

GREAT BARTON COMPUTER CLUB

CONSTITUTION

1 Name

The name of the organisation shall be the Great Barton Computer Club.

2 Objective

The objective of the Club shall be to give its members the opportunity to gain knowledge in the use of computers.

3 Membership

3.1 Membership of the Club shall be open to anyone living in Great Barton and the surrounding area upon paying such membership fees as are prescribed.

3.2 Membership applications require approval by the Secretary.

3.3 Entries recorded in the Register of Members shall be proof of the facts recorded therein. Members shall agree to their details being kept by the Club.

4 Management

4.1 Management of the Club shall be delegated to a committee consisting of a Chairman, Honorary Secretary, Honorary Treasurer and a minimum of one other member.

4.2 All members of the committee shall be elected at the Annual General Meeting and shall serve for one year. The Committee may extend the term of office for as long as needed in the event of extraordinary circumstances. Each Committee Member shall be eligible for re-election.

4.3 The Chairman shall conduct all meetings in accordance with the Constitution of the Club.

4.4 The Honorary Secretary shall keep and prepare minutes for all meetings.

4.5 The Honorary Treasurer shall:

4.5.1 Administer income and expenditure and keep accurate and up-to-date accounts.

4.5.2 Arrange for an independent examination of the accounts for each financial year.

4.5.3 Present independently checked income and expenditure accounts and a balance sheet at the Annual General Meeting.

4.5.4 Maintain a register of membership.

4.6 The Committee shall have the power to co-opt such members as it deems necessary. All such members shall have full rights as committee members.

4.7 The Committee shall hold meetings as and when they consider it necessary.

5 Finance

- 5.1** The financial year of the Club shall be from the 1st January to the 31st December in each year.
- 5.2** Cheques drawn on or Bank Transfers from a bank account of the Great Barton Computer Club shall be signed/approved by two Officers of the Committee.

6 Meetings

- 6.1** General Meetings shall be held as deemed necessary by the Committee.
- 6.2** In November each year there shall be an Annual General Meeting at which:-
 - 6.2.1** The members of the committee shall be elected.
 - 6.2.2** The Chairman and Honorary Treasurer shall make their annual reports.
 - 6.2.3** The checked accounts for the previous Financial Year shall be considered and, if appropriate, approved.
 - 6.2.4** The fees for membership shall be determined.
- 6.3** The quorum for the Annual General Meeting shall be 30% of registered paid up members.
- 6.4** Proposals put to the AGM shall be decided by a majority vote, unless the proposal concerns a constitutional amendment. The Chairman has a casting vote if there is no majority.
- 6.5** Members who are unable to attend an AGM may authorise the Chair to act as their proxy, casting their votes as the Chair sees fit after each proposal has been considered by the meeting. Such authorisation should be given by email not less than twenty four hours before the meeting.

7 Constitutional Amendment

- 7.1** Alterations to this constitution shall receive the assent of two-thirds of the members present at the meeting.
- 7.2** A resolution to alter the Constitution must be received by the Chairman at least twenty one days before the meeting at which the resolution is to be presented.
- 7.3** At least fourteen days prior to the meeting the Chairman shall give notice to the members of the proposal to alter the Constitution including the details proposed.
- 7.4** There shall be no alteration to Clause 8 (Dissolution) which could lead to the disposal of assets to the benefit of an individual.

8 Dissolution

On the winding up of the Great Barton Computer Club any assets remaining after all liabilities have been met shall be transferred to a club or charitable institution in the village of Great Barton.