

## **CONSTITUTION OF THE NEW CHALET CLUB**

### **1. Name of Association**

The Association shall be called The New Chalet Club (hereafter referred to as "the Association").

### **2. Objects of the Association**

a) To foster interest in and study of the life and works of Elinor M Brent-Dyer.

b) In furtherance of the above objects, the Association shall be non-party as to politics, non-sectarian as to religion and entirely non-discriminatory in regard to all other matters.

### **3. Membership**

a) Membership shall be open to any person who shares the aims of the Association.

b) There shall be at least two categories of membership, one of which must be junior (age 17 and below). Membership categories shall be determined by the Annual General Meeting on the recommendation for the Executive Committee. The privileges of membership (except voting rights) shall be the same for each category of member. Junior members may not stand or vote for any elected Committee post except that of Junior co-ordinator.

c) Each member shall pay an annual subscription as determined by the Annual General Meeting on the recommendation for the Executive committee, that for Junior members to be fixed at a lower rate than for adult members.

d) It shall not be competent for any member who is in arrears of subscription to take part in any deliberations of the Association, nor such person hold, or be eligible for, any post in the Association.

e) Any member who has received reasonable notice in writing of that the fact that her or his subscription is in arrears, and who does not pay that subscription by the end of the calendar year in which she/he is a defaulter, shall be removed from the Association's membership records and lose all privileges of a membership unless and until an annual subscription is paid.

f) The Executive Committee may, by a decision made by a two-thirds majority of the Committee, withhold or withdraw membership of the Association from anyone whom they consider to be unsuitable. The individual may appeal to the Annual General Meeting against any such ruling.

### **4. Annual General Meeting**

a) An Annual General Meeting shall be held, date and place to be decided by the Executive Committee.

b) The Annual General Meeting shall be open to all members, who must be notified in writing by the Secretary of the Association of the time and

venue of the meeting at least eight weeks before the meetings is to take place. Minutes of the Annual General Meeting should be taken by the Secretary and circulated to all members.

c) Any member of the Association shall be competent to place an item on the agenda for discussion at the Annual General Meeting but all items for the agenda must be notified in writing to the Secretary of the Association at least six weeks before the meeting is to take place.

d) The quorum of the Annual General Meeting shall be twenty members present. In the event of any vote being tied, the Chair shall have the casting vote.

## **5. Extraordinary General Meeting**

a) The Secretary shall convene an Extraordinary General Meeting at the request of the Executive Committee or at the request, in writing, of not less than twenty members of the Association.

b) At least one calendar month's notice of such an Extraordinary General Meeting shall be given in writing by the Secretary to all members.

## **6. President**

a) There may be a President of the Association, who shall be nominated in writing by at least two members of the Association and who must be approved by members of the Association by a simple majority of the members who vote in a postal ballot.

b) Once approved, a President shall remain in position until death, or until she or he chooses to retire.

## **7. Patron**

a) There may be a Patron or Patrons of the Association, who shall be nominated in writing by at least two members of the Association and who must be approved by the members of the Association by a simple majority of the members who vote at the next following AGM.

b) Once, approved a Patron shall remain in position until death, or until she or he chooses to retire.

## **8. Chair**

a) The Chair shall be responsible for conducting the business of the Association and shall preside over the Annual General Meeting of the Association and over the meetings of the Executive Committee.

b) If a vote take by the Executive Committee or at the Annual General Meeting is tied, the Chair shall have the casting vote.

c) If the Chair is unable to preside over a meeting of the Executive Committee, the Executive Committee shall elect from amongst themselves a Chair for that meeting.

## **9. Secretary**

a) The Secretary shall be responsible for taking, recording and circulating the minutes of the meeting of the Executive Committee and the Annual

General Meeting, and shall be responsible for keeping the record of the Association.

- b) The Secretary shall, under the direction of the Chair, conduct correspondence on behalf of the Association.
- c) The Secretary shall be responsible for notifying members of the Executive Committee of the time, date and place of Committee meeting and for drawing up the agenda prior to each meeting.
- d) The Secretary shall be responsible for notifying all members of the Annual General Meeting of the Association, as required in clause 4 above, and shall compile an agenda.

### **10. Treasurer**

- a) The Treasurer shall keep the account of the Association, and record all money paid and received on behalf of the Association.
- b) The treasurer shall draw up an annual account of the Association's financial position.
- c) The Executive Committee shall appoint two persons (who may be members of the Association but who must not be members of the Executive Committee) to act as independent auditors to audit the accounts once a year.
- d) The audited annual account must be presented by the Treasurer (or in the absence of the Treasurer by another office holder of the Association) to the members of the Association at the Annual General Meeting. A copy of the annual account must be made available for inspection.
- e) The Treasurer shall be responsible for the administration of the Association's bank account. There shall be at least two signatories for each cheque made out by the Association, each one of whom must be an elected member of the Executive Committee. One of the signatories must normally be the Treasurer.

### **11. Membership Secretary**

- a) The Membership Secretary shall be responsible for conducting all correspondence concerning membership of the Association.
- b) The Membership Secretary shall maintain records of the membership of the Association, including a mailing list of members, in accordance with the provisions of the Data Protection Act. The membership list may not be made available to any person, company or organisation without the written authority of the Executive Committee.
- c) The Membership Secretary shall send each member a written reminder of any subscription due.

### **12. Editor**

- a) A regular Journal shall be produced and sent out to all members of the Association. The Editor shall be responsible for the production of the Journal and shall consult the Editorial Sub-Committee of the Executive Committee.
- b) The Editorial Sub-Committee shall consist of the Editor; up to three

members of the Association and the Chair of the Association.

c) In the case of any irreconcilable dispute arising within the Editorial Sub-Committee, the matter must be referred to the Executive Committee of the Association.

d) The Editor shall be responsible for ensuring that a brief account of the decision of the Executive Committee is made available to members in the Journal.

e) Apart from the Editor and the Chair, members of the Editorial Sub-Committee shall not normally be members of the Executive Committee.

### **13. Junior Co-ordinator**

a) The Junior Co-ordinator will be responsible for consulting with junior members of the association, and for representing their view to the association as a whole and to the Executive Committee.

b) The Junior Co-ordinator shall be a full member of the Executive Committee.

c) Only those members over and including age 15 are eligible to stand for the post of Junior Co-ordinator.

### **14. Executive Committee**

a) The Executive Committee of the Association shall consist of the Chair, Secretary, Treasurer, Membership Secretary, Editor (The Officers of the Association); the Junior Co-ordinator; and up to six members. Each Officer must be nominated in writing by at least two members of the Association, and the other members of the Executive Committee must be nominated in writing by at least one member of the Association. Such nominations must be agreed by the Executive Committee and confirmed by the members of the Association at the following AGM.

b) If two or more persons receive an equal number of votes, lots must be drawn.

c) Each member of the Executive Committee shall be elected for a term of three years and may be nominated for re-election for further three year terms.

d) The Executive Committee shall have the power to co-opt four members of the Association for a specific purpose or a limited time.

e) For the avoidance of doubt, no one person may sit on the Executive Committee in more than one capacity.

f) The Executive Committee shall have the power to deal with the funds of the Association in accordance with the objects of the Association set out above.

g) Members of the Executive Committee may be reimbursed for expenses which they incur in connection with their function as Committee members. Expenses will be paid in accordance with any policy laid down for the time being by the Executive Committee. All such claims must be supported by written evidence of the expenditure concerned.

## **15. Changes to the Constitution**

- a) Amendments to this constitution shall be by resolution passed by no fewer than two-thirds of those members present and voting at an Annual General Meeting.
- b) Such a resolution shall not be considered unless notice of intention to move the resolution be submitted in writing at least eight weeks before the Annual General Meeting and such a resolution be proposed by at least twenty members.
- c) Notice of such a resolution must be given in writing by the Secretary of the Association to all members not less than six weeks before the Annual General Meeting.

## **16. Honorary Membership of the Society**

- a) Any person who has given substantial service to the Association may be elected to honorary life membership, including voting rights.
- b) Honorary life members must be nominated in writing by at least two members of the Association. Such nominations be sent to the Secretary of the Association at least six weeks before an AGM and must be approved by the membership of the Association at the AGM.

## **17. Dissolution**

- a) The Association may, at any time, be dissolved by a resolution properly proposed and accepted in accordance with clause 14 above.
- b) Such a resolution shall give instructions for the disposal of any assets held in or by the Association provided that, if any property remains after the satisfaction of all debts and liabilities incurred by or on behalf of the Association, such property shall not be paid to or distributed among the members of the Association, but shall be given or transferred to such charity or charities register by the Charity Commissioners as an Annual General Meeting or Extraordinary General Meeting may determine.