

RETIRED CHARTERED ENGINEERS' CLUB – EXETER

CONSTITUTION

(As agreed at the AGM on 11th May 2015)

1 TITLE

The Club, which is recognised by HM Revenue and Customs as a charity for tax purposes, shall be called:

RETIRED CHARTERED ENGINEERS' CLUB – EXETER

2 OBJECTIVES

The Objectives of the Club shall be to provide:

2.1 A social meeting place for Chartered Engineers and related professionals.

2.2 An opportunity for Members to remain acquainted with achievements and developments in the Engineering and related professions.

2.3 Encouragement to young people to enter the Engineering profession.

2.4 Support to those responsible for the education and training of Engineers.

3 MANAGEMENT

The affairs of the Club shall be managed by a Committee of Trustees who shall be appointed at each Annual General Meeting (AGM) of the Club.

They shall have the power to:

3.1 Raise funds, receive grants and donations.

3.2 Apply funds to carry out the work of the Club.

3.3 Co-operate with and support other organisations with similar objectives.

3.4 Do anything which is lawful and necessary to achieve the objectives.

3.5 The Committee shall comprise Chairman, Vice Chairman, Honorary Secretary, Honorary Treasurer, Speakers Secretary, Visits Secretary, Social Secretary, Member Liaison Officer, Webmaster and two Ordinary Members. In addition, the immediate Past Chairman will be ex officio

Member of the Committee. The Chairman may invite the President (Section 5) to attend any Committee Meeting.

3.6 The Committee shall be empowered to fill a casual vacancy in Office or Committee, to co-opt Members or to appoint Sub-committees.

3.7 Four Members of the Committee shall constitute a quorum.

3.8 The Chairman shall not be eligible for re-election to that Office for a third consecutive year.

3.9 An Ordinary Member shall not be eligible to serve on the Committee in that capacity for more than two consecutive years.

3.10 Nominations for Office or Membership of the Committee with names of Proposers and Seconders plus consent of Nominees shall be submitted to the Hon. Secretary no later than the Ordinary Meeting prior to the AGM.

4 MEMBERSHIP & SUBSCRIPTIONS

4.1 Membership shall be open to all Chartered Engineers and related professionals (at the discretion of the Management Committee), resident in the South West of England.

4.2 Annual Subscriptions shall be the amount as agreed at the AGM.

4.3 Subscriptions are due on the 30th June and should be paid by 31st July.

4.4 Membership shall be deemed to have lapsed if an annual subscription remains unpaid after 30th September without reasonable explanation.

4.5 For new Members, the joining fee together with first annual subscription should be enclosed with the Membership Application Form; these will be returned in the event the application is not accepted.

For new Members joining part way through the year, the annual subscription will be reduced as follows: joining between 1st June and 30th August no reduction; joining between 1st September and 30 November, a 25 % reduction; joining between 1st December and the last day of February, a 50 % reduction; and joining between 1st March and 31st May, a 75% reduction in membership fees.

4.6 At the AGM, Club Members, on the recommendation of the Committee, may award Honorary Life Membership.

5 PRESIDENT

At the AGM, Club Members, on the recommendation of the Committee, may invite a Member to accept the Office of President for the ensuing twelve months in recognition of his or her contribution to the Club's well-being.

6 MEETINGS

6.1 Ordinary Meetings

Ordinary Meetings will normally be held on the second Monday of each month.

6.2 Annual General Meeting

An Annual General Meeting will be held every year on the second Monday in May at such a time and place as may be determined by the Trustees. At least 21 days notice of the meeting and the agenda shall be given to Members. Minutes of the meeting shall be kept. There shall be at least 25% of Members present at the AGM to constitute a quorum. The Trustees shall present the annual report and accounts.

6.3 Committee Meetings

The Trustees shall hold at least four meetings every year to discharge their responsibilities as defined in Section 3. Minutes shall be kept and made available to Members in the members area of the Club website.

6.4 General Meetings

If the Committee consider it is necessary to change the Constitution, or wind up the Club, they shall call a General Meeting so that the membership can make the decision. The Committee shall also call a General Meeting if they receive a written request from not less than 20 Members. Not less than 21 days notice shall be given to Members of the reason for the meeting, agenda, venue, date, time of the Meeting. Minutes shall be kept. For any meeting, every member has one vote. Voting at Meetings shall be by show of hands or by ballot if so decided. In the event of an equal distribution of votes, the Chairman shall have a second casting vote.

7 CHANGES TO THE CONSTITUTION

Changes to the Constitution can be made at AGMs or General Meetings. No changes shall be made that would reduce the charitable aims of the Club.

8 ACCOUNTS

An Income & Expenditure Account for the period up to the end of March each year shall be prepared by the Honorary Treasurer, then examined and certified by the Accounts Examiner appointed at the previous AGM. The most recent annual accounts may be inspected by any Member on request. Such accounts shall be published in the Member's area of the club's website.

Cheques on the Club Account shall be signed by the Honorary Treasurer, or, in his/her absence, by Chairman, Vice Chairman or Honorary Secretary.

9 MONEY AND PROPERTY

9.1 Money and property shall only be used to support the Club's activities.

9.2 Trustees shall not receive any money or property from the Club, except to refund reasonable out of pocket expenses.

10 DISSOLUTION

In the event the Club ceases to function, any remaining money or property, after payment of debts, shall be given to a charity or other organisation with similar objectives agreed to by Members.

11 AMENDMENT HISTORY

The Constitution and Rules were adopted at the Inaugural Meeting on 9th June 1986. Since then a number of changes have been made and this current version was agreed by the membership on 11th May 2015.