



## Constitution

### **1. Name**

The Group will be formally known as the Thursday Group

### **2. Objectives.**

Members of the Group will arrange social and leisure activities for the benefit of members.

The Group will be managed by the members themselves on a self-financing, non-profit making basis.

### **3. Ruling body – the Committee**

**3.1** The Group will be governed by a committee, which will consist of at least 5 members to fulfill the following roles:

Chair

Treasurer

Committee Secretary

Membership Secretary

Events Co-ordinator

Walks Co-ordinator (2)

Newsletter Editor

Updates Editor

The roles and responsibilities of each individual committee member and their collective responsibilities, are defined in a separate document that shall be regarded as a guideline only. This guideline document does not form part of the Constitution.

**3.2** Members of the committee will be appointed at the Annual General Meeting (AGM). Should there be more than one nominee for a committee position then a secret ballot shall take place at the AGM.



**3.2 contd.** Each committee member shall serve for a period of one year, at the conclusion of which they may offer themselves for re-election for a further period of one year. Committee members can only serve for a continuous period of up to three years.

A committee member standing down after three years may put his/her name forward for re-election after a further period of one year thus the total period of committee service could be six years within a seven year period. The committee may make an exception to this rule and co-opt a retiring committee member for one 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.

**3.3** A quorum of the committee will be 4 committee members plus the Chair. There must be no decision taken for which a vote amongst the committee members is required, without a quorum. The Chair will have a casting vote in the event of a tie.

#### **4. Financial authority.**

**4.1** A current account within a bank must be maintained in the name of the 'Thursdays Group' for which the Treasurer and Chair are signatories. Two signatures are required for withdrawals over £100. For any proposed expenditure not already within the current annual forecast, authorisation must be sought from the appropriate committee member.

**4.2** A financial report will be presented at the AGM. Copies of the accounts will be produced for members showing the full income and expenditure of the Group during the preceding year and the current balance sheet.

An independent examiner approved by the committee will audit the accounts. The accounts will be put before the AGM for endorsement.

**4.3** A Token of Appreciation (ToA) is payable to a member, upon request, in recognition for their part in organising and managing an event for the benefit of members. The financial benefit that determines a ToA will be changed only



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upon the recommendation of the committee and the endorsement of members at the AGM.

## **5. Membership**

**5.1** New membership is restricted to unattached adults of mature years. The committee can reject a membership application and will inform the applicant of the reason in writing where necessary.

**5.2** Members will continue to be eligible for membership should they take a partner from within the Group.

**5.3** The committee reserves the right to terminate a membership, will inform the member of the reason in writing and the date their membership ceases. Should the member believe this to be unfair or unreasonable he/she may lodge an appeal in accordance with the Complaints Guidelines. Termination of the membership may be suspended until the complaint is resolved. All members of the committee must be informed of the member's representations and be informed when the committee will meet to discuss the complaint and pending termination of the individual's membership.

**5.4** Members are expected to conduct themselves in a reasonable and fair manner, be honest and polite and be respectful to other members. This applies to face-to-face interaction, electronic communication and social media. Failure to do so could lead the committee to terminate the membership of the person deemed to have conducted themselves inappropriately.

(The Group has published guidelines that relate to the appropriate use of the Group's Facebook Forum which can be found in the bi-monthly newsletter.)

## **6 Subscription**

**6.1** Annual subscriptions will be agreed annually at the AGM and are due on the 1st of March each year. Any member not paying their subscription by March 31st will be sent a reminder and if payment is not made within 14 days, their membership will be terminated.



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**6.2** New members joining the Group part way through the year will pay a proportion based upon the month in which they joined.

**6.3** Complimentary membership is awarded to each committee member during their period of service on the committee and is taken by the member at their discretion. Similarly, a member who acts as the coordinator for a recognized group of members that share a particular interest, for example the book club, shall be eligible for complimentary membership in lieu of the payment of a ToA.

## **7. Event Organisation**

**7.1** The general ethos of the club is one of mutual benefit to members and as such each member is expected to arrange, organise or host at least one activity per year. The exception to this will be new members in their first year of membership.

**7.2** Members who organise or host an event must inform the dates and details of their event to the Events Co-ordinator who will arrange the publication of the event in the newsletter. Members must be given priority over non- members at events with limited capacity or restricted availability of places.

**7.3** An event organiser is not expected to be out of pocket in relation to the cost of putting on the event and may therefore claim any expenses they incur provided the event and its expenditure has been agreed with the Events Co-ordinator. Should an event offer a “free seat” as discount for group bookings etc, the host should take this to help cover expenses and, having taken this into account, should build the value of this into the costings for the benefit of all participating members.

**7.4** A member is not entitled to organise and/or hold an event with the deliberate intention of making a personal financial gain.



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An event should not generate a profit however, should monies be in surplus after expenses have been deducted then the member is expected to return those monies to the Treasurer to add to members' funds.

**7.5** All members' bookings and personal arrangements should be made directly with the event organiser 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.

## **8. Complaints Procedure.**

**8.1** Complaints should be addressed in writing (which includes e-mail) to the committee. The committee is obliged to follow the procedures as set out in the Complaints Guidelines.

## **9. Annual General Meeting**

**9.1** The Group will hold an AGM each year in addition to any other meetings called during 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 AGM and the next. The AGM will be held at such time and place as the committee appoints. Not less than 28 days notice will be given in the newsletter and on the Group's notice board of the proposed AGM.

**9.2** The proceedings at the AGM will ensure every member will have one vote. The Chair will have a casting vote in the event of a tie.

No business will be transacted at an AGM 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 28 days.

**9.3** The committee may call an Extraordinary General Meeting (EGM) for a specific purpose or in response to a request from at least 20 members. An EGM called in response to a request from members must be held within 28 days of



the receipt of that request. At least 14 days notice will be given by announcement in the weekly update and by being displayed on the notice board.

## **10. Closing Down Arrangements**

**10.1** The Thursday Group cannot be closed down without a resolution at an AGM or EGM. Any remaining funds will be returned equitably to current members as decided by the Committee.