

# **PENKRIDGE PHOENIX ACTIVITIES CLUB**

## **CONSTITUTION (August 2025)**

### **1.0 Name**

- 1.1 The name of the club shall be Penkridge Phoenix Activities Club, hereinafter referred to as 'The Club.'

### **2.0 Object**

- 2.1 To promote a wide spread of activities, especially for the 45+ age group.
- 2.2 In support of this objective the Club, the Club may be affiliated to any other organisation which the Committee of the Club would view as appropriate and will maintain contact with other Phoenix Clubs in the Stafford area.

### **3.0 Membership**

- 3.1 Membership shall be open to all persons over forty-five and such others as the Committee shall from time to time decide.

### **4.0 Subscriptions**

- 4.1 The annual subscription shall be decided by the Committee.
- 4.2 The subscription shall be due and payable at the start of financial year, 1 September.
- 4.3 All rejoining members shall pay the full subscription. Any new members joining during the year may pay a subscription reduced proportionately, as recommended by the Treasurer and agreed by the Committee.

### **5.0 Activities**

- 5.1 Activities are organised and sponsored by the Club for the benefit and enjoyment of Club members. All members are eligible to attend and take part in these activities. In certain circumstances, friends and relatives of members and members of other Phoenix Clubs in the Stafford area may be invited and/or allowed to partake in Club activities. This will be at the sole discretion of the Committee.
- 5.2 All members or persons who attend Club activities of any kind do so at their own risk and neither the Club, Committee members or Officers can accept any liability for any loss or injury of any kind sustained whilst engaged in any Club activity.
- 5.3 Fees and charges for events and activities arranged by the Club shall be separately payable by those members and others attending such events.

### **6.0 Officers and Committees**

- 6.1 The President of the Club shall be elected by members at an Annual General Meeting for a term of two years and shall be eligible for re-election. The President shall be eligible to attend and participate in Committee Meetings and to take part in any votes taken.
- 6.1.2 The Officers of the Club shall be the Chairman, Vice Chairman, Treasurer, Secretary and Membership Secretary. The Officers shall be elected by members at an Annual General Meeting for a term of two years and shall be eligible for re-election.
- 6.1.3 The Club Committee shall consist of the Chairman, Vice Chairman, Treasurer, Secretary, and Membership Secretary, and up to five further members elected annually at the Annual General Meeting. The Club Committee shall, subject to the over-riding decisions of the Club at a General Meeting, conduct the affairs of the Club as a whole.

- 6.1.4 Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the Committee members or event organisers, however, shall be the responsibility of the Club as a whole.
- 6.1.5 The Committee shall normally meet monthly, on the second Thursday of each month.
- 6.1.6 A quorum for the Committee shall be six and must include at least 2 Officers.
- 6.1.7 Voting at Committee shall be by show of hands, unless at least two members request a secret ballot. In the event of a tie, the Chairman shall have a second and casting vote.
- 6.1.8 The Committee shall appoint one of its members, or such other club member as appropriate, at its discretion, to organise club events and activities on its behalf. Anyone appointed for this purpose may nominate other club members to assist in the organisation. The responsible person appointed shall at all times keep the Committee informed of progress and any difficulties incurred, either through the Secretary or by reporting directly to a Committee meeting.

## **7.0 Duties of Officers**

### **7.1 Chairman** - The Chairman shall

The Chairman shall preside at all General Meetings of the Club and all Committee Meetings and be responsible for guiding the activities of the Club in accordance with this Constitution and general policy as expressed by the majority of members at General Meeting.

In the absence of the Chairman at any General or Committee meeting, the Vice Chairman shall preside. In the absence of the Vice Chairman, a Chairman for the meeting shall be elected by the Committee members present.

### **7.2 Secretary** - The Secretary shall

- 7.2.1 Convene meetings and keep minutes of the proceedings.
- 7.2.2 Attend to all correspondence relating to the Club.
- 7.2.3 Receive and keep copies of the proceedings of any sub-committee.
- 7.2.4 Generally conduct the business of the Club in accordance with the Constitution.

### **7.3 Treasurer** - The Treasurer shall:

- 7.3.1 Keep accurate accounts of all monies received or paid on behalf of the Club.
- 7.3.2 Receive all monies due to the Club and make all payments due from the Club. Apart from small petty cash items, these transactions will, wherever possible, be made by bank transfer.
- 7.3.3 Prepare the Annual Accounts for all transactions from September 1<sup>st</sup> to August 31<sup>st</sup>.
- 7.3.4 The Annual Accounts together with all necessary vouchers/receipts, shall be submitted for Audit to an independent Auditor prior to the Clubs Annual General Meeting.
- 7.3.5 Prepare a statement of accounts to be available at the AGM for members to view.
- 7.3.6 Other Committee members and/or event organisers receiving monies for event are required to pass such monies to the treasurer for banking into the Club bank account.

**7.4 Membership Secretary** - The Membership Secretary shall:

- 7.4.1 Maintain a Membership list.
- 7.4.2 Contact members regarding Membership Renewals/Subscriptions
- 7.4.3 Circulate Membership Renewal Forms
- 7.4.4 Collect Membership Forms/Subscriptions and check the form and monetary values are correct.
- 7.4.5 Consult with the Treasurer, which members have paid their subscriptions by Bank Transfer
- 7.4.6 Pass onto the Treasurer all monies received for banking into the Club bank account.
- 7.4.7 Email to Members additional information as and when requested.

**8.0 General Meetings**

- 8.1 The Annual General Meeting of the club shall be held as soon as possible after the end of the club's financial year, usually on the second Thursday of October.
- 8.2 The Agenda for the Annual General Meeting shall be drawn up by the Secretary and agreed by the Committee. Any items for discussion under
- 8.3 Any Other Business must be notified to the Secretary at least two weeks before the date of the meeting. Any nominations for the Committee should be notified to the Secretary at least two weeks before the date of the meeting and be signed by two members and the person being nominated.
- 8.4 The quorum at General Meetings shall be twenty members.

**9.0 Amendments to the Constitution**

Alterations and additions to this Constitution may only be amended at a General Meeting with the approval of two-thirds of those present and voting. Prior notice of any amendments must have been given along with the agenda calling the meeting.

**10.0 Power of Decision**

Any matter not provided for in this Constitution, or any question over the interpretation of it, shall be dealt with by the Committee, whose decision shall be final.

**11.0 Dissolution**

- 11.1 The Club may be dissolved at a General Meeting with the approval of two-thirds of those present and voting.
- 11.2 On dissolution, any property or other assets remaining after the satisfaction of all debts and liabilities shall be given or transferred to a body or bodies with similar objectives, as approved at the General Meeting.