

## **North Galway Vintage & Heritage Club Constitution**

### **Name**

The name of the club shall be North Galway Vintage & Heritage Club, hereinafter referred to as “the club”, and shall use the internet domain address northgalwayvintageheritage@gmail.com.

### **Objectives & Aims**

The Club shall inform its members about all items of interest to the vintage enthusiast, through meetings and any other medium deemed appropriate.

The Club will endeavour to organize a road run, a vintage show and an auto jumble and to assist and take part in other beneficial events each year.

The Club aims to advance the knowledge and appreciation of vintage and heritage issues both provincially and nationally.

### **Affiliation**

At the inception of this constitution, the Club accepts to be affiliated to the Irish Vintage Engine and Tractor Association (IVETA). Changes to this rule can only be effected under rule 5.6

### **Membership**

The Governing Body of the club shall consist of The Chairman, Assistant Chairman, Secretary, Assistant Secretary, Information Technology Secretary, Treasurer, assistant Treasurer, Insurance Officer, PRO, Chief Safety Officer and the Deputy Chief Safety Officer, hereinafter referred to as “the Committee”. Sub committees of the membership may be appointed to assist the governing body. The sub committees shall exist until the date of the next AGM whereby they either stand down or be re assigned by vote.

Membership of the club shall be open to all interested persons who wish to adhere to the rules and constitution of the Club and on payment of the membership fee.

It is deemed that all members shall have agreed to abide by the Clubs rules and constitution on payment of their membership fee. A member who is deemed by the members to have brought the Club into disrepute may be excluded from membership by a simple majority vote of members.

Each member shall be entitled to receive a copy of the Clubs Constitution, on enactment of the Constitution and thereafter on joining the club. AGM reports and the Treasurers report will be available at each AGM. The Treasurer will give an accurate update of accounts at each meeting.

Any member who has a complaint about the operation of the club shall put this in writing to the Secretary or bring it to the attention of the members at a meeting.

A membership fee shall be payable annually by the membership. The amount of the fee to be agreed annually at the AGM, rule 5.6 will apply if this fee falls due from the date of the AGM each year. Any member, who fails to pay the fee before the last day of February of the following year, shall no longer be deemed to be a member of the club and will not receive correspondence from the club. Youth membership up to 16 years will be decided at the AGM.

### **General Meeting**

General Meetings are either annual or extraordinary and shall be held during the year.

Where an alteration to the Constitution or Rules is approved, the effect is immediate and a copy of the new Constitution shall be made available to any member to any member within twenty one days after written application to the Secretary.

Motions without due notice shall not be discussed or voted on.

Each member present and entitled to vote shall have one vote on every motion.

Where there is an equality of votes, the Chair shall have a second or casting vote other than votes where rule 5.6 applies

All motions, except those for which express provision is made, shall be passed by a simple majority of those present and entitled to vote.

Votes on motions or amendments shall be taken by a show of hands, but any person entitled to vote may demand a ballot and tellers shall then be appointed

Committee Members shall be elected on a simple majority vote.

All motions passed in accordance with these rules shall take immediate effect unless otherwise stated.

The club shall not be dissolved unless by a specific General Meeting where two thirds of the members present and eligible to vote so wish.

At dissolution of the Club, all the property of the Club shall be sold, in a manner decided by the members, and the sale proceeds and all deposit funds shall be donated to a charity or charities as decided by the members.

### **Attendance and Voting Rights at General Meetings**

The quorum for all general meetings is one third of the membership and all Committee members.

All members over 16 yrs of age, including honorary members shall be eligible to vote, nominate, propose and second.

The secretary shall keep an attendance list for voting purposes of all members at a General Meeting.

### **Annual General Meeting**

The Club's Annual General Meeting shall be held during the year and the members shall be notified within due course.

The quorum for the Annual General Meeting and Emergency General Meeting shall be the Committee and one third of the membership.

Members shall receive a minimum of fourteen days notice together with a copy of the Agenda and any other business to be discussed.

At this meeting, the Annual Report shall be presented which shall consist of a Secretary's report and a Treasurers report.

Notice of motion must be received by the Secretary seven days before the date of the Annual General Meeting with the names of the proposer and seconded for inclusion on the agenda.

The order of business to be transacted at the Annual General Meeting shall be:

- Apologies and Minutes of last AGM
- Chairman's Address
- Secretaries Report
- Treasurers Report
- Election of Committee
- Notices of Motion
- Any other Business

### **Extraordinary General Meeting**

An Extraordinary General Meeting may be called at the discretion of the Committee.

An Extraordinary General Meeting has to be called by the Committee upon the written request of ten voting members of the club or by the Committee.

The membership shall be given seven days clear notice of an Extraordinary General Meeting.

The membership shall be notified of the Agenda of the Extraordinary General Meeting with the named proposers and seconders of the specific motions.

An Extraordinary General Meeting shall discuss only the business for which it is convened and no other business shall be transacted.

All motions shall be passed by a two thirds majority of those present and entitled to vote, rule 5.6

## **Committee**

All committee members may remain in office for a period not exceeding three years after the inception of this Constitution, thereafter for a period not exceeding three years from their election to office. In exceptional circumstances a Committee member may remain in office when no replacement is proposed and seconded and then only with a vote under rule 5.6. The committee members must stand down at the next AGM. It will not be permitted for all three posts of Chairman, Secretary and Treasurer to be replaced at the same AGM. In such circumstances one of the three officeholders shall be re-elected under the foregoing.

Between General Meetings the Club is managed by the Committee consisting of the members as at rule 4.1. The members are elected by the membership to work together for the good of the Club. At no time shall members of the Club exclude members of the Committee from correspondence, information discussions concerning the Club.

Any member of the Club (at the time of the annual general meetings) may serve on the committee where a position becomes available.

There is no restriction to the number of times a Club member can be elected to any Committee position, be it in the same or a different position.

Any Club member, nominated for a committee position, must commit themselves to working actively for the Club both in their specific capacity as a member of the Committee of the Club and in attending Club events, functions, and other vintage events during his/her time in election.

Club members nominated and seconded for election to the Committee must be presented at the A.G.M and be nominated and seconded by the other members who are themselves present.

The Committee takes office immediately after an annual or extraordinary general meeting.

The new committee shall receive within seven days all books and records of whatever type from the outgoing Committee so as to facilitate the smooth transfer of office.

The Committee must notify the membership immediately of any vacancy arising in any subcommittee, for whatever reason, and thereafter a period of fourteen days shall have the power of a majority Committee vote to approach a minimum of two members to fill the vacancy with the exception of the offices of Chairperson, Secretary and Treasurer.

The members shall have the power to appoint sub-committees to perform specific functions provided that at least one Committee member shall serve on the sub-Committee.

All positions on the Committee are honorary in that no salary, fee stipend, or emoluments are paid for performance of duties of office.

A Committee member shall be reimbursed for any expenses wholly, exclusively, and necessarily incurred on behalf of the Club and incurred with the knowledge of and approved by the members

Any Committee member absenting himself/herself from three consecutive meetings without reasonable explanation shall be deemed to have resigned and the committee shall co-opt a successor immediately.

The Committee shall meet regularly, and shall conduct its affairs where possible by consensus fixing the date of the following meeting as the last item on business./

All meetings of the Committee and the Club shall be chaired by the Chairperson or assistant Chairperson.

The quorum of a Committee meeting shall be five.

The Committee in managing the Clubs affairs is answerable only to the membership in general meeting, however the Committee shall keep the membership informed by timely communications, texts, newsletters or email, about developments in the running of the Club.

All decisions and recommendations taken by sub-committees shall be subject to the approval of the members.

Each Committee member has one vote on any motion.

Where there is an equality of votes, the Chair shall have the second or casting vote.

The Chairperson, with the Secretary and Treasurer, signing in the presence of each other, has the power to sign contracts on behalf of the Club subject to ratification at the next general meeting of all members.

## **Functions of the Committee Members**

### **Chairperson**

The Chairperson must be an active member of the Club and also have a keen interest in promoting the events and ethos of the Club.

The Chairperson shall be the honorary head of the Club.

The Chairperson shall use his/her office to promote the interest of the Club and at all times, to provide leadership in fostering unity and harmony within the Club.

The Chairperson may advise the rest of the Committee in any matter and shall be available for approach by the rest of the Committee if his/her views are required. Any advice given shall not be binding on the Committee.

### **Vice Chairperson**

The Vice Chairperson shall act as Chairperson when he/she is unavailable and perform all the functions of the Chairperson.

### **Secretary**

The Secretary shall be responsible for the completion of the annual report and preparing any necessary documentation for any E.G.M or the A.G.M

The Secretary shall notify all Committee members of all forthcoming meetings.

The Secretary shall carry on all correspondence on to the relevant member of the Committee who in turn shall deal with them.

The Secretary shall take the minutes of all Committee and general meetings and read same at the following meeting.

The Secretary shall maintain an accurate register of all Clubs members.

The Secretary shall place on the agenda of all meetings any item so requested (at least two day notice) by member and shall report back to the member the decision of the members of the Club.

### **Treasurer**

The Treasurer shall keep proper books of account for the Club.

The Treasurer shall ensure the prompt payment to the Club of membership fees and any other monies.

The Treasurer shall receive, account for and deposit all cheques and monies in suitable current or deposit accounts managing to best effect the finances of the Club.

The Treasurer shall act as an alternate signatory of the Clubs' bank accounts together with either the Chairperson or Secretary.

The Treasurer shall report the current financial position of the Club at all meetings.

The Treasurer shall account to the Committee for the purchase, sale and Control of the assets of the Club.

### **Patronage**

The Club may elect a Patron or Patrons of the Club. A Patron need not be a member of the Club but will be a person of good standing in the community and will be a person who can advise and assist the Club in its day to day running and on planning for future development.

A Patron will be elected at a general meeting and rule 5.6 will apply to the vote. There will be no limit on the number of Patrons which the Club may elect.

**Interpretation**

If, at any time, circumstances arise for which there is no provision in the constitution, the Committee shall take such action as seems reasonable and necessary.

Such action shall be deemed valid until reviewed at the next meeting with members.

**Signatures**

**Chairperson:** \_\_\_\_\_ **Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Date** \_\_\_\_\_