

Fornham All Saints Computer Club

CONSTITUTION

1 Name

The name of the organisation shall be the Fornham All Saints Computer Club

2 Objectives

The objectives of the Club shall be to give all people living in Fornham All Saints and the surrounding area the opportunity to gain knowledge in the use of computers.

3 Membership

- Membership of the Club shall be open to anyone living in Fornham All Saints or the surrounding area upon paying such membership fees as are prescribed. Applicants resident outside the village are welcome but there is no guarantee of home support.
- Membership applications shall be approved by the committee.
- 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

- 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.
- All members of the committee shall be elected at the Annual General Meeting and shall serve for one year. Each shall be eligible for re-election.
- The Chairman shall conduct all meetings in accordance with the Constitution of the Club.
- The Honorary Secretary shall keep and prepare minutes for all meetings.
- The Honorary Treasurer shall:
 - Administer income and expenditure and keep accurate and up-to-date accounts.
 - Arrange for an independent examination of the accounts for each financial year.
 - Present audited income and expenditure accounts and a balance sheet at the Annual General Meeting.
- Maintain a register of membership.
- The Committee shall hold meetings as and when they consider it necessary.
- 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.

5 Finance

- The financial year of the Club shall be from the 1st January to the 31st December in each year.
- Cheques drawn on a bank account of the Fornham All Saints Computer Club shall be signed by two officers of the club.

- An independent auditor shall be appointed at each Annual General Meeting and shall be eligible for re-appointment.
- A Quarterly Financial Report will be circulated to member.
- Three Officers of the club will be authorized to sign cheques.

6 Meetings

- General Meetings shall be held not less than once every six months.
- The meeting held in June each year shall be the Annual General Meeting at which:
- The members of the committee shall be elected.
- The Chairman and Honorary Treasurer shall make their annual reports.
- The audited accounts for the previous Financial Year shall be considered and, if appropriate, approved.
- The fees for membership shall be determined.
- The quorum for General Meetings shall be 30% of registered paid up members.

7 Constitutional Amendment

- Alterations to this constitution shall receive the assent of two-thirds of the members present.
- 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.
- 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.
- 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 Fornham All Saints Computer Club any assets remaining after all liabilities have been met shall be transferred to a club or charitable institution in the village of Fornham All Saints.

June 2016