

WEST LoTHIAN COUNCIL EMPLOYEES SPORTS AND SOCIAL CLUB

CONSTITUTION

1. CLUB NAME

The Club shall be called “West Lothian Council Employees Sports and Social Club”

2. AIM OF THE CLUB

To meet the social, recreational and welfare needs of the employees of West Lothian Council.

3. MEMBERSHIP

Only employees of West Lothian Council are eligible for membership.

Applications for membership must be forwarded to the Treasurer of the Club and shall take effect from the date they are approved by the Treasurer.

The approved members shall pay a membership fee each month as determined at the Annual General Meeting. The HR Payroll Unit shall deduct the respective fees at source.

4. CONDUCT

Any member whose actions give cause to bring the Club into disrepute or acts in a fraudulent manner to the detriment of the membership shall be viewed for possible suspension if appropriate on receipt of such information or accusation being laid before the Committee.

Any suspension will take immediate effect on a straight majority vote by the club committee on that date. The secretary will forward a letter of suspension to the member within one week of the decision of the committee being approved to confirm the suspension.

Such a person or persons being suspended shall have the right to appeal the suspension to the Secretary within 21 days of the notification to the member of the suspension and must be in writing.

The member will provide written, verbal or other supporting information to the committee at a hearing convened for the sole purpose of allowing the member to state their case. The meeting will be set by the Secretary in consultation with the Club Chairperson at a venue to be determined by the same. The Secretary shall circulate to all members of the Committee and the appellant, information on the time, date and venue for the hearing.

All parties to be given at least 3 clear working days notice of the proposed meeting and agenda.

A Committee hearing will require a minimum quorum of 5 Members and a decision to dismiss the suspension will be on a straight majority vote.

Should the Committee vote to uphold the suspension then a subsequent vote shall be taken to either remove the member from holding membership of the Club or to establish a period of suspension from that date until a future date agreed by the Committee.

Should a further period of suspension be approved then the cycle of notification and hearing will apply as stated above until the case has been resolved by the lifting of any suspension or the removal of the suspended member from membership of the Club.

5. FINANCE

The Treasurer shall ensure that all bank/building society accounts are kept in the name of the Club and that all financial transactions are recorded. The Treasurer shall also submit details of the Club's financial position at Committee meetings and an audited annual statement of accounts to the Annual General Meeting. The withdrawal of funds from the bank account shall be made utilising the signature of two or three named Committee members.

All funds of the Club shall be applied for the furtherance of its aims and no payment shall be made to any member except for services actually rendered on behalf of the Club or for reasonable and proper out of pocket expenses.

Each year at the AGM a motion to provide the use of funds to provide for a one off meal for the club Committee members will be raised and approval sought. Approval will be on the basis of attendance by each executive member to no less

than six executive meetings and confirmation as to the value to be spent per executive in respect of the meal.

6. CLUB COMMITTEE

The Club shall elect a Chairperson, Vice Chairperson, Treasurer, Secretary and Committee Members each year at the Annual General Meeting. The Committee Members shall act as representatives for their respective high-level service areas in which they work,

The number of representatives per service area should be on the basis of a ratio of no more than 1:100 or part thereof.

Committee Members shall be proposed and seconded by another Club Member and nominations must be received in writing by the Club Secretary at least one week prior to the Club AGM.

Previous year Committee members may be proposed and voted on at the same time of the meeting to continue to serve the Club for the coming year.

Should new nominations be received that creates a profusion of representatives that will exceed the number stipulated as 1:100 then a vote will take place at the AGM to determine who the representatives will be.

If there is more than one candidate for any one service area, at the specified level of 1:100 a vote may be conducted by a show of hands at the AGM.

In the case of voting for more than one representative the person or persons receiving the highest number of votes cast to meet the allowed representation will succeed.

The Secretary shall keep a record of all meetings, noting the business tabled and all decisions taken at Committee, Annual General or Special General Meetings.

7. COMMITTEE MEETINGS

All Committee Members shall attend Committee meetings, which will be held on a regular basis, with not less than six Committee meetings taking place within each year. Committee Members will be informed of the date, time and venue of Committee meetings not less than 14 days prior to the meeting.

Apologies for absence must be submitted to the Secretary.

8. ANNUAL, GENERAL & SPECIAL MEETINGS

All members shall be entitled to attend the Annual General Meeting (AGM) of the Club in May of each year to conduct the following business:

- Note apologies for absence
- Approve the minutes of the previous Annual General Meeting and/or other Special General Meetings held throughout the year
- Report the Club activities during the year
- Elect a Club Committee
- Receive the audited statement of accounts
- Set Membership fees
- Approve any alterations to the Constitution
- Discuss any other item of business as determined by the Committee
- Agree date of next year's Annual General Meeting

Members will receive at least 28 days notice of any Annual General Meetings or Special General Meetings with the notice containing the date, time, venue and business to be conducted.

The Committee can call a Special General Meeting of the Club, providing at least 28 days notice is given to the Members and the notice contains the date, time and venue and business to be conducted.

A Special General Meeting shall be called if the Secretary receives in writing a request signed by not less than twenty Members, stating the reason for such a request and the wording of any motion proposed at this meeting.

9. QUORUM

Fifteen members shall form a Quorum at the Annual General or Special General Meetings. Four members shall form a Quorum at the Committee Meetings.

10. DISSOLUTION CLAUSE

The Club may be dissolved at the Annual General Meeting or Special General Meetings of the Club, provided at least 28 days notice has been given to the Members detailing the wording of the motion to dissolve the Club. The motion to dissolve must be carried by two-thirds majority of those attending and entitled to vote at this meeting.

Following dissolution and the settlement of outstanding debts and payments to creditors, all remaining assets must be transferred to an organisation having charitable status and similar aims and objectives to that of the Social Club.

11. ALTERATIONS TO THE CLUB CONSTITUTION

Proposals to alter the Club Constitution must be submitted in writing to the Secretary, at least 28 days before the date of the meeting of the AGM or SGM at which they will be discussed. Alterations to the constitution must be agreed by two-thirds of the members present and entitled to vote.

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