

## **North Staffordshire Inter-Varsity Club - Constitution**

### **Name**

1. The name of the club shall be "The North Staffordshire Inter-Varsity Club" hereinafter referred to as "the Club".

### **Objects**

2. The objects are:
  - To provide opportunities for social, cultural and other recreational activities among graduates and others of like interests visiting and resident in North Staffordshire.
  - To provide facilities for members of other Inter-Varsity clubs which are members of or affiliated to the Association of Inter-Varsity Clubs (AIVC).
3. The Club shall not hold or express any political, religious or racial opinions, nor shall it be associated with any organisation which holds such opinions.

### **Membership**

4. The following persons shall be eligible for ordinary membership of the Club:
  - Graduates and past students of universities, colleges or institutions of similar standing.
  - Persons otherwise qualified to a level corresponding to corporate membership of the professional institutions.
  - Other persons considered by the Committee to have similar tastes and interests in line with the objectives of the Club.
5. All applications for membership are subject to the approval of the Committee, who may take such steps as they see fit to determine the suitability of the applicant for membership.
6. Any person applying for membership may be allowed to continue to attend events pending consideration of their application by the Committee. The Committee may, at its absolute discretion and without assigning any reason, refuse any application for membership.
7. Every member of the Club shall keep the Secretary informed of their current contact details.
8. All members shall be bound by the Constitution, Standing Orders and other rules of the Club.
9. All members shall be entitled to the facilities offered by the Club.
10. Any member may resign membership at any time by giving notice in writing to the Secretary before his/her annual subscription becomes due.
11. The Committee reserves the right to terminate any membership at its own discretion. Conduct by a member which is prejudicial to the interests of the Club shall render such a member liable to expulsion or suspension from the Club by the Committee. Any member liable to such action shall be notified in writing of the reason and invited to submit his/her representations. The matter shall be considered at a further meeting of the Committee and if two-thirds of

the members of the Committee vote for his/her expulsion they shall thereupon cease to be a member of the Club.

12. When a person ceases to be a member of the Club, they shall forfeit all rights of claim upon the Club and its property and funds and no repayment of subscription shall be made.
13. Members of other Inter-Varsity clubs may, subject to the payment of such supplementary fees or subscriptions as may from time to time be laid down by the Committee, enjoy all privileges of membership, excluding voting rights, provided that at the same time they comply with the rules and regulations of the Club.
14. The Committee may propose any person of standing to become an Honorary member. Such a proposition shall normally be endorsed by an Annual General Meeting (AGM). Honorary members shall be entitled to all benefits and privileges of ordinary membership except voting rights.
15. Membership of the Club is subject to payment of the appropriate annual subscription.
16. The Club subscriptions shall be determined by the Committee and confirmed at an AGM prior to the subscription year.
17. Subscriptions are due on the first day of January of the subscription year.

## **Management**

18. The officers of the Club shall include Chair, Secretary, Treasurer and six or more ordinary members as elected at the AGM.
19. The officers of the Club shall be deputed to a Committee consisting of:
  - The officers mentioned in article 18
  - Membership Secretary
  - Events Co-ordinator
  - Social Media Administrator
  - Webmaster
  - Database Administrator
  - Bulletin Distributor
  - AIVC Liaison Officer
  - Bulletin Editor
  - Any deputy as required
  - Any members co-opted by resolution of the Committee in accordance with Article 21.
20. The AGM or an Extraordinary General Meeting (EGM) may elect additional committee posts.
21. The Committee may co-opt additional committee posts.
22. The Committee may appoint such Sub-Committees as they consider necessary or expedient and may depute to them or refer to them such powers and duties as they may determine. Such Sub-Committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with any directions which the Committee shall give.
23. The Chair, Secretary and Treasurer shall be entitled to attend any Committee or Sub-Committee of the Club.
24. The Committee may make Standing Orders to govern its own meetings and those of Sub-Committees of the Club and may make regulations governing the conduct of the officers of the Club and the use of Club facilities by members.
25. In the case of offices of the Committee falling vacant during the year, nominations shall be submitted in writing to the Secretary by a stated date together with the signatures of a proposer and a seconder and the written consent of the nominee. A postal ballot will be held when there is more than one nomination for an office.

## **Committee Meetings**

26. The Committee should meet at least once every two months. Not less than three days' notice shall be given of any Committee meeting.
27. The quorum for the Committee shall be half the number of members holding office, with the proviso that at least one of Chair, Secretary or Treasurer must be present.
28. Minutes of all meetings shall be taken and such minutes shall be open to inspection by any member of the Club on application to the Secretary. The right to withhold minutes which refer to the personal circumstances of any individual is reserved.
29. Each member of the Committee shall have one vote on each motion, except that the Chair shall only vote when a casting vote is required. A resolution can only be carried if it attains a simple majority.
30. The Chair at Committee meetings shall be taken by the Chair of the Club and in his/her absence by a committee member previously nominated by the Chair.
31. The Committee may elect one of their members to be Deputy Chair, to serve as Chair in the case of the office of Chair falling vacant during the year, pending an election at the AGM.

## **General meetings of the Club**

32. The AGM shall be held within one month of 31<sup>st</sup> October, the date to be agreed by the Committee.
33. Notice of the AGM shall be included with any bulletin issued sufficiently in advance for every member to receive 21 days' notice of the event. Such notice shall include a request for items on the Agenda and a statement of the Club accounts for the preceding financial year.
34. All paid up members of the Club shall have a vote at all General meetings. Voting may be by paper ballot of those members present or by a show of hands, the method to be decided by the Chair.
35. The business of the AGM shall include:
  - A review of the Club's previous year activities by the Chair
  - Reception of a financial report by the Treasurer to include the audited statement of accounts for the preceding financial year
  - Any motion relevant to the meeting of which seven days' notice has been given to the Secretary
  - Any other business agreed by the meeting.
36. At the AGM an election shall be held for officers of the Club as defined by Article 18 and other committee members as defined by Article 19.
37. Nominations for the Committee at the AGM shall be submitted in writing to the Secretary at any time before the election together with the signatures of proposer and seconder, both being members of the Club. The written consent of the nominee must be obtained.
38. If nominations for any committee post are not received prior to the AGM, that meeting shall have the power, by a two-thirds majority of those present, to elect any suitable member who expresses a willingness to stand for office.
39. The newly elected Committee shall have the power to subsequently co-opt suitably willing members to any unfilled committee post.
40. The Committee may at any time, and shall on request of any 10 paid up members of the Club or one tenth of the total Club membership (whichever is fewer) convene an EGM, stating the business for which it is required.
41. The Secretary shall, at least seven days before any EGM, provide written notice to each member of such a meeting, stating the time and place at which it will be held and the main business to be brought before it.

### **Accounts and Audit**

42. The financial year of the Club shall end on 31<sup>st</sup> August each year. A statement of income and expenditure and a balance sheet shall be submitted to the Club at the AGM.
43. A suitably qualified non-committee member shall inspect and report on the accounts after the end of the financial year and before the AGM.
44. The Treasurer shall be responsible for the funds of the Club, under the supervision of and in such a manner as shall be determined by the Committee.
45. The Committee shall have the power to expend Club funds in such a manner as they think fit in accordance with the rules and objects of the Club.

### **Interpretation**

46. The interpretation of the rules and regulations shall be the function of the Committee provided that any member may appeal to a General Meeting of the Club, where the will of the majority shall be final.

### **Dissolution of the Club**

47. If at any General Meeting of the Club a resolution for the dissolution of the Club be passed by a majority of the members present, a poll of ordinary members on that matter shall be held not less than one month and not more than three months thereafter. The result of that poll shall be communicated to ordinary members not more than one month after the poll is concluded. If such resolution be confirmed by two-thirds of those voting in the poll the Committee shall thereupon, or on such future dates as shall be specified in such resolution, proceed to realise the property of the Club and after the discharge of all liabilities shall either deposit the residue with the AIVC or divide the residue equally between five registered charities, as determined by the whole of the Committee.

### **Alteration of the Rules**

48. These rules and regulations can be added to, repealed or amended by resolution of an AGM, the intention of which shall have appeared in the notice of or Agenda for the meeting, provided that two-thirds of the members present and eligible to vote, vote in favour thereof.

## **North Staffordshire Inter-Varsity Club - Standing Orders;**

- The purpose of these Standing Orders is to inform members and visitors of the procedures to be adopted in various circumstances to ensure the smooth running of the Club.
- The Standing Orders shall at no time be interpreted as contravening the rules and regulations of the Club.
- The Standing Orders are intended to ensure equal and fair treatment for all current and potential members.
- The Committee is empowered to amend the Standing Orders at any Committee meeting for which the required period of notice and clear statement of intent to modify the Standing Orders on the agenda are satisfied.
- A copy of the Standing Orders may be obtained by any member on request to the Secretary.

## **Membership and Subscriptions**

- The annual membership subscription will be determined in line with Article 16 of the Club's constitution. This is based on the calendar year January to December.
- Membership renewal is due on 1<sup>st</sup> January and should be paid by the end of that month.
- A £10 subscription discount will apply if the member hosts two events in the calendar year. The events must appear in the monthly bulletin.
- Any host discount is only valid if payment is made by 31<sup>st</sup> January of the subscription year. Payment after this date will be for the full amount with no discount applied.
- Existing members who have failed to pay their subscription within one month of the subscription becoming due shall be informed by the Membership Secretary that their subscription is overdue. If this subscription is not then received within fourteen days, membership shall be terminated. Until such time these persons shall be considered paid up members.
- Bulletins continue to be available to members who have not paid their renewal subscription until the end of February (March events) after which time they will cease to be sent out or available for collection.
- For any member or former member renewal is for the full annual subscription irrespective of when it is paid.
- Payment can be made by cash, cheque or bank transfer. The renewal form should be completed to confirm the existing details are correct or to advise of any changes and handed to a Committee member.
- Cash and cheques are to be handed to a Committee member. Cheques may be posted to the address detailed on the renewal form.
- All cash and cheques will be passed to the Treasurer for deposit in the Club's bank account.
- Potential new members will be asked to pay £7.50 for an IVC Passport which covers membership for the first three months. Under the North Staffs IVC Passport Scheme potential members are required to attend 6 events of which no more than three should be club nights. Such events should be recorded on the IVC Passport along with the signature of the organiser.
- After the initial three-month period any application to become a full member should be made to the Membership Secretary or to a Committee member. The fully completed IVC Passport and application form together with a current photograph must be provided.

- The application will be submitted for approval at the next forthcoming Committee meeting.
- Once accepted the new member will be advised of the balance of annual membership subscription to be paid calculated on a pro rata basis.
- Honorary members shall pay no subscription but may be required to pay other such fees as may be necessary for the participation in Club activities.

### **Guests and Visitors.**

- Visitors who have applied for membership of the Club shall be treated as ordinary members of the club until a decision on their application is known.
- Any visitor who attends Club events on a regular or long term basis may be required, at the discretion of the Committee, to apply for membership of the Club and pay the appropriate subscription.
- Members wishing to bring guests to events held in another member's home shall inform the host in advance and obtain their agreement.
- Where it is necessary to limit participation in any Club activity, priority will normally be given to members. Applicants for membership shall be next in order of priority followed by visitors.

### **Accounts and Audit.**

- The Committee has the power to apply for any debit or credit cards deemed necessary to facilitate the control of the Club's finances. Any card applied for to be agreed by resolution at a Committee meeting (of which an entry in the minutes shall be conclusive evidence).
- The designated card holder will normally be the Treasurer, unless otherwise agreed by resolution at a Committee meeting (of which an entry in the minutes shall be conclusive evidence).
- The Committee has the power to open up to two bank accounts, one interest bearing, in which to retain the Club's cash holding, and to obtain access to any facilities offered by the bank(e.g. Internet banking) to simplify the handling of such accounts. Any changes to the accounts held or facilities applied for to be agreed by resolution at a Committee meeting (of which an entry in the minutes shall be conclusive evidence).
- Two signatories will be authorised to sign cheques on behalf of The Club. These will normally be the Chair and the Treasurer. Only one signature is required on each cheque. These arrangements can be altered by resolution at a Committee meeting (of which an entry in the minutes shall be conclusive evidence).
- Members may only incur expenses on behalf of the Club with the prior knowledge and consent of the Treasurer.
- Members who incur expenses on behalf of the Club shall be required to produce a receipt or such evidence of purchase as the Treasurer may require.
- No member may incur debts for the Club or settle accounts without the prior permission of the Treasurer.