

CONSTITUTION OF THE WATLINGTON MEMORIAL CLUB

1. NAME

The name of the Club shall be the Watlington Memorial Club (hereinafter called 'the Club').

2. OBJECT

The object of the Club shall be the provision in the interests of social welfare and without distinction of sex or of political, religious or other opinion of facilities for the recreational and leisure-time occupation of the inhabitants of Watlington and neighbourhood (hereinafter called 'the area of benefit') with the object of improving the conditions of life for the persons for whom the facilities are primarily intended.

3. TRUSTEES

The trustees of the Club who shall be four in number and all persons holding any property of the Club shall take such steps as may be necessary for the purpose of vesting in the Official Custodian for Charities all freehold and leasehold lands and other property at any time belonging to the Club.

The trustees shall be elected by the members present at the Annual General Meeting, with one trustee being elected each year for a term of office of four years; retiring trustees may seek re-election. Casual vacancies in the trustees may be filled by the General Committee until the next Annual General Meeting.

The trustees have the right to appoint a representative, who shall have the right to vote, to all meetings of the General Committee.

4. INDIVIDUAL MEMBERSHIP

Individual membership shall be open, on application to the Secretary of the Club, irrespective of political party, nationality, religious opinion, race or colour to:

- a) All persons over the age of 18 and living in the area of benefit, who shall be called full members.
- b) All persons under the age of 18 and living in the area of benefit, who shall be called junior members.

- c) Honorary and life membership can be awarded at the discretion of the General Committee.
- d) Senior citizens may become life members on the payment of the joining fee.
- e) The number of non-voting members shall at no time exceed 15% of the total membership.

Of the above, only junior members shall not have the right to vote at general meetings of the Club but may elect among themselves one representative to the General Committee who shall have the right to vote as if he or she were a full member.

Names and addresses of all members are to be kept on the premises.

5. GROUP MEMBERSHIP

Voluntary organisations (which shall be termed 'affiliated bodies') which operate in the area of benefit and which satisfy the General Committee that they are independent national or other organisations, may be given group membership of the Club by the General Committee. Affiliated bodies shall not have the right to vote at general meetings of the Club nor shall they be represented on the General Committee.

6. FINANCE

- a) Subscriptions. All members and affiliated bodies shall pay such subscriptions as the General Committee may from time to time determine. All basic subscriptions shall be paid to the Treasurer of the Club. Subscriptions for individual membership shall be the same for all members within the same category of membership as defined in 4. above, regardless of sectional membership.
- b) All monies raised by or on behalf of the Club shall be applied to further the objects of the Club and for no other purpose.
- c) The treasurer shall keep proper accounts of the finances of the Club.
- d) The accounts, including the accounts of Sections, shall be audited once a year by an auditor appointed at the Annual General Meeting.
- e) The audited statement of accounts shall be submitted by the General Committee to the Annual General Meeting.

7. MANAGEMENT

The management of the Club shall be conducted by a General Committee. The General Committee shall consist of:

- a) The officers of the Club.
- b) The Chairman of the Watlington Memorial Bar Club.
- c) The Chairmen of each section and sub-committee or his delegated representative. The latter shall not have the right to vote.
- d) Five representatives of full members to be elected from among and by themselves at the Annual General Meeting, who shall take on specific responsibilities as determined by the General Committee.

The General Committee shall be charged with the responsibility of maintaining the facilities of the Club and organising its management.

8. OFFICERS

- a) The Officers of the Club shall be a Chairman, Vice-Chairman, Secretary and Treasurer.
- b) The officers of the Club and other General Committee members shall hold office for two years from the date of the Annual General meeting at which they are elected, until the date of the second following Annual General Meeting.
The terms of office of General Committee members shall be so arranged that in each year one-half of the members (plus or minus one member if the total is an odd number) shall retire.
- c) The Chairman of the Club, or another General Committee member nominated by the Chairman, shall be an ex-officio member of all sub-committees.
- d) All retiring officers and members of the General Committee shall be eligible for re-election.

9. GENERAL COMMITTEE

The General Committee shall take the power to:

- a) Recognise such sections and arrange for the election of such sub-committees as they deem advisable, and may determine their powers end terms of

reference, provided that all proceedings and actions of such sections and sub-committees shall be reported to and ratified by the General Committee.

- b) Draw up such regulations as may be necessary for the good order and fulfilment of the objects of the club.
- c) Require all members, including sections and subcommittees, to seek the prior approval of the General Committee for any social function on the Club property or any major fund raising activity.
- d) Take such steps as may be deemed necessary for raising funds on behalf of the Club and to control its finances.
- e) Employ and make reasonable remuneration for such employee as may be necessary.
- f) Convene an Annual General Meeting of members once in each year in the month of September to conduct the following business:
 - i) To receive a report on the conduct of the Club's affairs by the General Committee.
 - ii) To receive the audited accounts of the Club.
 - iii) To elect trustees, officers of the Club and members of the General Committee and sub-committees.
 - iv) To appoint an auditor.
 - v) To discuss other matters as appropriate.

Notice shall be deemed to have been properly given if there is a notice placed on the Club Notice board at the Club's premises at least twenty-one days before the Annual General Meeting and in advance in a newspaper circulating in the area of benefit.

- g) Call an extraordinary General Meeting of members at discretion within twenty-one days notice, or within twenty-one days of receiving a written request to do so which has been signed by no fewer than fifty members having power to vote.
- h) Co-opt additional members of the General Committee and sub-committees, and fill vacancies as and when necessary.

The General Committee shall be the sole authority for the interpretation of this constitution and any regulations made there under.

10. RULES OF PROCEDURE

- a) Voting – All questions arising at any meeting shall be decided by a simple majority of those members present and entitled to vote, except as in paragraphs 10(d) and 12 below. No member shall exercise more than one vote, except that in the case of a tie the Chairman may exercise an additional casting vote.
- b) Quorum – one third of the members of the General Committee shall form a quorum thereof. Fifteen members or one third of the total membership, whichever is the lesser, shall form a quorum at the Annual General Meetings. Thirty members, or one third of the total membership, whichever is the lesser, shall form a quorum at Extraordinary General Meetings.
- c) Minutes – Minute books shall be kept by the General Committee and all sub-committees and the appropriate Secretaries shall enter therein a record of all proceedings and resolutions. All minute books shall be available to the General Committee on request.
- d) Alterations to the Constitution – Any proposal to alter the Constitution must be delivered in writing to the Secretary of the Club not less than twenty eight days before the Annual General Meeting or an Extraordinary General Meeting called under paragraph 9(g) above at which it is to be considered. These proposals will be displayed on the Club Notice Board at the Club's premises and on the Watlington Town Hall Notice Board, not less than twenty-one days before the date of the meeting at which they are to be considered. No amendment shall be made which will have the effect of causing the Club to cease to be a Registered Charity. In order to be accepted, any proposal shall have the approval of a two-thirds majority of those present and entitled to vote and shall not be put into effect until it has the written approval of the Charity Commission.

11. TERMINATION OF MEMBERSHIP

The General Committee shall have the right for good and sufficient reason to terminate the membership of an individual member or affiliated body provided that the member or person representing the body shall have the right to be heard by the General Committee before the decision is made.

12. DISSOLUTION

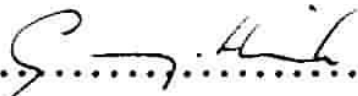
If the General Committee decides by a two-thirds majority at any time that it


is necessary or advisable to dissolve the club, it shall call a meeting of all voting members of the Club and of the other inhabitants of the area of benefit of the age of eighteen years and upwards, of which meeting not less than twenty-one days notice (stating the terms proposed) shall be posted in a conspicuous place or places in the area of benefit, and advertised in a newspaper circulating in the area of benefit. If such a decision shall be confirmed by a two-third majority of those present and voting at the meeting, the General Committee shall have the power to dispose of the assets held by or in the name of the Club.

In the event of dissolution, any assets remaining after the satisfaction of any just debts and liabilities shall be applied to charitable purposes for the benefit of the inhabitants of the area of benefit as the Committee may determine with the approval of the Charity Commission.

13. DECLARATION

This Constitution was adopted as the Constitution of the Watlington Memorial Club at a meeting duly convened on the 11th day of January 1985 at the Club's premises, 20 High Street, Watlington, Oxford.

Signed: .....
(Chairman)

Signed: .....
(Secretary)