure accounts and of the balance sheet and sign the latter as a true record before the AGM.

11. AMENDMENTS TO THE CONSTITUTION

11.1 Proposals for alteration of the Club's constitution shall be submitted to the Secretary by 1 July and signed by at least two members.

11.2 The August edition of the Newsletter preceding the AGM shall carry a note to advise members that a copy of the proposed changes to the constitution is available on the SWPAC website or by application to the Secretary.

11.3 Voting on alterations shall be carried out by a show of hands at the next AGM where approval by two thirds of the members who are present is required for acceptance.

12. PROPERTY OF THE CLUB

12.1 All property and effects of the Club shall be vested in and for the use of the Club in furthering its objectives.

12.2 All monies of the Club in excess of working requirements shall be invested so as to earn interest.

12.3 All property and other assets belonging to the Club shall be held in the name of the Club.

12.4 An inventory of Club property shall be prepared and kept by the Treasurer.

13. POWER OF DECISION

Any matters not provided for in the constitution or any question over the interpretation of it shall be dealt with by the Committee whose decision shall be final.

14. DISSOLUTION

14.1 The Club may be dissolved at a General Meeting with approval of two thirds of those present and voting.

14.2 On dissolution, any property or other assets remaining after the satisfaction of all debts and liabilities shall be given to or transferred to a body or bodies with similar objectives. The dissolving resolution shall give instructions for the disposal of surplus assets.

September 2015