

## **CONSTITUTION OF THE SHEFFIELD INTER-VARSITY CLUB.**

### **NAME.**

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

### **OBJECTS.**

2. The objects of the Club are:

a) to provide opportunities for cultural, social and athletic activities among graduates, past students and others of like interests, visiting and resident in Sheffield and surrounding areas;

b) to promote and encourage subsidiary societies for the furthering of the above aims;

c) to provide facilities for visitors or temporary residents from other Inter-Varsity Clubs and for its members visiting and temporarily resident in other places, in accordance with the reciprocal agreement of the Association of Inter-Varsity Clubs.

3. The Club and subsidiary societies shall manifest no political, religious or racial opinions nor be connected with any political, religious or racial body.

### **MEMBERSHIP.**

4. Application for membership is open to those who are either:

a) past students of higher education institutions.

b) other persons considered by the committee to have similar tastes and interests.

5. The Club may, by ordinary resolution, invite any person of standing to become an honorary member. Honorary members shall not be qualified to vote, but shall be entitled to all other benefits and privileges of membership.

6. All applications for membership are subject to the approval of the Committee who may take such steps as they may see fit to determine the applicants suitability for membership. Any person applying for membership who appears to the Membership Secretary to be suitable may be granted an extension to the facilities of the club

pending consideration of his application by the committee. The committee may, at its absolute discretion, refuse any application for membership without assigning any Reason

7. Every member of the Club shall communicate any change of their address in writing to the Membership Secretary.

8. Any member may resign membership by giving written notice to the Membership Secretary.

9. The Committee may, if they think fit, invite any member to withdraw from the Club within a specified time, and shall give such a member an opportunity of submitting their representations within that time. Failing such withdrawal the matter shall be considered at a further meeting of the Committee, and if two-thirds of the members of the Committee present vote for their expulsion, they shall thereupon cease to be a member of the Club.

10. Upon a person ceasing to be a member of the Club they shall forfeit all rights to claim upon the Club and its property and funds except for any claim notified to the Secretary within one month of expulsion.

11. All members shall be bound by the Constitution, Regulations and Standing Orders of the Club.

12. Membership of the Club shall be granted on payment of subscriptions subject to article 6.

13. Prospective members may attend any events listed in the bulletin over a 2 month period.

14. A motion may be put to the Annual General Meeting by the Committee over the fixing of subscription fee for the ensuing years. If no resolution is passed the subscriptions shall remain at the current levels.

15. A member joining during the Club year will pay a pro rata subscription from the time they apply for membership. Members who are prevented from regularly participating in the Club by reasons of physical remoteness, may apply for Associate Membership. Such members shall generally have to travel more than 30 miles to Sheffield, but the Committee shall have discretion in determining individual cases.

16. Associate members shall not be entitled to vote or hold office in the Club, or to claim reciprocal arrangements with other Inter-Varsity Clubs.

17. The Club's financial year shall run from 1st October to 30th September.

18. If any member fails to pay their subscription when it falls due, they are no longer entitled to attend Club functions. Subscriptions fall due on the 30th November and membership lapses on 31st December.

19. No member shall, except for services rendered at the request of the Club's Management Committee, on any pretence or in any manner, receive any profit, salary or emoluments from the funds or transactions of the Club.

#### CLUB MANAGEMENT.

20. The management of the club shall be delegated to an elected Committee, consisting of: Chair; Secretary; Treasurer; Membership Secretary; Publicity and Publications Secretary; Bulletin Editor; Activities Secretary; Association Liaison Officer.

21. The Committee may by resolution co-opt additional members who shall serve until the following Annual General Meeting subject to article 29 or their resignation.

22. A quorum of the Committee is to consist of 50% of the current membership of the Committee.

23. To be passed, a motion should have a simple majority, each member of the Committee present at the meeting shall have one vote except the Chairman who shall vote only in the event of a tie.

24. The Committee may appoint such sub-committees as it considers necessary or expedient, and may give them such powers and duties as it 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 may give.

25. The Committee shall meet at least once in every calendar month. Not less than three days clear notice shall be given of any meeting. 50% of the current membership of the Committee may call for a Committee meeting on giving appropriate notice.

26. Minutes of all meetings shall be taken and shall be available for inspection by any member of the Club.

27. The Committee may make Standing Orders to govern their own meetings and those of committees and sub-committees of the Club, and may make Regulations governing the conduct of officers of the Club, financial transactions of the Club and the use of the Club facilities by members.

28. It is the duty of the retiring Secretary at the Club's year end to make available to the new Secretary, the Standing Orders currently in force and an up-to-date copy of

the Constitution.

29. A Committee Member who fails to attend more than two consecutive Committee Meetings without providing a reason acceptable to the Committee shall be deemed to have resigned from the Committee.

#### **SUBSIDIARY SOCIETIES.**

30. A record of all receipts and payments should be kept and be open to inspection by the Committee. Reports on all financial transactions are to be made monthly to the Treasurer for inclusion in their report to the main Committee. No expenditure is to be entered into without prior consultation with the Treasurer.

31. Each subsidiary society shall be run by an organiser appointed by the Committee. The organiser may be removed or replaced by the Committee at any time they deem it desirable or necessary.

32. The activities of each subsidiary society shall be regularly reported for approval by the committee.

33. Additional fees or subscriptions from members for subsidiary societies or activities shall be fixed by the Committee if they deem it necessary or expedient.

34. Non members may attend the functions of subsidiary societies at the discretion of the organiser. They may be required to pay additional fees as laid down by the Committee.

#### **GENERAL MEETINGS.**

35. The Annual General Meeting shall be held in October or November each year, the date to be fixed by the Committee and published by the Secretary at least one calendar month in advance.

36. The agenda for the Annual General Meeting shall be distributed to reach members at least three days before the meeting.

37. The quorum for a General Meeting shall be 20% of the members.

38. The business of the Annual General Meeting shall include:

- a) reception of a financial report, to include the accounts and the auditors' comments;

b) reception of a report from the Secretary of the Club's activities during the previous year;

c) election of officers laid down in Article 20 and of three Honorary Auditors;

d) decisions on any motions on which six weeks notice has been given to the Secretary and which appear in the agenda for the meeting;

e) any other business agreed to by the Chairman, which may be discussed but not voted upon.

39. a) The committee may at any time order an Extraordinary General Meeting.

b) The Secretary must convene an Extraordinary General Meeting within 21 days of the receipt of a written requisition signed by at least 15% of the members, stating the purpose for which the meeting is required.

c) The principal business of an Extraordinary General Meeting shall be stated in the notice of the meeting which shall be published by the Secretary fourteen days before the meeting. Motions relevant to this business shall be submitted to the Secretary at least seven days before the meeting. The agenda shall be drawn up by the Secretary to include such motions.

40. No business shall be discussed at an Extraordinary General Meeting other than that on the agenda.

41. At all general meetings every ordinary member of the Club present shall be entitled to one vote on every motion, except that the Chairman shall only vote where a casting vote is required.

42. The ultimate control of a General Meeting shall be in the hands of the Chair.

43. Minutes of all General Meetings shall be taken and shall be open to inspection by any member of the Club.

#### **ELECTION.**

44. All nominations must be signed by at least two members of the Club and the consent of the nominee obtained. All nominees except Honorary Auditors must be

members of the Club. Any member retiring shall be eligible for re-election to any post.

45. Elections shall be by secret ballot.

46. Any vacancies remaining from the Annual General Meeting or occurring during the year shall be filled by election at a meeting of the Committee. All Committee Members shall receive at least seven days notice of such an election.

47. All persons elected shall hold office until the following Annual General Meeting subject to Article 29 or their resignation.

#### **ACCOUNTS AND AUDIT.**

48. At least two Honorary Auditors out of three elected by the Annual General Meeting shall audit the accounts after the end of the current financial year and before the Annual General Meeting.

#### **DISSOLUTION.**

49. If, at any General Meeting of the Club a resolution for the dissolution of the Club be passed by the majority of the members present, a poll of all members shall be held not less than one month and not more than three months thereafter. If such a resolution be confirmed by two-thirds of the voting in the Poll the Committee shall thereupon, or at some future date as shall be specified in such a resolution, proceed to realise the property of the Club and after discharge of all liabilities shall divide the remainder equally among all members or dispose of it in accordance with the resolution.

Honorary and Associate members shall have no claim on any such residue.

#### **INTERPRETATION AND AMENDMENT OF CONSTITUTION.**

50. The Committee shall be the sole authority of the interpretation of these Articles of Constitution and of any Regulations made thereunder, and the decision of the Committee on any question of interpretation or upon any matter affecting the Club and not specially provided for by these Articles or by any Regulation made thereunder, shall be final and binding upon members.

51. These Articles of Constitution may be added to, repealed or amended by resolution of a General Meeting, the intention of which shall have appeared in the notice of, or agenda for, such a meeting, provided that two-thirds of the members present and eligible to vote are in favour thereof.

52. Any proposals for alterations to the Constitution shall be submitted to the Secretary at least six weeks before the General Meeting at which they are to be discussed. All members of the Club shall be informed of any such proposals at least two weeks before the appropriate meeting.

October 1994.