

# Statute 2019

## 1. Name

The name of the group shall be **Gandia Area Social Club (International)** – also known as GASC. The address of GASC is situated at Crta Nacional 332, km 216, Apt 106, 46780, Oliva. (Restaurant Viva Espana)

## 2. Aims

The aims of the Gandia Area Social Club will be:

- To bring together individuals from the Gandia, Oliva and surrounding areas for social events.
- To promote recreational activities and mutual support among our members.
- To establish Groups in which members can participate.
- To establish monthly Dinner Dances
- To establish monthly Quizzes
- To support local charities as required

## 3. Membership

Membership is open to anyone who:

- is aged over 18 and
- lives or holidays in Gandia, Oliva or the surrounding areas; and
- supports the aims of the Gandia Area Social Club

Membership will begin as soon as the membership form has been completed online and first annual payment has been received.

There will be an annual membership fee which will be agreed at the Annual General Meeting (AGM) and will be payable by all members.

All members may attend any Committee Meeting, although they will not be eligible to vote – dates of meetings can be found on the club Website.

A list of all members will be kept by the Membership Secretary and in accordance with the Privacy Policy of the Gandia Area Social Club

Renewal payment can be made at the Annual General Meeting, the Dinner Dance or Quiz during February/March or alternatively via Bank Transfer.

## **Ceasing to be a member**

Members may resign at any time in writing to the Membership Secretary.

Any member who has not paid their membership fee for 6 months will be contacted by the Membership Secretary, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the Membership Committee, accompanied by a friend, before a final decision is made.

## **4. Equal Opportunities**

Gandia Area Social Club will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## **5. Officers and Committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet usually on a monthly basis on dates agreed by the Committee.

The Committee will consist of 4 Officers and at least 4 Committee Members.

The Officers' Roles are as follows:

- President, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
- Membership secretary, who shall be responsible for keeping records of members
- Treasurer who shall be responsible for maintaining accounts

Specific Committee Roles are as follows:

- Social Secretary, who shall be responsible for booking and liaising with all Acts
- Vice President, who shall support the President
- Vice Treasurer, who shall support the Treasurer
- Group Leaders, who shall be responsible for any group run under the banner of and advertised as belonging to GASC

In the event of an officer standing down during the year a replacement will be co-opted in by the Committee and formally elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

Officers of the Committee shall hold office for a period of three years, and may be re-elected consecutively for two more periods.

The Committee meetings will be open to any member of the Gandia Area Social Club wishing to attend, who may speak but not vote.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held every 12 months in January.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting,

Proposals for the committee may be made to the Secretary before the meeting.

The Secretary will provide the Agenda and draft Minutes of each meeting reflecting agreements that have been adopted and the numerical result of votes.

The quorum for the AGM will be 20% of the membership.

At the AGM:-

- The President/Committee will present a report of the work of the Gandia Area Social Club over the previous year and
- The Treasurer will present the accounts of the Gandia Area Social Club for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership.

## **6.3 Committee Meetings**

Committee Meetings will usually be held monthly on dates agreed by the Committee.

Agendas and Minutes will be compiled by the Secretary of the Club

The previous minutes will be agreed and signed off, before uploading to the Club Website

The quorum for Committee meetings is two Officers and two Committee members.

## **7. Rules of Procedure for meetings**

An Agenda will be provided by the Secretary

The previous minutes will be agreed and signed.

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances / Assets**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

The annual limit of the Club will be 10,000 Euros

A register will be kept by the Treasurer of all Assets belonging to the club, along with who has them

All money raised by or on behalf of Gandia Area Social Club is only to be used to further the aims of the group, as specified in item 2 of this constitution.

An independent Auditor agreed by the Committee will Audit the Accounts yearly in readiness for the AGM.

## **9. Amendments to the Constitution/Statute**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## **10. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Annual General Meeting of the Gandia Area Social Club on:-

Date ...../...../.....

Name and position in Club .....

Signed .....

Name and position in Club .....

Signed .....