

Harpenden Learning for Leisure Constitution

Adopted on June 15 2022

Name:

The Association's name is '**Harpenden Learning for Leisure**' ('the Association').

Objects and Purposes:

The Association has been formed as a not-for-profit unincorporated association. The objects of the Association are to arrange for events, lectures, or courses of lectures deemed by the committee to be of interest to the members of the Association in Harpenden and the surrounding area.

Lecture/events programme:

- A programme of proposed events, lectures or courses shall be agreed by the committee who may, in assembling the programme, also ask members for suitable topics that might be added to the programme.
- The proposed events, lectures or courses shall be assessed by the committee in terms of financial viability, general interest and other related considerations.
- An agreed programme shall be circulated at a time agreed by the committee such as to allow for sufficient time to enrol for a given event, lecture or course.
- Members shall pay a fee to attend events, lectures or courses of lectures. The fee shall be determined by the committee, taking into account, inter alia, costs of room hire, the charges of lecture or event providers, costs of publicity and materials, equipment provision and other related expenditure.
- Any excess income generated remains membership funds and shall be applied in accordance with the application of income rules set out in the constitution.
- The committee reserves the right to cancel events, lectures, or courses of lectures, should enrolment fees be insufficient to cover costs or because of circumstances beyond the control of the committee. Any fees received prior to the cancellation of any provision will be returned to the members concerned.
- At the discretion of the committee, in exceptional circumstances, a refund of fees may be made to a member no longer able to attend a course, if a written request is made by that member.

Membership:

- Membership shall be available to any person over 18.
- Membership shall be available to anyone without regard to gender, race, nationality, disability, sexual preference, religion or belief.
- Every member shall have one vote at general meetings.
- Persons shall be deemed to be full members of the Association upon enrolling on a course or event or on serving as an executive officer of the committee.
- Membership shall be valid for 12 calendar months from the date of each enrolment.
- A register of members will be kept and maintained by the officer of the committee in charge of the website and by the Secretary to the committee.

- **Resignation of members:**
- Any member may resign from the Association by giving written notice to the Secretary of his or her intention to do so, but will remain liable for any unpaid course fees owing to the Association and shall not be entitled to a refund of course fees if the relevant course of study has already started.
- **Suspension and Expulsion of Members:**
- The committee shall have the power to suspend or expel from membership any member.
- The committee's powers in such circumstances shall be exercised in good faith and for good reason.
- The member has a right to be heard by the committee before a final decision is made.
- A suspension or expulsion shall take effect immediately upon the committee's decision in writing being sent to the member.
- The suspended or expelled member shall be refunded the proportion of any course fee paid for a course that the member cannot complete owing to the suspension or expulsion.

Committee:

- The affairs of the Association shall be managed and administered by a committee consisting of officers.
- The officers shall include a Chair, a Secretary and a Treasurer. Other members of the committee will be responsible for areas such as membership coordination, publicity, website management and data protection. The number of officers shall not be less than six and shall not be more than twelve. All officer posts shall be unpaid and honorary.
- The committee will normally meet quarterly or at such other time as deemed necessary by the committee.
- The quorum for a committee meeting will be four officers.
- Authorised officers of the committee may open and operate bank and other accounts considered necessary and all monies received on behalf of the Association shall be paid into such accounts.
- Each member of the committee shall retire with effect from the conclusion of the annual general meeting next after his or her appointment but shall be eligible for re-election at that annual general meeting.

Application of Income:

- The income generated from events, lectures or courses of lectures shall be applied towards the provision, management of and promotion of the objects, and to the costs of any insurance policies the Association may reasonably decide to take out to protect its membership and/or its executive officers.
- An officer of the Association is entitled to be reimbursed from funds held by the Association for reasonable expenses properly incurred by him or her when acting on behalf of the Association.
- An officer of the Association may benefit from indemnity insurance purchased at the Association's expense.

General Meetings:

- A general meeting shall be held within twelve months of the adoption of this constitution.
- An annual general meeting shall be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- All members shall be given at least 21 days' notice of an annual general meeting and shall be entitled to attend and to vote.
- An extraordinary general meeting (EGM) may be called by the committee at any time and the Secretary must call a meeting of the committee if requested to do so by an officer of the committee.
- The committee must call a special general meeting (SGM) within 28 days following a written request by at least fifteen members to the Chair. The request must state the nature of the business that is to be discussed.
- All members shall be given at least 14 days' notice of a SGM together with notice of the business to be discussed. All members shall be entitled to attend and to vote.
- Decisions made at an EGM or SGM will be binding upon the Association.
- Six members shall form a quorum at a general meeting.
- Each member present shall have one vote but in the case of equal voting the Chair shall have a casting vote.
- The business of meetings shall be in accordance with an agenda circulated before the meeting. The agenda shall state the items to be discussed at the meeting, the date, time and place of the meeting and the minutes of any relevant previous meeting.
- All meetings shall be minuted and an agreed copy of the minutes shall be signed and dated by the Chair and kept as a record of the business of that meeting.

Amendment of the Constitution:

Any provision contained in this constitution may be amended provided that any such amendment is passed by a simple majority of the members present and voting at a general meeting.

Dissolution:

- The Association may be dissolved by a simple majority of the members present and voting at a general meeting called for this purpose for which fourteen days' notice shall be given to the Chair.
- Any funds held by the Association upon its dissolution shall be used to defray any outstanding debts of the Association.
- Any remaining funds shall be donated to a charity or charities chosen by the committee.

Matters not provided for:

Any matters not provided for in this constitution or in the interpretation of this constitution may be dealt with by the committee in its discretion, in order to ensure the smooth running of the Association.