



# The Thursday Group

South Manchester's friendly social group

## Constitution

### 1. Name of club.

This club will be known as The Thursday Group

### 2. Objectives.

To arrange social and leisure activities for unattached mature adults.  
To be run by the members on a self-financing, non-profit making basis.

### 3. Ruling body.

The club will be governed by the Committee, which will consist of at least 5 members to fulfill the following roles:

Chair

Treasurer

Membership secretary

Committee Secretary

Events co-ordinator

Newsletter Updates co-ordinator

Mid-week walks co-ordinator

Sunday walks co-ordinator

Newsletter editor

Members of the Committee shall be appointed by secret ballot at the AGM. They shall serve for a period of 1 year & can then offer themselves for re-election for a further 1 year. Committee members can only serve for a continuous period of up to 3 years. A committee member standing down after 3 years may put his/her name forward for re-election after a further period of 1 year. The committee may make an exception to this rule and co-opt a retiring committee member for 1 year only where no member is elected to fill a vacant post.

In the event of resignation part way through the year, a replacement may be co-opted onto the Committee until the next AGM. 4 members plus the chairman are required to form a quorum. There must be no decision about expenditure without a quorum. The chairman will have a casting vote in the event of a tie.

*Agreed at AGM 20.02.2003 with addition agreed AGM 25.02.2010  
ref 3 year limit on continuous committee membership;  
Revised 28 Feb 2013 to reflect committee title changes)  
Revised 26 Feb 2015, removing wording that is covered by legislation*



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## **3.1 Responsibilities of the Chair.**

To plan and run meetings, dealing with differences of opinion and conflicts, ensuring the organisation sticks to its policies & objectives, facilitate open debate at the AGM, serve as a spokesperson for the group, make essential or emergency decisions between committee meetings & help committee members deal with difficulties.

## **3.2 Responsibilities of the Treasurer**

To maintain a record of financial transactions.  
To reconcile bank statements.  
To collect and bank membership subscriptions.  
To authorise single expenditures under £100  
To prepare regular financial reports and annual accounts.

## **3.3 Responsibilities of the Membership Secretary & Committee Secretary.**

To maintain a database of membership details.  
To forward enrolment and subscription cheques to the treasurer.  
To promote the group and welcome new members.  
To send out application details to prospective members.  
To produce agendas & minutes for all meetings.

## **3.4 Responsibilities of the Newsletter Editor.**

To publish a simple newsletter and events list in a format and frequency agreed by the Committee.  
To arrange for the photocopying and collection of the newsletter from the printer.

## **3.5 Responsibilities of the Events Co-ordinators.**

To control and co-ordinate events and provide information to the newsletter editor.  
To maintain a record of the number of members attending events, and other relevant feedback.

## **4. Financial authority.**

A current account should be opened in the name of the club with the Treasurer, Assistant Treasurer and Chairman as signatories. Two Signatures required for withdrawals over £100.

A financial report will be presented at the AGM & copies of the accounts shall be produced for members showing the full income & expenditure of the Group & balance sheet.

A person approved by the committee will audit the accounts.

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## 5. Membership.

On joining, new membership is restricted to unattached adults of mature years. The Committee can refuse applications without giving reasons.

The Committee reserves the right to terminate membership without giving reasons but must inform the individual that this is to be considered. The member shall have 7 days to make any representations to the Chairman.

All members of the Committee must be made aware of those representations & be informed when the Committee will meet to discuss the individual's membership. Members will continue to be eligible should they take partners within the group. Members are expected to conduct themselves in an appropriate manner.

## 6. Membership fees.

Annual subscriptions will fall due on the 1st of March every year. Any member not paying their subs by May 31st will be sent a reminder & if payment is not made within 14 days, membership will be terminated.

New members must pay a non-returnable enrolment fee. New members joining part way through the year will pay a proportion based on the number of months remaining, including the month in which they join.

The membership fee will be agreed at the AGM.

## 7. Event organisation.

The general ethos of the club is one of mutual benefit and as such each member is expected to assist in arranging one activity per year. The exception to this will be new members in their first year of membership.

Event organisers should arrange the dates and details of their events, including numbers & suitable balance of sexes, with the co-ordinator who will arrange the publication of events in the newsletter. Members should be given priority over non-members or guests at events with limited capacity or available places. At some events guests will be charged more than members to attend.

Organisers are not expected to be out of pocket, and may claim any expenses they incur provided the event & its expenditure has been agreed with the co-ordinator. Some events offer a 'free seat' as discount for group bookings, the host should take this to help cover expenses & charge all participants the same. Family members of a different generation (eg. parents or children) are excluded unless a specific request has been agreed by the Committee. Dogs may only be taken on walks with the prior agreement of the walk leader.

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## **8. Booking arrangements.**

Bookings should be made direct to the organiser of the event, together with payment by the date required. Late applications may be refused. Payments will be refunded only if the place can be taken up by another member or guest.

## **9. Complaints procedure.**

Complaints should be addressed in writing to the Committee. The Committee's decision is final.

## **10. Proceedings at General Meetings.**

Every member will have one vote. The Chairman will have a casting vote in the event of a tie.

No business will be transacted at any general meeting unless a quorum is present. 20 members or half the membership, whichever is the lesser, will constitute a quorum. If a quorum is not present within half an hour from the start time, or if during a meeting a quorum ceases to be present, the meeting will stand adjourned and be called again within 14 days.

### **Annual General Meetings.**

The club will hold an AGM each year in addition to any other meetings in that year, and will specify the meeting as such in the notices calling it. Not more than 15 months may elapse between the calling of one annual general meeting and the next. The AGM will be held at such time and place as the Committee appoints. No less than 14 days notice will be given in the newsletter & on the Group's notice board.

### **Extraordinary General Meetings.**

The Committee may call extraordinary general meetings for a specific purpose or in response to a request from at least 20 members. A general meeting called in response to a request from members must be held within 4 weeks of the receipt of that request. At least 14 days notice will be given, displayed on the notice board.

## **11. Closing down arrangements.**

The club cannot be closed down without an Extraordinary General Meeting. Any remaining funds will be returned equitably to current members as decided by the Committee.

## **12. End.**

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