

# ASSOCIATION OF INTER-VARSITY CLUBS

## CONSTITUTION

### NAME

1. This association shall be named the "Association of Inter-Varsity Clubs", hereafter referred to as "the Association."

### OBJECTS

2. The objects of the Association shall be:

- 2.1 To provide services for member Clubs;
- 2.2 To promote co-operation and liaison between member Clubs;
- 2.3 To encourage, advise, and assist in the formation and development of Inter-Varsity Clubs;
- 2.4 To promote reciprocal arrangements for membership and visiting;
- 2.5 To provide a communication and information network between member Clubs.

### TERMINOLOGY

3. Throughout this Constitution, and any Standing Orders established under it, words which refer to men ("he", "his", etc.) shall be understood to refer equally to women.

### MEMBERSHIP OF THE ASSOCIATION

4. Clubs whose membership and objects are acceptable to a General Meeting of the Association shall be eligible for membership of the Association.

5. The Constitution of a member Club shall specify its name, objects, and membership requirements so that:

5.1 The name shall include the words "Inter-Varsity Club" or "Intervarsity Club" or "IVC", otherwise the club must state that it is "a member of the Association of Inter-Varsity Clubs" on all media.

5.2 The objects shall include the provision of

5.2.1 Opportunities for social, cultural, and recreational activities among graduates and other people of similar interests; and

5.2.2 Facilities for visitors or temporary residents from other Inter-Varsity Clubs, in accordance with the Reciprocal Agreement of the Association (Appendix).

5.2.3 The Club shall not hold or express any political, religious, or racial opinions; nor shall it be associated with any organisation which does.

5.2.4 The governing body of the Club shall determine the suitability of anyone who applies to join.

5.2.5 Except for services rendered at the request of the Club's management committee, no member shall in any way receive any profit, salary, or emolument from the funds of the Club.

6. Applications from Clubs to join the Association must be approved by not less than three-quarters of the votes cast at a General Meeting of the Association.

7. The Association shall take such steps as it thinks fit to determine the suitability for membership.

8. Member Clubs of the Association shall be bound by the Constitution.

### **POWERS OF THE ASSOCIATION**

9. Decisions of the Association, properly arrived at in a General Meeting, shall be binding on member Clubs, unless a Club objects to the Secretary in writing within three months of the General Meeting or within one month of receiving the minutes, whichever may be the later.

10. A Club which refuses to accept a decision of the Association may be liable to expulsion, as set out below.

### **RESIGNATION FROM THE ASSOCIATION**

11. A member Club may resign from the Association by giving two months written notice to the Secretary.

12.1 Such a Club shall be liable to pay the whole of its dues and levies to the Association in respect of the Association's financial year. However, if a Club notifies its resignation to the Secretary within one month after the General Meeting of the Association at which such dues and levies were agreed, it shall be liable for only amounts agreed before that meeting.

12.2 A Club which at the commencement of an AGM has not paid all levies due to the Association for both of the two preceding financial years shall be deemed to have resigned from the Association.

### **EXPULSION FROM THE ASSOCIATION**

13. A member Club may be expelled from the Association by a resolution approved by not less than three-quarters of the votes cast at a General Meeting of the Association.

### **OFFICERS OF THE ASSOCIATION**

14. The Executive Officers of the Association shall be the Chairman, Secretary, Treasurer and News

Officer.

15. Such other Officers as the Association may require may also be elected with specific responsibilities.

16. The Executive Officers shall be responsible for the successful management of its affairs in accordance with the Constitution. They shall when appropriate consult with other Officers before acting.

17. The Secretary shall have power to conduct a poll of member Clubs on urgent matters arising between General Meetings, and to act on the wishes of a sufficient majority of member Clubs.

### **ELECTIONS AND APPOINTMENTS**

18. Officers of the Association shall be elected by an Annual General Meeting (AGM), except when a vacancy occurs between AGMs. In that case, the Executive Officers may appoint someone to the Office, subject to the requirements of Articles 25 and 26 of the Constitution. No person may be elected or appointed to more than one office at any one time.

19. Officers shall take office at the end of the AGM at which they are elected. Their term of office shall expire at the end of the following AGM.

20. Every Officer shall maintain current membership of a member Club.

### **RESIGNATION AND DISMISSAL OF OFFICERS**

21. An Officer of the Association may resign by giving notice to the Secretary, or Chairman, or News Officer, or Treasurer, in that order.

22. The Officer who receives such a resignation shall arrange for the Executive Officers to consider the appointment of a successor.

23. An Officer may be dismissed by a resolution approved by a majority of votes cast at a General Meeting of the Association.

24. An Officer may be dismissed by the unanimous vote of all other Officers on grounds of either a breach of the Constitution or for some other serious reason showing that he should no longer remain in office. An explanation shall be given to all member Clubs without delay, and to the next General Meeting.

25. The Executive Officers shall consider the appointment of a suitable successor as soon as possible, after taking reasonable steps to ensure that he is able and willing to carry out the required duties.

26. The Secretary shall without delay notify member Clubs of any such new appointment.

## **GENERAL MEETINGS**

### **NOTICE**

27.1 The Secretary shall give written notice of any Annual General Meeting to all member Clubs on the first of December or as soon as is practical thereafter.

27.2 The Secretary shall give eight weeks written notice of any Special General Meeting to all member Clubs.

27.3 A preliminary Agenda shall be circulated with the notice.

### **QUORUM**

28. A General Meeting shall be quorate when at least one third, or at least fifteen of the member Clubs, whichever is the lesser number, are represented by at least one delegate.

### **MINUTES**

29. Minutes shall be taken at all General Meetings.

30. Minutes shall if possible be circulated to member Clubs within three months.

### **VOTING**

31. Each member Club shall be entitled to representation at a General Meeting by two voting delegates, who shall be current members of that Club. Votes shall be split equally between such delegates.

32. Voting at a General Meeting shall be by show of hands, unless at least six delegates demand a secret ballot.

33. On non-financial motions, each Club represented at a General Meeting by either one or two delegates shall be entitled to two votes.

34. On motions affecting finance, Clubs shall have votes related to their membership. There shall be two votes for the first 200 members or part thereof, and one additional vote for each further 100 members or part thereof up to a total of 1000 members. There shall be one more additional vote for each further 200 members or part thereof above 1000.

This is set out in the following table;

<u>MEMBERS:</u>	<u>VOTES:</u>
1 - 200	2
201 - 1000	2 + 1 per 100 or part thereof
1001 or more	10 + 1 per 200 or part thereof.

35. Ordinary motions shall be carried by a simple majority of votes cast.

36. Motions to grant membership of the Association to a Club (6, above), or to expel a Club from the Association (13, above), or to dissolve the Association (51, below), or to amend the Constitution (59.2, below) shall be carried only by three-quarters or more of the votes cast at a General Meeting of the Association.

37. Officers of the Association shall not be eligible to act as delegates at a General Meeting. Nor shall they vote, except if votes are tied when the Chairman shall have a casting vote.

### **OBSERVERS**

38. Clubs may send observers to any General Meeting provided the agreement of the host Club is first obtained.

### **ANNUAL GENERAL MEETINGS**

39. An Annual General Meeting of the Association shall be held in the period March 15th to 30th April, inclusive, each year.

40. The business of the AGM shall include:

40.1 Minutes of the previous AGM and any subsequent General Meetings, and matters arising.

40.2 A report from the Secretary on the Association's activities.

40.3 A financial report including audited accounts for the previous financial year, and a budget for the current financial year.

40.4 Consideration of the annual levy to be paid to the Association by member Clubs.

40.5 A report from the News Officer and from each non-Executive Officer.

40.6 Inter-club activities.

40.7 Joint publicity.

40.8 Election of Officers.

40.9 Appointment of Auditor

40.10 Consideration of motions of which notice has been given.

40.11 Any other business which the Meeting may decide.

40.12 Time, date, and place of the next AGM.

40.13 Time, date, and place of the next but one AGM, provided at least one proposal appears on the Final Agenda.

## **AGENDA**

41. The Secretary shall send a Final Agenda, with draft budgets and provisional levies, to Clubs on the first of February or as soon as is practical thereafter.

## **SPECIAL GENERAL MEETINGS**

42. A Special General Meeting (SGM) of the Association may be called by any six member Clubs, whose authorised representatives shall give written notice to the Secretary of the Association, or failing him to the Chairman, Treasurer, or News Officer.

43. The Secretary, or other Officer acting in his place, shall arrange a Special General Meeting without delay, and shall give notice of it to member Clubs within 21 days of receiving notice that an SGM is required.

44. Notice of an SGM shall state the principal business to be considered.

## **FINANCE**

45. The Treasurer shall be responsible for the funds of the Association.

46. The financial year shall end on 31st January.

47. An Auditor shall be appointed by the AGM and shall report to each AGM on the accounts for the previous year.

48. Any vacancy in the office of Auditor shall be filled without delay by an appointment agreed by

the Executive Officers.

49. Except for services rendered at the request of a General Meeting, or at the request of the Secretary in accordance with a poll of member Clubs, no member of any member Club shall in any way receive any profit, salary, or emolument from the funds or transactions of the Association.

50. Dues and levies upon member Clubs, and dates for payment, shall be fixed by a General Meeting of the Association. They shall be proportional to the membership of a Club, except that Clubs with over 1000 members shall pay half rates for any members after the first 1000.

## **DISSOLUTION**

51. The Association may be dissolved by a resolution approved by not less than three-quarters of the votes cast at a General Meeting of the Association provided notice of the proposal has appeared on the first agenda given for the meeting.

52. The Officers shall thereupon proceed to realise the property of the Association.

53. If any residue remains after discharge of all liabilities, it shall be divided among member Clubs in accordance with the apportionment formula applicable to levies, unless otherwise directed in the resolution.

54. Should the assets of the Association be insufficient to meet liabilities, Clubs shall make contributions levied according to the relevant apportionment formula, to indemnify the Officers or the Clubs who have borne or incurred such liabilities.

55. Such levies shall be paid by Clubs which were members of the Association at the date of the General Meeting at which it was decided to dissolve the Association.

56. Such levies shall also be paid by any Clubs which had been members of the Association in the preceding year, provided that they shall be liable to contribute only towards liabilities arising before they left the Association.

## **STANDING ORDERS**

57. The business of the Association shall be governed by Standing Orders, subject only to the Constitution.

58. Any General Meeting of the Association shall have power to establish, amend, or abolish Standing Orders, by a simple majority of votes cast.

## **CONSTITUTION**

59. The Constitution may be added to, amended, or repealed, by resolution of a General Meeting of

the Association provided that:

59.1 the proposal has appeared on the first agenda given for the meeting; and

59.2 The change is approved by not less than three-quarters of the votes cast at a General Meeting of the Association.

60. Interpretation of the Constitution shall be as decided by a General Meeting; but between General Meetings authority shall be vested in the Secretary.

[Adopted by the Association at its Annual General Meeting, Nottingham, 14th April 1985. Amendments added together with subsequent renumbering, February 1992. Amendments added, April and July 1992. Corrections made, and one amendment added, April 1994. Amendments made April 1996. Amendments made to articles 5.1 and 28 in April 2001]

Updated February 2006