

## **HORIZONS CONSTITUTION**

### **1. NAME**

The name of the club shall be "Horizons", afterwards referred to as the Club.

### **2. OBJECTS**

The object of the Club is to provide a regular programme of social events, to be organised or co-ordinated by paid up members.

### **3. MEMBERSHIP**

(a) Application for membership is open to all.

(b) Membership applications are considered, and may be accepted, by the Committee. The Committee reserves the right to reject applications for membership for any reason, based on their own or other members' experiences of the person(s) concerned. The Committee may also defer applications for membership.

(c) Prospective members may attend any events, except for those which are marked in the printed programme as being for members only. The term "members" refers to people who have paid a subscription and been accepted by the committee for membership, and who have not had their membership revoked.

(d) The membership year shall run from 1st April to 31st March with subscriptions payable to the Membership Secretary no later than 30th April of the membership year. The subscription rate is to be agreed at the Annual General Meeting, with a reduced rate for new memberships from 1st October.

(e) The Committee has at its sole discretion the right to revoke any membership at any time, should a member conduct themselves in a manner deemed inappropriate. People whose membership has been revoked will not receive any refund of their subscription.

(f) A list of all current members is distributed to all members. This list is issued for the social use of members, and must not be used for any other purposes. It is the responsibility of members to communicate in writing any changes of address, phone number or email address to the Membership Secretary.

### **4. MANAGEMENT**

(a) The elected officers of the club shall be the Secretary and Treasurer. A chairman will be appointed as required.

(b) The management of the club shall be delegated to a committee consisting of the officers mentioned in paragraph 4(a), plus a minimum of three other club members.

(c) All committee members (officers and members), and the Independent Examiner, shall be elected at the Annual General Meeting, in accordance with paragraphs 6 and 7 below. Where a vacancy occurs during the year, the committee can co-opt a club member to fill the vacant post.

(d) The Treasurer will be responsible for the funds of the club, which shall be kept in a segregated account at a recognised bank or building society. Cheques must be signed by any two of three nominated signatories, who must be committee members. The Treasurer must be one of these three nominated signatories. Any change to the banking arrangements is at the sole discretion of the Committee.

(e) The Committee shall normally meet every two months.

**4. MANAGEMENT (continued)**

- (f) Not less than three clear days' notice shall be given of a committee meeting. The quorum for a committee meeting shall be four persons. Any agenda item to be voted on shall be agreed by a simple majority of those present.
- (g) Minutes of meetings shall be taken and shall be open to inspection by any member of the Club on application to the Secretary.
- (h) Committee members must attend meetings regularly.
- (i) A committee member may be dismissed by a simple majority vote of all the other committee members on grounds of either a breach of the constitution, or for some other serious reason showing that he/she should no longer remain in office. An explanation shall be given to members at the next General Meeting.

**5. EVENTS**

- (a) The regular programme of social events shall be circulated to all paid up members. The events are to be organised or co-ordinated by paid up members.
- (b) All reasonable expenses incurred by the programme planners shall be reimbursed by the Club.
- (c) The host of an event may charge members attending an appropriate amount to cover costs. The club is not responsible for such costs. People attending external events (e.g. meals out) are responsible for covering all of their own costs (e.g. cost of a meal, drinks and service charge).

**6. ELECTIONS**

- (a) At the Annual General Meeting, an election shall be held for:
  - (i) The officers of the club (Secretary and Treasurer).
  - (ii) A minimum of three additional committee members.
  - (iii) Election of an Independent Examiner to audit the following year's accounts. This person should not be a committee member, and need not be a member of the Club. If a suitable person has not been elected by the AGM, the post shall be filled during the course of the year by the Committee, and the membership informed of the details.
- (b) All nominations must be proposed and seconded by paid up members of the club. In the first instance nominations should be made in writing, by the deadline given in the notice of meeting. In the event insufficient written nominations have been received to cover the minimum number of committee posts, the Chairman shall call for nominations from the floor of the meeting. Nominations received in this way must be proposed and seconded by paid up members, and the consent of the nominee obtained before the election.
- (c) Nominees must be paid up members of the club, and their consent obtained before they are nominated.

**7. GENERAL MEETINGS**

- (a) Not less than twenty one days' notice shall be given of any General Meeting.
- (b) The Annual General Meeting (AGM) will usually be held during March, the date to be fixed by the committee and published at least twenty one days in advance. A Chairman may be invited from the membership to chair the AGM, if this task is not to be undertaken by a committee member.

**7. GENERAL MEETINGS (continued)**

- (c) The business of the AGM shall include:
- (i) Presentation of a financial report to include the audited accounts for the preceding financial year, and the budget for the following financial year. The Independent Examiner of the preceding year's financial accounts shall be entitled to attend and, if he or she so wishes, address any AGM or EGM at which those accounts fall due to be presented or approved.
  - (ii) A report of the club's activities during the previous year.
  - (iii) Election of officers and committee members as laid down in section 6.
  - (iv) Any motion relevant to the meeting, for which at least fourteen days' notice has been given to the Secretary.
  - (v) Any other business agreed by the meeting.
- (d) The Committee may at any time order an Extraordinary General Meeting (EGM). The Secretary shall convene an EGM within twenty eight days of the receipt of a written requisition, or within a longer period if stated in the requisition. This requisition must be signed by at least twenty per cent of fully paid up members, and must state the purpose for which the meeting is required. The principal business of an EGM shall be stated in the notice of meeting, or in a preliminary agenda circulated at least fourteen days before the meeting.
- (e) The final agenda for an EGM incorporating any motions relevant to the purpose of the meeting received by the Secretary shall be drawn up by the Secretary and be available to any member at least seven days before the meeting. No business shall be discussed at an EGM other than that on the agenda.
- (f) The quorum for any General Meeting shall be twenty per cent of the paid up membership of the Club.
- (g) At all General Meetings of the Club every paid up member present shall be entitled to one vote on every motion and in the case of an equality of vote, the Chairman shall have a casting vote. Voting shall be indicated by a show of hands. Items shall be agreed by a simple majority vote except as noted in sections (9) and (10) below.

**8. ACCOUNTS AND AUDIT**

- (a) The financial year of the Club shall run from 1st February to 31st January in each year.
- (b) No member shall for any reason receive any profit or salary from the funds, transactions and events of the Club. The Club shall be run prudently, maintaining sufficient funds, but without generating excessive reserves.

**9. DISSOLUTION**

If, at any General Meeting of the Club, a resolution for the dissolution of the Club be passed by two thirds of the members present, a poll of all members shall be held not less than one month and not more than three months afterwards. If such a resolution is confirmed by two thirds of those voting in the poll, the Committee shall immediately, or at a future date specified in the resolution, proceed to realise the property of the Club, and after discharge of all liabilities, shall divide the residue equally among the members, or shall dispose of it in accordance with the resolution.

**10. INTERPRETATION AND AMENDMENT OF THIS CONSTITUTION**

- (a) The Committee shall be the sole authority for the interpretation of this Constitution.
- (b) This Constitution may be added to, repealed or amended by resolution of a General Meeting. The intention of this general meeting shall have appeared in the notice of meeting, or the agenda for the meeting. Two thirds of those members present must vote in favour in order to agree any changes. Voting shall be by a show of hands.

**11. LIABILITY**

Each member shall assess the risks of the activity or event in which he/she is involved, and is deemed to take responsibility for his/her own safety. No member shall incur additional liability because he/she is the organiser or leader of a particular event or activity. The Club accepts no responsibility for any injury to persons or damage to property incurred in respect of any organised event.

**12. DECLARATION**

HORIZONS hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed..... Date.....  
Secretary

Signed..... Date.....  
Treasurer

This constitution was agreed at the Annual General Meeting of Horizons on 14th March 2009