

SINGLES' OUTDOOR CLUB **CONSTITUTION**

(As amended at the Annual General Meeting, August 2016)

SECTION 1: ORGANISATION.

1.1 **NAME AND ADDRESS OF THE CLUB.**

1.1.1 The name of the club shall be the "Singles' Outdoor Club", and is hereinafter referred to as the Club.

1.1.2 The address of the Club shall be determined by the Management Committee and published in the Handbook and Newsletter.

1.2 **THE AIMS OF THE CLUB.**

The aims of the Club shall be:

1.2.1 To promote and practice Naturism whenever and wherever practicable.

British Naturism definition:

"What is Naturism?

Naturism is: the practice of going without clothes. Whatever you may think about people who do such a thing, it is not shameful, embarrassing or ridiculous, in fact when the weather is hot it's the sensible option – and great fun!"

1.2.2 To provide social and recreational facilities in accordance with paragraph 1.2.1 for everyone. To promote membership and Naturism to persons having 'protected characteristics' as defined in the Equality Act 2010.

1.3 **CLUB MANAGEMENT.**

1.3.1.1 There shall be a management Committee consisting of six Members.

1.3.1.2 The Members shall be elected to office at the Annual General Meeting and shall be chosen from the members present or properly represented at the meeting. The Members shall hold office for a period of two years and shall then either stand down or stand again for election. Three Members shall stand for election in alternate years.

1.3.1.3 The Members shall be elected to fill the posts of President; Secretary; Treasurer; Membership Secretary and two Committee Members. Roles and job descriptions will be as described in the Handbook.

1.3.1.4 (Deleted A.G.M. August 2016.)

1.3.2.1 The Management Committee shall meet at least three times a year; one of these meetings may be prior to the Annual General Meeting.

1.3.2.2 At a meeting of the Management Committee, the quorum shall be 51 per cent.

1.3.2.3.1 Decisions shall be carried by majority vote with the President normally having no vote.

- 1.3.2.3.2 When there is an equal division among the Committee Members, the President shall have the casting vote.
- 1.3.2.4 When the President is unable to attend a Committee Meeting, he or she shall normally appoint another Committee member as a deputy. Otherwise, (assuming there is a quorum), a deputy President shall be elected by and from among the Members present at the time.
- 1.3.3 The duties and responsibilities of the Management Committee shall be:
- 1.3.3.1 - To ensure that all the activities of the Club proceed in accordance with the Constitution, and the Resolutions adopted at any General Meeting.
- 1.3.3.2 (Deleted A.G.M. August 2016.)
- 1.3.3.3 - To determine the policy on advertising.
- 1.3.3.4 - To take responsibility for the financial viability of the Club.
- 1.3.3.5 - To ensure an adequate communications link between geographically separate parts of the Club.
- 1.3.4 In addition, the Management Committee shall be solely responsible for the admission of Members into the Club.
- 1.3.5 If any member of the Management Committee vacates his or her post before the Annual General Meeting, the remaining Committee Members have the power to co-opt a replacement from the membership of the Club.
- 1.3.5.1 Any person so co-opted must stand down at the next Annual General Meeting but will be eligible to stand for election for the balance of the term or for the next full term (as appropriate).
- 1.3.5.2 The Management Committee may invite or request anyone to attend a Committee Meeting. Attendance at such a meeting by any person does not confer any voting rights on that person.
- 1.3.6 The Management Committee has the sole authority to produce or cause to be produced, a Handbook for the conduct of the Day to Day running of the Club. The Handbook shall be clearly designated by the year in which that edition is produced. The Handbook shall be revised at the discretion of the Management Committee and the latest edition will always be available in an on-line version. The latest edition will always be the definitive version.
- 1.3.7 The Management Committee has the sole authority to create a list of posts known as Club Officers for the Day to Day running of the Club. The Management Committee has the sole authority to remove from the list any post no longer deemed to be necessary.
- 1.3.7.1 The Management Committee has the sole authority to appoint any Member to a position so created or to remove a Member from such a position so created.
- 1.3.7.2 All of the Club Officers' job descriptions will be described in the Handbook.
- 1.4 (Deleted A.G.M. August 2016.)
- 1.4.1 (Deleted A.G.M. August 2016.)

- 1.4.2 (Deleted A.G.M. August 2016.)
- 1.4.3 (Deleted A.G.M. August 2016.)
- 1.4.4 (Deleted A.G.M. August 2016.)
- 1.5 FINANCE
- 1.5.1 A Bank Account shall be kept in the name of the "Singles' Outdoor Club", and this account shall be solely for the use of this club.
- 1.5.2 The Treasurer shall maintain this account in good order.
- 1.5.3 All cheques drawn on this Account shall be signed by any two members of the Management Committee.
- 1.5.4 The Treasurer may be authorised by the Management Committee to keep a petty cash account, from which, without further authority, any Club debt may be discharged, up to a sum agreed to, by an annual decision of the Management Committee to be confirmed at the A.G.M.
- 1.5.5 Properly audited (or independantly examined) accounts shall be kept and made up to the 31st day of December each year.
- 1.5.6 One auditor (or independent examiner) may be appointed by the Annual General Meeting. Failing that, the Management Committee may appoint an auditor (or independent examiner). An auditor (or independent examiner) shall not be a member of the Management Committee, but should have a professional accountancy background.
- 1.5.6.1 If we can not find such a member a fee should be paid for a professional accounts examiner.
- 1.5.7 If the Club acquires land or other capital assets, Trustees may be appointed at a General Meeting of the Club.
- 1.5.7.1 Under this clause there shall be between two and four appointed Trustees at any one time.
- 1.5.7.2 If under this clause there shall be at any time and for any reason be less than two Trustees, a General Meeting shall be called immediately for the purpose of appointing enough Trustees to comply with paragraph 1.5.7.1
- 1.6 ANNUAL AND SPECIAL GENERAL MEETINGS.
- The term "General Meeting" shall include Annual General Meetings, Special General Meetings, Extraordinary General Meetings and any other Meeting at which the voting Members of the Club have the opportunity to use their votes.
- 1.6.1 An Annual General Meeting shall be held every year between the 15th day of August and the 15th day of September, both dates inclusive.
- 1.6.2.1 The President may call a Special General Meeting for the express purpose of discussing an urgent amendment to the Constitution, or some other crisis. No other business may be transacted at such a meeting.

- 1.6.2.2 The President shall be bound to call a Special General Meeting if required to do so by the Membership of the Club. The Membership shall express this requirement by presenting the President with a petition which calls for the Meeting and states the reason(s) for the Meeting. The petition must be signed by at least five per cent of the voting Membership. The only business which may be transacted at such a Meeting is that which is embodied by the reason(s) for the petition.
- 1.6.3 Written notice of the location, date and time of any General Meeting, and the business to be transacted at that Meeting (which must in essence include the agenda and any proposed Constitutional amendments) must be circulated to all Members at least four weeks before the date of the Meeting.
- 1.6.4 At a General Meeting, other than a Special General Meeting called for the purpose of winding up the Club, there shall be a quorum of five per cent of the voting strength of the Club or twenty-five Voting Members, whichever is lower.
- 1.6.4.1 At a Special General Meeting called for the purpose of winding up the Club, the quorum for the meeting shall consist of a quorum of the Management Committee, i.e. four members of the Committee.
- 1.6.5 Besides any other business which may or may not be itemised on the agenda, the following business must be proposed at an Annual General Meeting:
- 1.6.5.1 - Adoption of the minutes of the previous Annual General Meeting.
- 1.6.5.2 - Adoption of the Audited (or Independently Examined) Accounts and the Treasurers' report for the year.
- 1.6.5.3 - Appointment of the Auditor (or Independent Examiner) for the coming year.
- 1.6.5.4 - To receive the reports of the other officers of the Management Committee and such officers as the Management Committee require, having given at least one month's notice of such requirement.
- 1.6.5.5 - To adopt, if applicable, the minutes of any Special General Meeting not yet adopted.
- 1.6.5.6 - Retiring members of the Management Committee shall stand down and election of the new Management Committee shall take place. All retired members are eligible for re-election. Election shall normally be for two years.
- 1.6.5.6.1 When the President is retiring or the office is being contested, the Secretary shall conduct the election of President. The newly elected President shall have the option of taking the chair for the remainder of the meeting.
- 1.6.5.7 When proposed and carried at the Annual General Meeting, a written report distributed to all attending members can be taken as read, and need not be orally presented.
- 1.6.5.7.1 Items of business for adoption can only be accepted by the members if full representation of such business has been given either orally or in writing to the members present.
- 1.6.5.8 When an item of business proposed for adoption is not accepted by the members present, the President may propose one or more of the following:

- 1.6.5.8.1 Such business be recorded as “Not Accepted” and no further action taken.
- 1.6.5.8.2 Such business be recorded as “Not Accepted” and an instruction recorded concerning them.
- 1.6.5.8.3 Such business be recorded as “Under Examination” and either the Management Committee, or a member or members appointed by the Management Committee, be instructed to inquire the reason and report any findings to the Management Committee or the following Annual General Meeting or a Special General Meeting as specified in the proposal.
- 1.6.6.1 Each Member shall have one vote only
 - 1.6.6.1.1 Any Member may appoint any other Member to act as his or her proxy, subject to the restriction that no one Member, with the exception of the management committee, can act as proxy for more than two people.
 - 1.6.6.1.1.1 Members of the management committee shall act as proxy for as many members who appoint them so to do.
 - 1.6.6.1.1.2 The total number of proxy votes held at a meeting shall be announced prior to the first item of business requiring a vote at that meeting.
 - 1.6.6.1.2 Any arrangement to vote by proxy shall be valid only for the specific Meeting for which the proxy was appointed, and shall only be valid if the Management Committee and the person holding the proxy vote have been notified in writing of the arrangement before that Meeting.
- 1.6.6.2 Any Member is eligible for election at a General Meeting.
 - 1.6.6.2.1 A Member may state verbally at the Meeting that he or she is willing to stand for election; this requires that he or she be present at the Meeting.
 - 1.6.6.2.2 A Member absent from the Meeting may stand for election at that Meeting only if he or she has provided written evidence of his or her willingness to stand. The signature of the candidate witnessed by a proposer and a seconder on a nomination form shall be deemed to be sufficient evidence to the Management Committee.
- 1.6.7.1.1 Any Member may propose a Motion or a Resolution at a General Meeting which, so long as that Motion or Resolution does not involve a change to the Constitution, shall become part of the business of the Meeting provided the President has a written copy of the Motion or Resolution together with the names and signatures of the proposer and seconder before the Meeting.
- 1.6.7.1.2 Motions and Resolutions which do not require Constitutional amendment shall be carried by majority vote.
- 1.6.7.2.1 Any Motion or Resolution which demands a change to the Constitution must comply with the articles of sect. 1.8
- 1.6.7.2.2 Motions and resolutions which require Constitutional amendment shall only be carried if there is a two thirds 67 per cent vote in favour.
- 1.6.7.3.1 The President shall normally have no vote.
- 1.6.7.3.2 Where the vote is inconclusive, the President shall have the casting vote.

1.6.7.4 Any Motion or Resolution may have one or more amendment(s) moved from the Floor of the Meeting provided that each amendment separately is proposed, seconded and voted upon. Any amendment may be carried by majority vote.

1.6.8 Any General Meeting may be observed by persons interested in the proceedings.

1.7 DISSOLUTION OF THE CLUB.

1.7.1 If the members of the Management Committee agree that the Club is insolvent or otherwise unable to continue in existence, then a Special General Meeting must be called.

1.7.2 If no Member can offer a solution to the problems, the Club must be dissolved, any assets realised, and a closing Account must be prepared by the Treasurer and audited (or independantly examined).

1.7.3 Any monies remaining on dissolution of the Club should be transferred to similar organisation or held in trust until a suitable similar organisation exists.

1.7.4 Realisation of assets and distribution of final monies shall be undertaken by the Trustees, if there be any; otherwise the Auditor (or Independent Examiner) may be requested to act.

1.8 AMENDMENTS TO THE CONSTITUTION.

The Constitution may be amended by adoption of a Resolution at a General Meeting.

1.8.1 Any amendment to the Constitution shall be by adoption of a Resolution proposed and seconded by any two current Members, and shall also be countersigned by a minimum of four other current Members.

1.8.2 Such a Resolution shall have been circulated in writing to all Members at least four weeks in advance of the General Meeting.

1.8.3 Such a Resolution shall fall unless the required proportion of the voting strength at the Meeting shall approve it.

1.8.4.1 If the Resolution be adopted, it shall come into force with immediate effect.

1.8.4.2 If the Resolution falls, it may not be reintroduced at a General Meeting for at least 23 months.

1.9 CIRCULATION OF THE CONSTITUTION.

1.9.1 A copy of the Constitution shall be available to all Members (except Junior Members) and to anyone who has reasonable need of it upon request from the General Secretary.

SECTION TWO: MEMBERSHIP

2.1 PERSONS ELIGIBLE FOR MEMBERSHIP.

2.1.1 All persons aged 18 years and over are eligible for membership.

2.1.2 Deleted A.G.M. August 2016.

2.2 PROSPECTIVE MEMBERS.

2.2.1 Every applicant must submit a correctly completed application form giving full personal details and a reason for wishing to join. An accompanying letter with the application is considered desirable.

2.2.2 The applicant may be required to meet one or more of the members of the Management Committee before his or her application is accepted.

2.3 CATEGORIES OF MEMBERSHIP.

2.3.1 The normal unit of membership shall be the Member.

2.3.1.1 The definition of the Member is one who:

2.3.1.1.1 - has paid the appropriate fees.

2.3.1.1.2 - conforms to the age limitations and regulations of Section 2.1.1

2.3.2 (Deleted A.G.M. August 2016.)

2.3.3 (Deleted A.G.M. August 2016.)

2.3.3.1.1 (Deleted A.G.M. August 2016.)

2.3.3.1.2.1 (Deleted A.G.M. August 2016.)

2.3.3.1.2.2 (Deleted A.G.M. August 2016.)

2.3.3.2 (Deleted A.G.M. August 2016.)

2.3.3.3 (Deleted A.G.M. August 2016.)

2.3.3.4 (Deleted A.G.M. August 2016.)

2.4 MEMBERSHIP FEES.

2.4.1 Initial membership fees and annual subscription rates shall be fixed by the Management Committee.

2.4.2 Annual subscriptions are due on the first day of January.

2.4.3 Pro-rata reductions in the annual subscription may be made based on the number of complete months of membership in the Member's first year.

2.4.4.1 If the annual subscription due is not paid on or before the 31st day of March, the membership shall be suspended.

2.4.4.2 If the annual subscription due is not paid on or before the 15th day of April then membership shall be deemed to have lapsed.

2.4.4.3 Lapsed membership may be renewed on payment of the appropriate fee for becoming a Member for the first time (i.e. shall include any initial subscription which is payable for that year).

Under this clause, in exceptional circumstances, the management committee may waive part of the total fee due for renewal of lapsed membership

2.5 (Deleted by AGM, 2004)

2.6 CORRESPONDENCE.

It is the duty of every Member to keep the appropriate officer of the Management Committee informed of any change in the Member's address.

2.7 CONFIDENTIALITY.

2.7.1 All information about Members and applicants, including names and addresses, must be treated in the strictest confidence by all Members who have access to this information.

2.7.2 Information maintained on a computerised database shall be subject to the terms of the Data Protection Act 1984.

2.8 VISITORS (Non-Members).

2.8.1 The Club is unable to accommodate visitors except at functions organised at the premises of the Club or of individual Members.

2.8.2 The Management Committee may, at its discretion, levy a visitor's fee.

SECTION 3: CONDUCT

3.1 MISCONDUCT.

3.1.1 It is the responsibility of all Members, individually and corporately, to maintain a high standard of conduct at any activity which is in any way associated with the Club.

3.1.2.1 Any Member indulging in misconduct or inappropriate behaviour such that the Club or the Naturist Movement could be brought into disrepute should at once be advised by any other Member(s) who witness the incident that their actions are not in keeping with the aims and objectives of the Club.

3.1.2.2 An account of the incident should be forwarded by or on behalf of the witness to a member of the Management Committee; either directly or via an Area Organiser.

3.1.2.3 The Committee member notified will then contact the other Committee members with a view to formulating a decision on whether

a) a letter to the Member from the Secretary with a view to future good conduct but stating that any future breach of conduct will result in a termination of membership will suffice, or

b) a letter to the Member should be sent by the Secretary stating that membership has been terminated with immediate effect.

3.1.3 Should a Member feel that they have a grievance, then the Disputes procedure in the Handbook will be followed.

3.2 (Deleted A.G.M. August 2016.)

3.2.1 (Deleted A.G.M. August 2016.)

3.2.2 (Deleted A.G.M. August 2016.)

3.3 LOSS OF PROPERTY.

3.3.1 The Club can not be responsible for the loss of any property belonging to any individual in any circumstance.

3.3.2 When the property of the Club is entrusted to any individual, that individual shall be wholly responsible for its safe keeping.

3.4 PHOTOGRAPHY.

The policy of the club will be outlined in the Handbook.