

CONSTITUTION OF NOTTINGHAM IVC

Name

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

Objectives

2. The objectives of the Club are:
 - (a) To provide opportunities for social, cultural and recreational activities among graduates and other people of similar interests resident in and visiting Nottingham and its environs.
 - (b) To provide facilities for visitors or temporary residents from other Inter-Varsity Clubs, in accordance with the Reciprocal Agreement of the Association of Inter-Varsity Clubs.
3. The Club shall not hold or express any political, religious or racial opinions, nor shall it be associated with any member which does, nor shall any member use the facilities of the Club to pursue any political, racial or religious activities.

Membership

4. Subject to the provisions of Article 8, the following shall be eligible for membership of the Club:
 - (a) Graduates and undergraduates of Universities and Colleges and other institutions of higher education.
 - (b) Other persons not eligible under Article 4(a), if in the opinion of the Committee, they have similar tastes and interests.
5. The Committee may, by resolution, invite any person of standing to become an honorary member. A General Meeting may invite any person of standing to become an Honorary Vice President.
6. Past and present students of Commonwealth and Foreign Universities and past students of Institutions mentioned in Article 4(a), if staying in Great Britain for a short period, may become temporary members. No Joining Fee shall be charged to temporary members, and subscriptions shall be fixed by the Committee. The Committee may, at its absolute discretion, refuse to accept any Person as a temporary member, without assigning any reason.
7. Honorary and temporary members shall not be qualified either to vote at General Meetings or to hold any office except President or Honorary Vice-President. They shall be entitled to all other benefits and privileges of membership, except as provided in Article 42.
8. All applications for membership are subject to the approval of the Committee, which shall take such steps as it thinks fit to determine the applicant's suitability for membership. The Committee may, at its absolute discretion, refuse any application for membership without assigning any reason.
9. The Club shall not knowingly admit as a member any person who has been expelled, or who has been refused membership by any Constituent Club of the Association of Inter-Varsity Clubs, without consultation with such Association.
10. Members of other Inter-Varsity Clubs which are members of or affiliated to the Association of Inter-Varsity Clubs may, subject to the payment of such supplementary fees or subscriptions as may from time to time be laid down by the Committee, enjoy all the privileges of membership of the Club, provided that at the same time they comply with the rules and regulations of the Club.

11. The subscription for members and joining fee (if any) shall be fixed by resolution of a General Meeting, provided that notice of intention to change such fee or subscription shall first have appeared in the Agenda or notice of the meeting.
12. Every member shall be notified of the date on which his subscription falls due. If, after one month from that date, he has not paid his subscription, his membership shall lapse forthwith. If any lapsed member wishes to renew his subscription within twelve months of the renewal date, he shall be liable to the full subscription from that date and any joining fee that may apply at the time. If after twelve months a lapsed member wishes to renew his subscription it will be necessary to submit a formal application to the Committee.
13. Any member may resign membership by giving the Membership Secretary notice in writing to that effect and settling any liabilities with the Club. A person ceasing to be a member of the Club shall not be entitled to the return of all or any part of the subscriptions paid to the Club.
14. Members are expected to behave in accordance with the clubs "Code of Conduct". Disputes and complaints about behaviour will be dealt with in accordance with the clubs "Guidance on Handling Disputes". Both these documents can be obtained from the club Secretary. In the event of serious or repeated misconduct by a member, which is incompatible with their continued membership of the club, their membership may be revoked.
15. Upon a person ceasing to be a member of the Club he shall forfeit all right to and claim upon the Club and its property and funds except for any claim notified to the Membership Secretary in writing at the time of resignation under Articles 13 or 14 or within one month of a notice of expulsion being sent to him.
16. Every member shall communicate to the Membership Secretary any change of his own address.
17. No proceedings of the Club shall be invalidated solely because of the discovery subsequent thereto of some accidental omission to give notice.

Management

18. The officers of the Club shall include a Chair, Secretary, Treasurer, Membership Secretary, Association Liaison Officer and Activities Secretary. The Chair, Secretary and Treasurer may hold their offices for not more than three consecutive years.
19. The management of the Club shall be deputised to a Committee consisting of:
 - (a) The officers mentioned in Article 18.
 - (b) Those ordinary members of the Committee elected in accordance with Articles 26 and 27 of the Constitution.
20. The Committee of any Sub-Committee may by resolution co-opt any person who has special knowledge of any matter under discussion, but such a person shall have no vote.
21.
 - (a) The Committee may appoint such Sub-Committees as it considers necessary or expedient and may depute or refer to them such powers and duties 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 might give.
 - (b) The Chair, Secretary and Treasurer shall be entitled to attend any Committee or Sub-Committee of the Club.
22. Any Committee or Sub-Committee may act despite any vacancy thereon.
23. The Committee may make standing orders to govern its own meeting and those of Sub-Committees of the Club and may make regulation governing the conduct of officers of the Club and the use of Club facilities by members.

24. The Committee shall have the power to appoint, pay and dismiss such servants of the Club as it deems necessary and may elect any such servant to temporary member of the Club during his tenure of office or for a shorter time, as it thinks fit.
25. The Treasurer shall be responsible for the funds of the Club, which shall be kept in a recognised bank or building society account in the name of 'Nottingham Inter-Varsity Club'. Cheques must be signed by any two designated Committee members who must give account to the Treasurer.

Elections

26. At the Annual General Meeting an election shall be held for:
 - (a) The Officers of the Club as defined in Article 18.
 - (b) A second Activities Secretary, a Functions Officer, a Publicity Officer, a Bulletin Editor and a New Members Officer.
 - (c) If any committee post is uncontested then a vote must still be held. The candidate must receive a majority vote of the members present.
27. All nominations must be signed by at least two members of the Club and the written consent of the nominee obtained. All nominees must be members of the Club.
28. Any vacancies remaining from the Annual General Meeting or occurring during the Year shall be filled by election/co-option at a meeting of the Committee. At least seven clear days notice shall be given of all such elections.

Dismissal of Committee Members

29.
 - (a) A Committee member may be dismissed by at least two thirds of all the other Committee members on grounds of either a breach of the Constitution or for some other serious reason showing that he should no longer remain in office. An explanation shall be given to all Club members without delay and to the next General Meeting.
 - (b) A Committee Member shall be deemed to have resigned if they are absent from four consecutive committee meetings without good cause.

Meetings

30. Not less than fourteen days' notice shall be given of any General Meeting.
31. The Annual General Meeting (AGM) shall be held in May every year, the date to be fixed by the Committee and published, together with the agenda, by the Secretary at least fourteen days in advance.
32. The business of the AGM shall include:
 - (a) Reception of a financial report to include the audited accounts for the preceding year.
 - (b) Reception from the Chairman of a report of the Club's activities during the previous year.
 - (c) Elections of Officers and Ordinary Committee Members as laid down in article 26.
 - (d) Appointment of an Auditor.
 - (e) Any motion relevant to the meeting of which seven days notice has been given to the Secretary.
 - (f) Any other business agreed to by the meeting.
33. The Committee may at any time order an Extraordinary General Meeting (EGM). The Secretary shall convene an EGM within twenty one days of the receipt of a written requisition signed by at least twenty

of the Members stating the purpose for which the meeting is required or within such longer period as is stated in such requisition. The principal business of an EGM shall be stated in the notice of meeting or in a preliminary agenda circulated at least fourteen days before the meeting. The final agenda for an EGM incorporating any motions relevant to the purpose of the meeting received by the Secretary shall be drawn up by the Secretary and be available to any member at least seven days before the meeting. No business shall be discussed at an EGM other than that on the Agenda.

Quorum and Voting

34. The quorum for any General Meeting shall be ten per cent of the members or fifteen (whichever is the lesser number).
(See Note 5 below.)
35. At all General Meetings of the Club every member present shall be entitled to one vote, the Chair shall have the casting vote. Voting shall be by a show of hands unless ten members request a secret ballot. Any member unable to attend any AGM who wishes to vote should apply in writing to the Secretary for a postal vote. Completed postal ballot papers should be delivered to the Secretary by last post on the day before the AGM. (See Note 2 below.)
36. The Committee shall meet regularly throughout the year and at least 11 times in the year. (See Note 3 below.)
37. Not less than three clear day's notice shall be given of a Committee Meeting. The quorum for a Committee Meeting shall be four persons. Any committee member may call an Extraordinary Committee Meeting (ECM). Less than 3 days notice may be given of an ECM provided that all Committee members are invited and the majority confirm receipt of such notice before the meeting. The principal business of an ECM shall be stated in the notice of the meeting and no other business shall be discussed at an ECM other than that on the Notice. (See Note 4 below.)
38. Minutes of all meetings shall be taken and shall be open to inspection by any member of the Club on application to the Secretary.

Account and Audit

39. The financial year of the Club shall end on the 31st March in each year.
40. Auditors shall audit the accounts after the end of the financial year and before the Annual General Meeting.
41. No member shall, except for services rendered at the request of the Committee, on any pretence or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club.

Dissolution

42. If, at any General Meeting of the Club, a resolution for the dissolution of the Club be passed by two-thirds 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 those voting in the poll, the Committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the Club, and after discharge of all liabilities, shall divide the residue equally among the members, or shall dispose of it in accordance with the resolution. Honorary and temporary members shall have no claim to such residue. Notice of any motion to dissolve the Club shall be given not less than fourteen days before the meeting.

Interpretation and Amendment of the Constitution

43. The Committee shall be the sole authority for the interpretation of these Articles of Constitution, and of any regulations made there under, and the decision of the Committee upon any question of interpretation or upon any matter affecting the Club and not specifically provided for by these Articles or by any regulations made there under shall be final and binding upon the members.

44. These Articles of Constitution may be added to, replaced or amended by resolution of a General Meeting, the intention of which shall have appeared in the notice of or Agenda for the meeting, provided that two-thirds of the members present vote in favour thereof. Voting shall be by a show of hands unless at least ten members shall demand a secret ballot.

Liability

45. No member shall by virtue of being a member of the Club have any more rights to compensation for any injury, loss or damage arising from any of the Club's activities than if he were a person not a member of the Club.

Notes on changes made

23 May 1988

(Updated into MS Word on 11.05.98)

(Revision to Clause 14 inserted as agreed at an Extra-ordinary General Meeting on 13 October 1998)

Note 1

Clause 14 used to read as follows:

“The Committee may, if necessary, invite any member to resign membership of the Club within a specified time. Failing such resignation the matter shall be referred to the next Committee meeting and the member shall be invited by the Secretary to make representation at the Committee meeting or in writing in advance or both. If after full discussion two-thirds of the Committee Members then present vote for the member’s expulsion he shall thereupon cease to be a member of the Club”

David Walkerley Smith, Membership Secretary 1997.

Updated by Sara Lambert (Chair) following AGM on 18 May 1999.

Note 2

Clause 35 used to read as follows:

“At all General Meetings of the Club every member present shall be entitled to one vote, the Chair shall have the casting vote. Voting shall be by a show of hands unless ten members request a secret ballot. Proxy votes cannot be accepted.”

Updated by Rosemary Attard (Secretary) following 2002/03 AGM held on 13th May 2003.

Note 3

Clause 36 used to read as follows:

“The Committee shall meet at least once in each calendar month”

Updated by Rosemary Attard (Secretary) following 2002/03 AGM held on 13th May 2003.

Note 4

Clause 37 used to read as follows:

“Not less than three clear day’s notice shall be given of a Committee Meeting. The quorum for a Committee Meeting shall be four persons.”

Updated by Rosemary Attard (Secretary) following 2002/03 AGM held on 13th May 2003.

Note 5

Clause 34 used to read as follows:

“The quorum for any General Meeting shall be twenty-five per cent of the members or twenty-five (whichever is the lesser number).”

Updated by Penny Brammer (Secretary) following 2006/07 AGM held on 8th May 2007.

Note 6

Clause 14 used to read as follows:

“The Committee may invite, in writing, any member of the Club to resign their membership within a time specified by the Committee. The Committee may refuse to accept any application for renewal of membership if it is felt in the best interests of the club to do so. (See *Note 1* below.)”

Updated by Ruth Vincent (Secretary) following 2007/08 AGM held on 6th May 2008.