

Constitution of the Friends of Sussex Hospices East Sussex Lunch Club

19 April 2023

1 Name

The club is called The Friends of Sussex Hospices East Sussex Lunch Club.

2 Objects

To meet four times a year for a social lunch gathering and to raise funds for the Friends of Sussex Hospices.

3 Size of membership

The total membership may not exceed 300. This number can be increased at the discretion of the Committee.

4 Subscription

4.1 The initial subscription is £20.00 and can be amended in circumstances deemed suitable by the Committee.

4.2 Subscriptions are due on joining and on 1st April each year. Members joining after 1 January will be deemed to have paid *their* subscription for the following year.

4.3 The Committee may cancel the membership of any member whose subscription is more than one year in arrears.

5 Committee

5.1 The club shall be administered by a Committee to be elected by the members at the Annual General Meeting. The Committee shall include a Chairman, Treasurer, Membership Secretary, Speakers' Secretary, Bookings Secretary, Minute Secretary and any additional members so elected.

5.2 The Committee may co-opt additional members at its discretion.

5.3 The Friends of Sussex Hospices Management Committee Chairman shall be invited to be and shall be entitled to require to be a Committee member of The Friends of Sussex Hospices East Sussex Lunch Club.

5.4 The Committee shall seek to co-opt Friends of Sussex Hospices Management Committee members so that at least 3 serve on the Friends of Sussex Hospices East Sussex Lunch Club Committee.

5.5 The Chairman of the Trustees of Friends of Sussex Hospices shall be invited to be President of The Friends of Sussex Hospices East Sussex Lunch Club.

6 Powers of Committee

The Committee is responsible for running the club and may make and change any rules it feels are needed to ensure that the club runs smoothly.

7 Guests

7.1 A guest speaker may be invited to the club's lunches.

7.2 Members may invite an unlimited number of guests to each lunch up to a maximum to be agreed from time to time by the Committee subject to the guest paying the guest lunch fee.

8 Members' expenses

Each member must pay their own expenses.

9 Speaker's expenses

The Committee may entertain any speaker and pay the speaker a reasonable fee and travelling expenses and provide lunch out of club funds.

10 Other activities

The club may engage in other activities not inconsistent with a lunch club.

11 New members

- 11.1 The names and addresses of members must be entered in a register in the form of a computerised spreadsheet which will be maintained by the Membership Secretary.
- 11.2 Applications for membership should be made by email or in writing to the Membership Secretary.

12 Annual & General Meetings

- 12.1 An Annual General Meeting of members of The Friends of Sussex Hospices East Sussex Lunch Club must be convened by giving at least 30 days' notice by email or in writing where members do not have email access.
- 12.2 The Chairman must, on a written request from at least 5 members, convene a General Meeting other than the Annual General Meeting within 28 days to consider the matters raised in the request.
- 12.3 A General Meeting must be convened in the same manner as the Annual General Meeting.

13 Conduct of Annual & General Meetings

- 13.1 If the Chairman is unable to chair the meeting the Committee may choose one of their number to chair it.
- 13.2 In the event of any vote the manner of the vote and its declaration are the sole responsibility of the person chairing the meeting.
- 13.3 The Chairman and the Treasurer must present brief reports, and
- 13.4 Any member may raise any matter, subject at all times to the decision of the Chairman.
- 13.5 A General or Annual General Meeting shall be quorate providing at least three members of the Committee are present, to include the Chairman.

14 Retirement of Committee members

- 14.1 At each Annual General Meeting all the members of the Committee must retire.
- 14.2 Retiring members are eligible for re-election.

15 Nominations for Committee

- 15.1 Nominations for the Committee must reach the membership secretary not less than seven days before the Annual General Meeting.
- 15.2 The member nominated must have agreed to stand.
- 15.3 The Membership Secretary must post a list of the names of the retiring members of the Committee who wish to offer themselves for re-election and the names of the persons nominated for election.
- 15.4 Voting on the names must be by a show of hands by paid up members.
- 15.5 The places to be filled must be filled by those with the most votes.
- 15.6 In the event of a tie, the decision must be made by lot.
- 15.7 If there are no nominations, then the retiring members (excluding co-opted members) who have offered themselves for re-election must be declared re-elected.
- 15.8 The Committee may fill any vacancies, but a member who joins the Committee in this way must retire at the next Annual General Meeting.

16 Expulsion of members

The Committee are empowered to expel any member at any time on a unanimous vote of the Committee.

17 The Friends of Sussex Hospices East Sussex Lunch Club Funds

- 17.1 Surplus funds will be donated to Friends of Sussex Hospices.

- 17.2** The Treasurer of Friends of Sussex Hospices shall be requested to hold all subscriptions and other funds on behalf of the club in a separate account and to pay and distribute them in accordance with the directions of the Committee of the club.
- 18** **Disposal of funds on dissolution**
If the club is dissolved or discontinued, the balance in the separate account after payment of all expenses must be given to Friends of Sussex Hospices.
- 19** **Alteration of constitution**
No alteration of or addition to this constitution may be made except by a resolution carried by a majority of at least two-thirds of the members who are present at an Annual General Meeting the notice of which contained particulars of the proposed alteration or addition.



Rules of Membership

- Following each lunch bookings will be accepted for the subsequent lunch
- Bookings must be received by the Bookings Secretary no later than 14 days prior to the lunch date
- Members are asked to quote their membership number and the name/s of their guest/s when booking
- Specific dietary requests can only be accommodated if notified in advance
- If a member wishes to sit with a particular person or group, please advise the Lunch Bookings secretary when making a reservation
- Members' guests will be welcome to attend subject to guests paying the current guest lunch fee per head
- Members may invite an unlimited number of guests to each lunch up to a maximum to be agreed from time to time by the Committee
- Tickets are allocated on a first-come first-served basis
- Refunds will be offered only for cancellations made 14 days in advance of the lunch
- Annual Membership is currently £20.00 renewable on 1st April each year or as amended by the Committee

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