

## **ST ANDREWS BURNS CLUB**

### **CONSTITUTION AND RULES**

#### **1. Name.**

The name of the Club shall be the St Andrews Burns Club, hereinafter referred to as “the Club”.

#### **2. Objectives.**

The objectives of the Club shall be:

- a) To encourage the study of the life and works of Robert Burns.
- b) To celebrate the life and works of Robert Burns by holding an Annual Supper for Members and their guests and to host other Social Events as decided by the Committee.
- c) To promote interest in the life and works of Robert Burns to the young by organising competitions in the local schools for the singing and recitation of his works and by the award of prizes.
- d) To support the objectives of the Robert Burns World Federation Ltd.

#### **3. Membership.**

- a) The Club shall be composed of Ordinary Members, Life Members and Honorary Members.
- b) The number of Life Members together with Ordinary Members shall be limited to 200.
- c) New Ordinary Members shall be admitted only if there are vacancies. Applications to join the Club should be submitted to the Secretary by way of the Application Form attached to this Constitution. Thereafter to be considered by the Membership Sub-Committee at the next meeting. The Membership Sub-Committee shall have the delegated authority to admit new members. New members will be invited to complete the Bank Mandate Form attached to this Constitution and send it to their bank with a copy to the Secretary confirming their acceptance.

- d) Life Members shall be those who have rendered notable service to the Club as members and may be proposed by the Committee and approved at the AGM by a simple majority of those attending. Life Members shall not pay subscriptions.
- e) Honorary Members shall be those who have distinguished themselves in the public life of the town of St Andrews and/or have rendered notable service to the Club and may be proposed by the Committee to be approved at the AGM by a simple majority of those attending. The number of Honorary Members shall not be counted within the limit of 200 above. Honorary Members shall not pay subscriptions.

#### **4. Office Bearers and Committee.**

All Office Bearers shall be appointed at the AGM.

The Office Bearers shall be a President, Vice-President, Secretary and a Treasurer.

The Office Bearers and eight other Members shall constitute the Committee of the Club, hereinafter referred to as the Committee.

All Office Bearers and Members of the Committee shall demit office after two years but shall be eligible for re-election.

The President and the Vice-President (the President elect) shall hold office for two years in each post, but shall be eligible to be re-elected as ordinary Members of the Committee.

The Committee has the authority to co-opt members and to create Sub-Committees to undertake particular duties with delegated authority to progress the business within their remit.

Sub-Committee duties might include:

Annual Supper

Membership

School competitions

Committee Members appointed to any Sub-Committee shall have full voting rights.

Those who are co-opted to the Committee or its Sub-Committees shall not be eligible to vote.

Such appointments would normally be made at the AGM.

Those Members elected to the Club Committee or appointed to any Sub-Committee of the Club shall be required to declare an interest in all

items to be discussed at such Committee or Sub-Committee and withdraw from the meeting during discussion and shall not take part in any vote.

#### **5. President.**

The President shall act as Chairperson at all meetings including the Annual Supper, whom failing, the Vice-President. At all meetings the Chairperson shall have a deliberative vote and in the event of a tied vote the Chairperson shall also have a casting vote but only if the Chairperson has already exercised a deliberative vote.

#### **6. Vice President.**

The Vice-President shall assist and support the President in upholding the stated objectives of the Club. The Vice-President shall deputise for the President as required and as mutually agreed.

#### **7. Secretary.**

The Secretary shall arrange all General and Committee meetings and keep accurate records of all such meetings in the Minute Book. Each Minute shall be signed by the Chairperson after it has been approved by the Meeting. The Secretary shall act as the Official Correspondent of the Club. All records, minutes, notes and correspondence relating to the Club may be stored in electronic form but shall also be retained in paper form.

The responsibilities of the Secretary include;

- a) The maintenance of an up to date list of all categories of Members.
- b) The maintenance of an up to date list of Office Bearers including a record of their election and re-election dates.
- c) The maintenance of an up to date inventory of the Club's property and its location.
- d) The biennial review of the Constitution to be considered at the AGM.

## **8. Treasurer.**

The responsibilities of the Treasurer include;

- a) The maintenance of all the financial records of the Club including those of the Grubb Trust.
- b) Holding cash at a level to meet all petty transactions and approved by the Committee from time to time.
- c) Making a recommendation to the Committee in respect of the level of annual subscription to be forwarded to the AGM for approval.
- d) Assistance to the Secretary in maintaining the Club Membership List.
- e) The preparation of the Annual Accounts to be presented to the Committee in the first instance and onward submission to the AGM for approval.
- f) Making recommendations to the Committee and the AGM in respect of the investments of Club funds but restricted to those funds which are determined by the Committee as being low risk to the capital sum.

## **9. Operation of Accounts.**

The Financial Year shall run to the 30th Of June each year and the preparation of the Final Accounts including their Review shall be completed by the 31st October.

The Treasurer is authorised to operate on-line banking on behalf of the Club and to expend single payments of up to £200. Two signatures drawn from the panel of Office Bearers shall be required for expenditures above £200. In the event of the requirement of a Bank Transfer the Treasurer shall ask prior approval of one other panel member.

The investment of Club Funds beyond the Bank shall be a matter for the Committee to consider and recommend to the AGM.

An independent review of the Accounts is required before presentation to the Committee and the AGM. The appointment of the independent reviewer to be approved at the AGM for the following year's Accounts.

## **10. Committee.**

The Committee shall have the authority to manage the day to day affairs of the Club and have the authority to co-opt additional members where considered appropriate. The Committee shall hold meetings every year but no less often than twice, and normally in March and September. The quorum for all meetings of the Committee shall be five of whom two shall be Office Bearers.

## **11. Annual General Meeting.**

The Annual General Meeting of the Club shall be held normally on the first Sunday in December. Where for any reason this meeting has to be postponed then it shall be reconvened on the following Sunday and if required the Sunday after that. Where the meeting still cannot be convened the Committee shall have the authority to undertake the business of the AGM electronically.

The AGM shall receive written Reports from the Committee including Reports from the President, the Secretary and the Treasurer.

The Meeting shall undertake the following:

- a) The approval of the annual subscription for the following year.
- b) The election and re-election of Office Bearers.
- c) The approval of the Annual Accounts.
- d) The approval of arrangements for the Annual Supper.
- e) The consideration of the striking from the membership list of subscription defaulters and those who have brought the Club into disrepute.
- f) The consideration of amendments to the Constitution and Rules.
- g) The appointment of Life Members and Honorary Members.
- h) Decisions made at the AGM or at any Committee or Sub-Committee shall reached by simple majority.

The quorum for the AGM shall be six members of whom two shall be Office Bearers.

The Secretary shall provide to members written notice of the place, date and time of the meeting with an agenda and all supporting paperwork no later than ten days in advance of the meeting date.

## **12.Subscriptions.**

Members shall be required to pay their annual subscription by standing order by the 15<sup>th</sup> of January each year. Members in default shall not be entitled to attend the Annual Supper and members who are in default for more than two years shall be struck from the Membership List.

However, the Secretary shall give to members who are at risk of defaulting, written notice of their position.

## **13.Behaviour.**

Any Member who is deemed by a simple majority vote at the AGM to have brought the Club into disrepute shall be struck from the membership list and not be allowed to attend the Annual Suppers. The circumstances shall first be fully investigated by the Membership Sub-Committee, which investigation shall include a meeting with the member in question, with a report and recommendation made in writing to the Club Committee which in turn may receive and hear any appeal before making its recommendation to the AGM.

## **14.Extraordinary General Meeting.**

At the written request of any three members of the Committee or ten ordinary members, the Secretary shall call an Extraordinary General Meeting which shall have the same operating requirements and authority as the AGM. The protocols, procedures and timescales shall be the same as for the AGM.

In the event of the need to wind up the Club, an EGM or AGM shall decide on the dispersal and distribution of the Club assets including the Grubb Trust Funds.

## **15. Amendments to the Constitution and Rules.**

The Constitution and Rules shall be not amended in any way except at the Annual General Meeting. Any proposals from ordinary members suggesting amendment must be submitted to the Secretary in writing no later than twenty-one days prior to the meeting. In any event The AGM shall review the Constitution and Rules biennially commencing in 2019.

**Approved December 2021.**

**Review date December 2023.**