

London Irish Network



Constitution

1. Name

The Name of the club shall be “The London Irish Network”.

2. Objectives

The objectives of the club shall be;

- a) To organise events of a social, cultural and sporting nature for members.
- b) To provide a focal point for members wishing to arrange visits or outings, since the range of activities should reflect the wishes of the members.
- c) To provide and issue information about events etc. organised by other bodies, which may be of interest to members of the club.
- d) The club is not affiliated to any religious or political organisation.

3. Membership

- a) Membership of the club shall be open to all Irish people, those of Irish descent, and those with Irish interests.
- b) Membership is open to people of 18 and over.
- c) The club reserves the right to decline an application.
- d) Application for membership must be made on the official membership form and be accompanied by the membership fee.
- e) The membership subscription shall be as determined by the club at the preceding AGM.
- f) Subscription for membership renewal will become due one year after joining. Membership will lapse if the annual subscription is still unpaid 4 weeks after it is due.

g) Membership Concessions can be applied at the discretion of the Committee.

h) An Honorary Member shall be a person who has rendered exceptional service to this Club.

Honorary Members shall be nominated by the Committee and elected for life by a two-thirds majority at an AGM. Such an election shall be an exceptional occurrence. Every such election shall be announced in the Club programme. Honorary Membership shall carry all the rights and privileges of full membership.

i) A potential new member shall be allowed to attend 3 Club events, including the new member's night, before deciding to join.

4. The Committee

a) The members must elect a committee to manage the affairs of the club as specified below.

b) The committee shall consist of at least 7 members of the club although a maximum of 11 is allowed.

c) The exact number in a given year to be advised by the outgoing committee and ratified by the AGM.

d) The committee shall be unpaid, however, committee membership fees may be waived at the discretion of the AGM.

e) Each Committee shall be valid for 1 year, and shall be deemed to be dissolved at the AGM following the one at which the committee was formed.

f) Any committee vacancy, which occurs between AGMs, may be filled by a member of the club who has been co-opted by the committee.

g) If the number of co-opted members should exceed one-third of the total number of committee members however, an extraordinary general meeting must be called within 30 days to confirm such appointments.

h) A committee member who misses 3 consecutive committee meetings without adequate explanation shall be deemed to have resigned.

i) The committee shall consist of the following;

i. A Chairperson who will address general meetings of the club, chair committee meetings and the AGM.

ii. A General Secretary who will keep the minutes of the club meetings, present these on request to the members, and undertake any correspondence required.

iii. A Treasurer who will keep an accurate record of all moneys received and spent by the club, who will be responsible for keeping membership informed as to the state of the club's finances & who will draw up an annual account of the clubs income & expenditure at the end of the financial year.

iv. A Publicity Officer whose responsibility will be publicising the club.

v. A Membership Secretary whose primary responsibility shall be the maintenance of up-to-date membership records.

vi. A Event Co-Ordinator whose primary task shall be ensuring quality programme production to appointed deadlines.

vii. A Website Co-Ordinator who is responsible for the proper operation of both the LIN website and database.

viii. Other Committee Members as required to assist in club administration, promotion, and organisation of major events.

j) At committee meetings, decisions will be reached by agreement of a simple majority of members present provided:

i. That more than half of the committee members are in attendance.

ii. All committee members have been given adequate prior notice of meeting.

k) The Chairperson at any meeting will only have a casting vote. If the club's elected Chairperson is unable to attend such a meeting, another member will be asked to substitute for the purposes of chairing that meeting only.

5. Elections

a) The election of the committee members shall take place at the AGM, which will normally occur on the last Saturday or Sunday of February each year.

b) All Committee Positions to be elected will be listed on the Nomination Form.

c) Nominations should be made 7 days in advance of the AGM and may also be made at the AGM.

d) Elections will be by secret ballot if

1) There is a contest for a position, and/or

2) The number of nominees exceeds the required committee number

e) The Committee Elections will be supervised by a Returning Officer & Teller who shall be Members independent of the Committee as chosen by the AGM.

g) Postal or proxy votes are not allowed for elections to Committee at the AGM or for any other AGM votes.

h) If the outgoing Chairperson is standing again for re-election, the chairperson will not preside during the actual period when the election is taking place.

6. Funds

a) All income received by the club must be used only for payment of costs incurred in pursuit of the clubs objectives, except that income which is explicitly advertised as being raised for Charity, which shall then be directed towards the named charity within 30 days.

b) The Treasurer and 2 other current committee member signatories for club cheques will be responsible for ensuring that the club's funds are used for these purposes only, although no financial liability will be incurred where these members have acted in good faith. The two other current committee member signatories for club cheques will be the Chair and the Secretary. If the Club has a second account then the signatories for cheques from this account will be the Treasurer and two Committee members other than the Chair and the Secretary.

c) Prior to the AGM, the Treasurer will ensure that the club's accounts are checked by an assessor who is a qualified Accountant acceptable to the committee as a whole, and who is not a member of the committee for the year to which those accounts apply. This assessor should only serve in the above role for three years unless the club is unable to identify a suitably qualified assessor to full this role. The agreed club accounts for the year should be signed and dated by the Treasurer, the Chair and the assessor..

d) Any member of the club may see the accounts after giving 30 days notice to the Treasurer.

e) Should the club be dissolved at any time, any remaining funds and assets will be frozen for 6 months & then donated to a registered charity in accordance with the wishes of the majority present at an AGM or EGM called to effect such a dissolution.

f) The Clubs Financial Year will run from 1st January & End on 31st December.

g) An inventory of Club Property shall be maintained.

h) In the event of the club purchasing any capital items the Committee will agree with the assessor of the club's accounts in the year of the purchase of the equipment a procedure to measure any depreciation in the value of the above asset. Before any club asset is written off the Committee will have agreed with the assessor of the club's accounts that the asset requires to be written off and the procedure for the disposal of this written off asset.

i) A committee member, or a LIN member acting on behalf of the Committee, should not purchase any new capital items, new materials or new services for LIN which cost over £100 until the above Committee member or LIN member has:

- (i) Obtained three quotes for the above capital items, materials or services;

- (ii) Referred the above quotes to LIN's Committee;
- (iii) Received authorisation from LIN's Committee, after examining the quotes, to purchase the relevant capital item, materials or services.

j) LIN should not purchase capital items, materials or services from an existing LIN Member or from a former LIN member until this member/former member has ceased to be a member of the club for a full year, or, in the case of a former Committee member of LIN, three years. This restriction also applied to companies representing a LIN member or companies which a LIN member is a director of.

k) A Committee member or a LIN member acting on behalf of the Committee, should not purchase capital items, materials or services for LIN from someone who is either a family member, relative, partner in a relationship, business partner, their employer or their employee. This restriction also applies to companies representing the above categories of people or companies these categories of people are directors of.

l) There is a cap of £6,000.00 (pounds six thousand only) on annual expenditure on any one individual item.

7. Web Site

a) All postings to the Message Board on the Club's web site must be in the Club member's name only.

b) The Website Co-ordinator will remove any messages on the club's website message board that contain personal or defamatory attacks on LIN members or discriminatory or prejudicial language or opinions. The Website Co-Ordinator will inform the sender of such messages the reason for their message being excluded from the website message board and report back to the Committee on any such messages. The Committee reserves the right to remove access to the website for a member who persists in sending messages to the website message board that require removal (if the Website Co-Ordinator post is not approved then this should be the Secretary instead).

c) Any password relating to the overall control of the website or its domain should be held by the following LIN Committee members: the Chairperson, the Website Co-Ordinator and the Membership Secretary. (If the Website Co-Ordinator is not approved, than this should be the Secretary instead.)

8. Alterations to The Constitution

a) Such alterations may be made at either at the AGM or at an EGM called for this purpose. Such meetings may be called at any time by the General Secretary at the request of 2 members, giving at least 14 days notice of the matter to be discussed to all members. It is necessary to get 2/3 of the votes cast to make such an alteration. Voting will be by a show of hands unless 10 members demand a secret ballot.

b) A quorum for an EGM shall be 15 full members excluding the committee.

9. Dissolution of the Club

The club may be dissolved at any time provided 21 days notice of a meeting to discuss the matter has been given to all members, and provided three quarters of those attending such a meeting are in agreement.

10. Monthly Meetings

A monthly meeting may be held where all members are welcome to attend for general discussions and presentation of ideas.

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