



PORTSMOUTH **IVC**



Club Constitution

Last Updated: Feb 2006

Name

1. The name of the Club shall be “The Portsmouth Inter-Varsity Club”, hereafter referred to as “the Club”.

Objects

2. The objects of the Club are:
- a. To provide opportunities for social, cultural and athletic activities among past and present students and others of like interests visiting and resident in Portsmouth and its environs;
 - b. To promote and encourage subsidiary societies for the furthering of the above aims, provided that such societies are not connected in any way with any political, religious or racial body;
 - c. To provide facilities for visitors or temporary residents from other Inter-Varsity Clubs, in accordance with the Agreement of Reciprocal Arrangements within the Association of Inter-Varsity Clubs.
3. The Club, as a Club, shall manifest no political or religious opinions nor be connected with any political, religious or racial body.

Membership

4. Subject to the provisions of Article 8, the following shall be eligible for ordinary membership of the Club:
- a. full time undergraduates and graduates of universities and university colleges, and past and present students of institutions or part of institutions designated by the Committee to be of equal standing;
 - b. other persons considered by the Committee to have similar tastes and interests.

5. The Committee may, by resolution, invite any person of standing to become an honorary member.
6. Past and present students of Commonwealth and foreign universities and past members of institutions mentioned in Article 4a, if staying in Great Britain for a short period, may become temporary members. Subscriptions for temporary members shall be fixed by the Committee. The Committee may, at its absolute discretion, refuse to accept any person as a temporary member, or may expel any temporary member without assigning a reason.
7. Honorary and temporary members shall not be qualified to vote at General Meetings or to hold any office. They shall be entitled to all other benefits and privileges of membership, except as provided in Article 44.
8. All applications for ordinary membership are subject to the approval of the Committee, who may take such steps as they think fit to determine an applicant's suitability for membership. The Committee may, at its absolute discretion, refuse any application for membership without assigning any reason. Any person applying for ordinary membership who appears to the Membership Secretary to be suitable may, upon payment of the entrance fee (if any) and subscription, be granted the facilities of the Club (subject to its rules) pending consideration of his/her application by the Committee.
9. The Club may use electronic word processing, mailing and accounting facilities to complete the Club administration. If any member shall object to his/her personal details being used on an electronic system an alternative, manual, means of accounting shall be used for that member.
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 entrance fee and subscription for ordinary members shall be fixed by resolution of a general meeting, provided that notice of intention to change such fee shall first have appeared in the Agenda for, or notice of, the meeting.
12. All ordinary members, having paid their current subscriptions, shall be entitled to all the facilities afforded by the Club and shall be entitled to join any of the subsidiary societies of the Club. They shall be bound by the Constitution, Standing Orders and other rules of the Club and those of the subsidiary societies they join or intend to join.
13. All applicants for ordinary membership or temporary membership shall, if required, produce evidence of their eligibility for membership as defined in Articles 4 or 6.
14. Each ordinary member shall be notified of the dates on which his/her subscription falls due. If, after one month from that date, he/she has not paid his/her subscription, his/her membership shall lapse forthwith. If any member wishes to renew his/her membership within twelve months of the date on which his/her subscription falls due, he/she shall be liable for the full subscription as defined in Article 11, his/her membership being deemed to be continuous from that date.
15. Any member may resign membership giving the Membership Secretary notice in writing to that effect. Refunds of subscription will not occur.

16. The Committee may, if they think fit, invite any member to withdraw from the Club within a specified time and may, at their absolute discretion, give such a member an opportunity of submitting his/her representations within that time. Failing such a withdrawal the matter shall be considered at a further meeting of the Committee and, if two-thirds of the Committee then present vote for his/her expulsion, he/she shall thereupon cease to be a member of the Club. All members of the Committee present at the meeting may speak and vote on the matter.

17. Upon a member ceasing to be a member of the Club he/she 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 15 or 16, or within one month of a notice of expulsion being sent to him.

18. Every member of the Club shall communicate to the Membership Secretary any change in his/her own address or that of his/her banker or agent. All notices posted to a member's address shall be considered as having been duly given on the day following the day of posting.

19. No proceeding of the Club shall be invalidated solely because of the discovery subsequent thereto of some accidental omission to give notice.

Management

20. The offices of the Club shall include a Chairman, Secretary, Membership Secretary and Treasurer. The Committee shall have the power to merge and add to any of these offices other than those of Chairman, Secretary and Treasurer.

21. The management of the Club shall be deputised to a Committee consisting of:

- a. the officers of the Club mentioned in Article 20;
- b. other elected members to a maximum of seven.

22. The Committee may, by resolution, adopt additional members. At least two-thirds of the members present and eligible to vote must vote in favour of such resolution
23. The Committee may appoint such sub-committees as they consider necessary or expedient and may deputise or refer to them such powers and duties as they 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 shall give.
24. The Chairman, Secretary and Treasurer shall be entitled to attend any committee or sub-committee of the Club.
25. Any committee or sub-committee may act despite any vacancy thereon.
26. The Committee shall have the power to appoint, pay and dismiss such servants of the Club as they deem necessary, and may elect any such servant a temporary member of the Club during his/her tenure of office or for a shorter time as they think fit.
27. The Committee shall make Standing Orders to govern their own meetings and those of committees and sub-committees of the Club and may make regulations governing the conduct of officers of the Club and the use of Club facilities by members.

Elections

28. Elections shall be held at the AGM for:
- a. The officers of the club (see article 20 above);
 - b. Posts of the Committee to which are attached particular responsibilities. The number and designation of these post shall be decided prior to the AGM by the outgoing Committee;
 - c. Such number of Committee members without special responsibility as is required to make up the membership of the Committee to a total of eleven.
 - d. Nothing in this clause shall be construed as a removal of the Committee's power under Article 22 to co-opt additional members at its absolute discretion.

29. Should the membership of any person elected lapse in accordance with Article 14 he/she will immediately cease to hold office, otherwise all persons elected shall hold office until their successors are elected the following year.

30. Any vacancies remaining from the AGM or occurring during the year shall be filled by election at a meeting of the Committee. At least seven clear days notice shall be given to all such elections.

31. 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 ordinary members of the Club. All nominations for elections at the AGM shall be in the Secretary's hand at least fourteen days before the meeting. This provision shall be waived in respect of any office for which the number of nominations is less than the number of posts to be filled and moreover may be waived if at least two-thirds of the members present at the meeting vote to do so. The Chairman, Secretary and Treasurer shall not hold office for more than five years consecutively. Any other member retiring shall be eligible for re-election.

32. The Annual General Meeting shall be held during February in every year, the date to be fixed by the Committee and published by the Secretary at least one calendar month in advance.

Meetings

33. The business of the Annual General Meeting shall include:

- a. Reception of a financial report to include the audited accounts for the preceding year;
- b. Reception from the Secretary of a report of the Club's activities during the previous year;
- c. Election of officers and representatives as laid down in Article 21;
- d. Decision of any motion of which fourteen days notice had been given to the Secretary and which appears on the final Agenda for the meeting;
- e. Decision of any motion of which seven days clear notice has been given to the Secretary;
- f. Any other matters agreed to by the meeting.

34. Not less than fourteen days notice must be given of any General Meeting.
35. The Committee may, at any time, order an Extraordinary General Meeting. The Secretary shall convene an Extraordinary General Meeting within twenty-one days of the receipt of a written requisition signed by at least ten per cent 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 Extraordinary General Meeting shall be stated in the notice of the meeting or in a preliminary agenda circulated at least fourteen days before the meeting. The final agenda for an Extraordinary General Meeting incorporating motions duly submitted in accordance with Article 35 shall be drawn up by the Secretary and be available to any member at least twenty-four hours before the meeting.
36. The business of a General Meeting shall include any motion relevant to the subject of the meeting of which seven days notice has been given to the Secretary.
37. The quorum for a General Meeting shall be twenty-five per cent of the ordinary members or forty, whichever is the less number.
38. No business shall be discussed at an Extraordinary General Meeting other than on the agenda.
39. The Committee shall meet at least once in each calendar month.
40. Not less than three days notice shall be given of a Committee meeting.
41. Minutes of all meetings shall be taken and shall be open to inspection by any member of the Club on application to the Secretary. Minutes of all General Meetings shall be made available within two calendar months of the meeting they refer to, and minutes of all Committee meetings shall be made available within three weeks of the meeting they refer to.
42. At all General Meetings of the Club every ordinary member present shall be entitled to one vote upon every motion, and in the case of an equality of votes the Chairman shall have a second or casting vote. Proxy votes cannot be accepted.

Account and Audit

43. The financial year of the Club shall end on December 31st each year.
44. An Auditor shall audit the accounts after the end of the financial year before the Annual General Meeting.
45. No member shall, except for services rendered at the request of the Committee, on any occasion or any pretext or in any manner receive any profit, salary or emoluments from the funds or transactions of the Club.

Dissolution

46. 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 ordinary members shall be held not less than one month, and not more than three months, thereafter. If such resolution be confirmed by two thirds of those voting in the poll, the Committee shall thereupon or at any such future date as shall be specified in such a resolution, proceed to realise the property of the Club and after discharge of all liabilities, shall divide the residue equally among all members, or shall dispose of it in accordance with the resolution. Honorary and temporary members shall have no claim to any such residue. Notice of any motion to dissolve the Club shall be given not less than fourteen days before the meeting.

Subsidiary Societies

47. Before any subsidiary society may be formed the Committee must be satisfied that it will be acting in conformance with the objects of the Club and not unduly usurping or duplicating any function of the Club or any other Subsidiary Society.

48. Each subsidiary society shall be run by an organiser appointed by the Committee. Such organiser can be removed or replaced by the Committee if they deem it desirable or necessary.

49. The activities of each subsidiary society shall be regularly reported to the Committee.

50. Additional fees or subscriptions from members for subsidiary societies shall be fixed by the Committee if they deem it necessary or expedient.

51. Non-members may attend functions of subsidiary societies only as a guest of members and at the discretion of the organiser. They may be required to pay an additional fee as laid down by the Committee.

Interpretation and amendment of the Constitution

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

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

Liability

54. Neither the Club nor any member who organises or whose name appears in connection with any holiday, pastimes, game, amusement or event organised by or under the auspices of the Club, or announced in the Bulletin shall be liable for any injury, loss, damage or inconvenience caused by or during or following upon any accidents, cancellations, delay, irregularity, deviation, defect in any vehicle, change in transport service, war, strike, lockout, whether avalanche, quarantine or sickness, or act or default on the part of any transport service or hotel proprietor, or any other person participatory in such holiday, pastimes, game, amusement or event, or on any part of any of their servants or agents, or for any other mishap whatsoever, whether to person or property or both.