

## The Hayling Society Constitution

### **The Society**

1. The society shall be called The Hayling Society, hereinafter referred to as "the Society".
2. The object of the Society is to improve Hayling Island and the lives of those living, working or visiting Hayling Island.

### **The Committee**

3. A committee consisting of Chairman, Vice-Chairman, Secretary/Treasurer and Member without Portfolio will manage the affairs of the society.
4. All offices within the Society shall be strictly honorary and held for a term of 12 months.
5. The Committee shall meet not less than twice during its year in office. 3 members shall be a quorum. The Secretary or an appointed deputy shall keep minutes of each Committee meeting, which shall be approved and signed as a true record at the Committee meeting next following.
6. The Committee shall be empowered to co-opt members to replace any Committee member resigning or dying during their period of office.
7. The Committee may appoint from its own numbers or from the general membership of the Society any sub-committee, which it deems necessary to undertake any particular project.
8. The Committee shall have power (in brief) to employ persons to carry on the work of the Society, to publish magazines and pamphlets, to appeal for funds, to hold property and raise money on the security of it.
9. If an a Committee member is absent from a committee meeting or a society meeting on three consecutive occasions without supplying apologies, he/she is deemed to have resigned.

### **Membership**

10. Membership shall be open to all persons having interest in Hayling Island, whether or not they are residents of the island.
11. The Membership will consist of all general members and committee members whose subscriptions are fully paid.
12. Members shall pay an annual subscription of such sum as shall be determined by the Annual General Meeting. Subscriptions shall be due on 1st January each year. Persons joining after the half year shall pay half the full subscription.

### **The Constitution**

13. A copy of the Society's Constitution and Rules shall be made available to members via the web pages of the Society.
14. No alteration of this Constitution shall be made except at an Annual General Meeting of the Society when a two-thirds majority of members present and voting will be required for an alteration to be passed.
15. Amendments to this Constitution shall be proposed by the Committee or by 12 members of the Society, in writing to the Secretary at least three weeks prior to the Annual General Meeting.

## **Meetings**

16. An Annual General Meeting of the members shall be held in February of each year, at which Officers and Committee shall be elected for the ensuing twelve months and the subscription for the forthcoming year shall be fixed. Members shall be given at least three weeks' notice, in writing, of the date, time and place of the Annual General Meeting. 12 members, or one-third of the total membership (whichever is the least) shall form a quorum. The Secretary or an appointed deputy shall keep minutes of each Annual General Meeting, which shall be approved and signed as a true record at the next Annual General Meeting.
17. An Extraordinary General Meeting of the members may be called at any time at the request of the Committee or of at least 12 current members of the Society. At least three weeks' notice shall be given in writing to all members of the date, time, place and purpose of the Extraordinary General Meeting. When an Extraordinary General Meeting is held on the same day as the Annual General Meeting, the Extraordinary General Meeting shall be held first. 12 members, or one-third of the total membership (whichever is the least) shall form a quorum. The Secretary or an appointed deputy shall keep minutes of each Extraordinary General Meeting, which shall be approved and signed as a true record at the next Annual General Meeting.
18. All members shall have equal voting rights at Annual or Extraordinary General Meetings. Except in the case of a tied vote the Chairman shall exercise a casting vote.
19. Nominations to the Committee may be made in writing to the Secretary at least one week prior to the Annual General Meeting. All nominations shall be proposed and seconded and must have the consent of the nominee. Written nominations must bear the signatures of the proposer, seconder and nominee.
20. If two or more candidates run for the same position, a vote will be taken of the members present at the Annual General Meeting.
21. No one shall be admitted to membership less than 24 hours before an Annual General Meeting or Extraordinary General Meeting

## **Properties**

22. The Society shall maintain a current account with a national clearing bank. Funds in excess of those required for current use shall be invested in a building society or similar interest earning account. Withdrawals from all accounts operated by the Society shall be authorized by the signatures of three committee members.
23. The Treasurer shall maintain accounts of the Society's funds. The accounts shall be available for inspection by the Committee at any time and shall be made available to the membership annually after the end of the Society's financial year and before the Annual General Meeting. The Society's financial year shall be from 1<sup>st</sup> February to 31<sup>st</sup> January.
24. The Committee may obtain and hold items of equipment for the benefit of the Society. The Committee shall maintain an inventory of all such equipment owned by the Society.
25. Essential records shall be retained throughout the Society's existence. These shall include, as a minimum, copies of account statements and minutes of all Committee meetings, Annual General Meetings and Extraordinary General Meetings.

### **Causes**

26. Any member of the society can propose a cause to be supported.
27. All causes supported will be directly related to Hayling Island and be of a finite nature (as opposed to an ongoing commitment).
28. The committee will compile a short-list of causes based on each proposed cause meeting the above criteria and being seen as achievable.
29. Short-listed causes will be published periodically, at the committee's discretion and a poll of members taken as to what cause should be the next to be supported. Where one cause has a clear majority this will be the next cause supported. Where there is a tied vote the committee will collectively have a casting vote.

### **Dissolution**

30. The Society may at any time be disbanded on the vote of a majority of the members at an Extraordinary General Meeting. Upon such a decision being made, all properties shall be disposed of in accordance with the wishes of the meeting. All funds remaining after the settlement of the Society's due debts shall be given to a registered charity, as agreed at the meeting.