

The Square One club is a non-profit making organisation whose purpose is to provide a social facility for the unattached members of Swindon and the surrounding communities. It has existed in its present form since July 1991. The club is run by a committee elected by the club membership.

Membership

Initial and continuing membership of the club is at the discretion of the committee. **Members** are those who have been accepted by the committee and paid their joining fee.

Paid up members are those who have contributed at least one quarter of the maximum possible attendance fee (as set down in the membership conditions) over two of the current and three preceding calendar quarters. New members with fewer than two quarters' membership shall benefit from a pro rata calculation but must have been club members for at least three months before becoming eligible to vote at election meetings and general meetings in order to have sufficiently familiarised themselves with the club and its members. Members eligible to vote are hereinafter called **paid up voting members**.

Activities

The club meets once a week at a fixed venue, at which information about regular and future activities is available. Weekly meetings are normally attended by at least three members of the committee.

Activities for general member participation are arranged on a regular basis. Constructive suggestions and offers of assistance from members are always welcome. All events shall be open to all members on a first come first served basis but only paid up members shall be eligible for subsidies.

Guests may be admitted to club meetings and events at the discretion of the committee subject to payment of any charges specified by the committee.

Composition of the Committee

The committee shall normally comprise a minimum of **five** paid up club members and shall include the offices of **Chairperson** and **Treasurer**.

Committee members may be elected at either an Annual General Meeting or an election meeting. In either case, each committee member shall be appointed for a term of one year in the first instance. There shall be no limit to the number of times an individual may server on the committee, but those wishing to continue for another term must submit themselves for re-election at the appropriate meeting.

The **Chairperson** shall, in normal circumstances, be appointed by the committee at the first meeting, for a term of one year (regardless whether s/he has been newly elected to the committee or has already served a half year).

Should a chairperson leave office before the end of the term the committee may, at its discretion, appoint an acting chairperson to hold office until the next scheduled annual general meeting or election meeting (whichever is sooner) or call an extraordinary meeting to elect a new chairperson to hold office until the next annual general meeting, provided that the acting chairperson would not then hold office for a period exceeding three months without an election.

Holders of all offices shall be determined by the committee. The committee may also co-opt willing club members for specific purposes at any time. All committee members shall act in accordance with decisions of the committee in all matters.

A committee **quorum** shall be set by each new committee but shall not be less than one half of the number of the incumbent committee members. The chairperson shall have an extra casting vote in the event of any tie.

General meetings

An **Annual General Meeting** of the club conducted by the incumbent chairperson or his/her appointee shall be held for the following purposes:

- a) Presenting financial and activity reports for the preceding year
- b) Agreeing any amendments to the constitution
- c) Electing committee members
- d) Any other business which may be deemed desirable by the committee or requested by the membership.
- e) The date of the Annual General Meeting shall be published at least two months in advance and shall not be less than one month and not more than three months after the end of the financial year.
- f) The Annual General Meeting shall be open to all club members but a quorum for voting purposes shall be at least one third of the paid up voting membership.

Requests from members for topics to be discussed at the Annual General Meeting must be presented to the committee at least one month in advance in order to allow time for any necessary research and publication. Discussion of any items raised without such prior notice shall be at the discretion of the meeting Chairperson. Any proposals for amendments to the constitution must be made in writing and signed by at least two paid up voting members. After discussion the chair will be obliged to put any proposed motion to a majority vote by the paid up voting membership.

Once the new committee has been formed at the Annual General Meeting from those members newly elected for one year and those incumbent from the previous half year election a chairperson shall be appointed by the committee, from among the committee members willing to undertake this office.

A half yearly **Election Meeting** shall be held if required between five and seven months after the last Annual General Meeting to appoint additional and/or replacement committee members. The quorum for an election meeting shall be one quarter of the paid up voting membership.

Extraordinary General Meetings may be called by the committee, or sufficient club member to form a quorum, at not less than four weeks' notice to discuss any specific items deemed expedient to settle in advance of the next Annual General Meeting. This shall not include amendments to the constitution or any items not specified on the agenda for the meeting. The quorum for an extraordinary general meeting shall be one quarter of the paid up voting membership.

An **Election Meeting** may be combined with an **extraordinary general meeting** at the discretion of the committee.

Elections

Detailed arrangements for forthcoming elections shall be published at least four weeks in advance. Nominations, supported by a proposer and a seconder, will be accepted up to one week prior to the election at which time the final list will be displayed. Nominees, proposers and seconds must all be paid up voting members.

Individual club members may raise an **objection** to any nomination with the committee, in confidence, stating full reasons. The committee's decision to uphold or reject the objection shall be final.

Where there are more nominee than places to fill on the committee, elections shall be by **paper ballot**, with each voting member having as many votes as there are places to fill. Voting papers will be distributed to all paid up voting members attending the meeting. Those unable to attend shall be able to notify their vote in advance to the chairperson in writing, but not to appoint a proxy to decide and cast their vote for them.

Finance

The **use of funds** for administrative and publicity purposes to subsidise major events and all other purposes shall be at the discretion of the committee provided that fund shall not be used for speculative business ventures.

The club's **financial year** shall run from May 1st to 30th April. The treasurer shall keep such proper books of accounts as will enable him/her to present at each Annual General Meeting, or at any other time (upon reasonable notice) as required by the committee, an accurate statement concerning the finances of the club. All members are entitled to inspect the books at any time upon reasonable notice.

An **account** in the name of Square One shall be maintained at a local bank or building society branch and three committee members shall be empowered to act as signatories for this and all other financial dealings. All outgoing cheques must be endorsed by at least two of the three signatories.

No financial commitments shall be entered into which funds are not currently available to meet.

Dissolution of the club

In the event of the committee wishing to dissolve the club, such a motion must be put the Annual or Extraordinary General Meeting and be endorsed by not less than two thirds of the total paid up membership. The disposal of any club assets shall be determined at that meeting.

Executive power

Any affairs of the club not specifically determined otherwise in this constitution shall be in the executive domain of the committee provided that any change in membership conditions or club format, which would fundamentally change the nature of the club, shall be put to a general meeting of the club for approval by majority vote of membership.

The responsibilities of the members – the “code of conduct”

1. To promote a pleasant and sociable atmosphere which all members can enjoy.
2. To protect and enhance the reputation of the club as much as possible, both at club events and in contact with outside bodies.
3. To be responsible for the reasonable behaviour of guests brought to club events, for any guest charges for the evening and for their introduction to other members.
4. To pay any money due on time
5. To refrain from promoting business interests at club events, or otherwise attempting to exploit fellow members.
6. To respect the confidentiality of other members' personal information such as telephone numbers that might be disclosed to them at any time.
7. To respect the sensibilities of other members as regards smoking, language etc
8. Not to harass, intimidate or cause any kind of physical or mental distress to other members *
9. To abide by such conditions of membership which the committee may deem necessary to put into effect from time to time, whilst being free to challenge any of the conditions and where there is any conflict with this constitution or in any case of six or more paid up voting members calling for an Extraordinary General Meeting to put the matter to a vote.
10. To be committed to the principle that all club activities are equally available to all members and to actively support a policy of equal opportunities within the club, opposing all forms of discrimination.

Significant breaches of the code of conduct will be dealt with by the committee fairly and discreetly, but at its sole discretion. Expulsion from membership of the club shall be the last resort, requiring a two-thirds majority vote by the committee.

* clause 8 added June 2006

The extra responsibilities of the committee

1. Programme: To provide an interesting and balanced programme of activities for the club and to keep paid up members informed of future events
2. Finance: To safeguard the financial interests of the club with a mind to economy and fairness in expenditure of club funds, budgeting wisely and keeping accurate and up to date accounts.
3. Membership: To maintain and enhance the viability and appeal of the club and its activities by attracting new members and encouraging their integration.
4. Conduct: To ensure that members are aware of the code of conduct and to take effective action in the event of any unsuitable behaviour.
5. Records; to maintain accurate and up to date membership records