**THE CONSTITUTION OF THE 2ND JOYDENS WOOD ACTIVE RETIREMENT ASSOCIATION**

**Summary of changes proposed for July 2025**

During the course of last year, certain events gave rise to the need to update the existing Constitution.

Three enhancements are therefore proposed this year. If anyone wishes for a full copy of these changes within the Constitution, please respond to Jenny at least one week before the AGM and a copy will be made available. Otherwise, this summary will be deemed to have been sufficient for your needs.

A limited number of full copies of the revised Constitution will be available at the AGM.

1. The ability of members to be elected to the Committee from the floor at the AGM (P6.8).
* At the point of volunteering for Committee membership, the person so-doing (and seconded) may not have a clear understanding of the particular requirements of being a Committee Member, especially what is needed to manage and lead events.
* As such, anyone volunteering at the AGM will be deemed to have requested provisional committee membership and their request will be ratified by the Committee after clarifying that they are practically able to undertake the role. If the person so volunteering believes they are unable to commit as needed, they may then withdraw their request.
1. The second relates to the possibility of a dysfunctional committee, in worst case having to disband leading to the Association collapsing.
* P3.12. Maintaining positions/membership of the committee for more than one year needs the endorsement of the majority of existing committee members, before ratification at the AGM by the members: this is unchanged. However, the current requirement of endorsing fellow members is effectively a public vote at a Committee Meeting: as there could be concerns that members do not wish to voice publicly, it is proposed that a silent vote henceforth be offered/coordinated by the Chair, or Vice Chair, to identify any issues, and what is then needed to resolve them. Without issue, all members will be re-proposed at the AGM.
* P4.8. Similarly, previous wording relating to unacceptable behaviour of any member did not practically address who needed to do what. The current wording indicated that the member whose behaviour was deemed unacceptable would be ‘offered counselling’ but there were no practical guidelines as to what steps would need to be taken if the appropriate outcome was the rescinding of the member’s membership. This has been addressed.
1. The most material change this year, however, is the inclusion of the new paragraph 3A) Committee Roles & Responsibilities. This has been inserted to clarify what is undertaken by whom on the committee, and the expectation for prospective new committee members.

Proposed changes will be proposed at the AGM for ratification by attendees. Should you have any questions, please coordinate them via Jenny (jenny@joyara.org.uk) so they can be raised at the AGM.

**THE CONSTITUTION OF THE 2ND JOYDENS WOOD ACTIVE RETIREMENT ASSOCIATION**

Originally constituted 26th March 2013.

The precedent version of the Constitution was dated 2022.

Updates for 2025 are highlighted in yellow and (where relevant) tracking notes added to aid consideration and relevant approval.

**KEY CHANGES PROPOSED:**

* **3.13) Replacing a one-line narrative on the general duties of the Committee responsibilities with a new paragraph 3A) Managing Committee roles and responsibilities.**
* **4.8) Changing rules when a member’s behaviour is judged inappropriate to the continuing viability of the club or functional continuity of the Committee.**
* **6.8) Amending the rule relating to electing Committee members at the AGM given such a situation precludes a clear understanding of expected responsibilities ahead of nomination.**

SECTIONS:

1. Title
2. Objectives
3. The Managing Committee

3A) Committee Membership Roles & Responsibilities

1. Membership
2. Less Able-bodied/Mobile Members
3. Annual General Meeting ‘AGM’
4. Special General Meeting ‘SGM’
5. Quorum at Meetings
6. Rules of Procedure
7. Finance
8. Winding-up Club Affairs
9. Liabilities of the Association
10. Amendments to the Constitution
11. General Data Protection Regulations ‘GDPR’
12. Data Security Officer
13. GDPR Data Sharing
14. Status of the Constitution

Appendix

1. **TITLE**

This Club shall be called the “2nd JOYDENS WOOD ACTIVE RETIREMENT ASSOCIATION”

It will be known by the shortened title of JOYARA, and defined also as the ‘Association’ or the ’Club’.

1. **OBJECTIVES**
2. To arrange and promote regular monthly meetings and other activities that will contribute to the mental and physical well-being of the members, thereby improving the quality of life of the retired community in Joydens Wood and its surrounding vicinity.
3. To foster good relations with other Active Retirement Associations and to affiliate to the Kent Active Retirement Association ‘KentARA’.
4. To foster good relations with other community groups in the Joydens Wood area and to affiliate to the Joydens Wood Residents Community Association.
5. Whenever and wherever possible, members are to give assistance to other members in need.
* Whilst most members may be described as active there are those with more serious mobility issues: detail has been moved to Section 5 – Less Able-Bodied Members.
1. To obtain, collect and receive funds by way of membership fees, donations, legacies, grants and any other lawful means and to accept and receive gifts of property of any description (whether subject to any special trusts or not).
2. **THE MANAGING COMMITTEE**
3. The Association shall be managed by a Committee elected or re-elected at each AGM.
4. The Committee will comprise both ‘Officers’ and ‘Members’
	1. Without Officer Roles filled, the association will not be able to operate.
		1. Persons should not undertake more than one role, but it is not prohibited.
5. The Officers are defined as the Chair, Vice-Chair, Treasurer, Secretary and Membership Secretary.

The roles of Chair, Treasurer, Secretary and Membership Secretary are commonly referred to as ‘honorary positions’, being the minimum necessary for running of an association.

1. To ensure a representative view of members is provided, the Committee seeks to have ten additional members, making a Committee of fifteen (15) persons.
2. The post of Vice Chair shall be appointed from the Committee members by the Committee members themselves.
3. The Committee shall have the power to co-opt members to fill vacancies for a period until the next AGM, or SGM, of the Club.
	1. Committee members so approved are recognised as ‘co-opted’ members.
4. The total number of co-opted members should not exceed one-quarter of the total Committee membership.
	1. The limit of one-quarter may be exceeded where the Committee agrees that its membership would otherwise be considered as being too small to be duly representative of the needs of the Club.
5. A quorum of members at Committee meetings shall be not less than one half of the then-existing total Committee membership and must include one Officer.
6. Co-opted members have equal voting rights to all other Committee members.
7. Members of the Committee and ‘event organisers’ shall be indemnified against expenditure incurred from their own pockets in proper discharge of their authorised duties. They shall also be indemnified against losses incurred in the proper processes of the Club caused by dishonest actions of other persons. They shall not be indemnified from dishonest actions of their own.
8. To assist with the functioning and continuity of the Association, Committee Officers and Members should hold their positions for a full year, or until the next AGM/SGM as appropriate.
9. Maintaining positions beyond one year is subject to approval by majority vote of all other Committee members and then sanctioned by the Association members at the AGM/SGM.
	1. As voicing concern as to the continuing suitability of a fellow committee member publicly at a Committee Meeting could cause unnecessary embarrassment, with any person wishing to raise concern then being unwilling to speak out, it is proposed that a silent vote be considered/taken and each member responds directly to the Chair.
	2. If a member has concern on the Chair, the concern should be raised to the incumbent Vice Chair instead for subsequent discussion with an appropriate Committee representation at a point in the then near future.
10. ~~The general duties of the Committee include the provision of all necessary administration, management and control of the affairs and property of the Association.~~

**3A) COMMITTEE MEMBERSHIP ROLES AND RESPONSIBILITIES (\*\* NEW 2025 \*\*)**

1. Committee Membership is represented by three constituent parts, being Honorary Officers, Officer, and Members, and follows an accepted structure represented by the ‘law on clubs’.
2. Honorary Officers represent the minimum required to be able to operate an association, and are represented by:
	1. Chairperson
	2. Secretary
	3. Treasurer
	4. Membership Secretary
3. In the event of a Chair resigning, the Association could continue provided the Chair responsibility was agreed to be shouldered by the remaining Committee members on a rolling basis. In the event that one of the other roles could not be filled, the Association would be required to close down.
4. The Vice Chair is defined as an Officer, and delegate for the chairperson in his/her absence.
5. All other participants at committee are members: this includes all members re-/appointed at an AGM/SGM or subsequently co-opted.
6. The Chair is responsible for the oversight and control at Committee Meetings and will normally be the principal spokesperson at membership meetings. He/she will have the casting vote in the event of split decisions at Committee Meetings. He/she will normally be the primary contact for affiliated local associations and representation of JOYARA within the overarching and regional ARA structures and membership thereto.
7. The Vice-Chair is responsible for oversight and control in absence of the Chairperson. If the Chairperson is present at committee meetings, the Vice Chair is entitled to a member vote on decisions being taken. In absence of the Chair, he/she loses their membership vote and instead carries responsibility for the casting vote.
8. The Secretary is responsible for all aspects of committee meeting preparatory documentation, minutes thereto, tracking ‘Matters Arising’ and ensuring they are appropriately closed. He/she is also responsible for AGM documentation preparation and coordination.
9. The Treasurer is responsible for the financial accounting aspects of the association, including book-keeping, obtaining a sign-off on the Association’s statutory year-end annual accounts, banking responsibilities and holding an appropriate level of petty cash.
10. The Membership Secretary is responsible for record/safe-keeping of all the club’s members personal data. Relative to the constitutional rule on the required level of attendance each year, the Membership Secretary will track such data to facilitate management of this rule.
11. Given the organisational burden undertaken by Honorary Officers and Officers of the Committee, they are not expected to arrange a minimum level of events each Association Year. Should they choose to do so, they do so voluntarily.
12. It is anticipated that Members of the Committee will arrange two events each association year: this need will however consider the then-size of the Committee and volume of events being run, and the level of functional responsibility the member is already undertaking. For new members without appropriate experience, they will be guided in their early endeavours. For events with material complexity, members may choose to pair up.
13. In order to be able to arrange and manage an event, the arranger must be able to undertake “Effective Responsibilities”, being:
	1. Active and competent on e-mail;
	2. Readily accessible by mobile phone;
	3. Sufficiently mobile to be able to functionally guide the event they are running;
	4. Be under 85 as the Association’s public liability insurance does not cover persons over 85 and ‘helping’
	5. Be able, in due course, to manage at least two events a year.
14. The current rule allowing a member to be appointed to the Committee at an AGM following a floor-vote is hereby rescinded since, at the point of such proposal, the member, the proposer and seconder, may not be entirely aware of the actual requirements for Committee membership as defined above.
15. Any Committee membership proposal from the floor will henceforth be considered to represent a request to join the Committee, and not immediate approval of appointment.
16. In order for any person to join the Committee, they will be required to confirm that they can undertake the effective responsibilities identified above, and provide a simple statement of intent as to what they can bring to the Committee by way of experience and examples of events they believe suitable to consider.
	1. The Committee will discuss the proposed member and should there be concerns (at least one-third oppose) that a new member cannot meet the minimum requirements, their request should be declined so that the residual Committee members are not required to carry the additional burden of a non-contributing member. In such case, the Chair will be required to advise the applicant of the decision and reasoning.
	2. It may however be appropriate that the applicant be otherwise suited in a more formal ‘helper’ role.
17. **MEMBERSHIP**
18. Membership of JOYARA shall be open to retired and semi-retired persons of 50 years of age and over, and their spouses or partners.
19. Applications for membership shall be subject to the approval of the Club’s Managing Committee or by the Membership Secretary when membership falls within any level previously sanctioned by Committee: they will report such approvals at the next Committee meeting.
	1. Application for membership requires each applicant to complete a membership application form and confirm they accept, or not, the Association’s GDPR requirements.
	2. Any applicant disagreeing to the GDPR statement will require specific Committee approval.
20. The primary catchment area for JOYARA members is essentially one mile of the Joydens Wood Community Centre, Birchwood Drive, or at the discretion of the Committee. [Appendix Note 1]
21. JOYARA’s membership is defined as TWO HUNDRED (200) fully-paying members (‘full members’ or ‘members’), or such other number as shall be decided by the Committee. [Appendix Note 2]
22. Once JOYARA’s membership has attained the agreed limit, a Waiting List shall be established to accommodate further applications to join the club.
	1. The Waiting List imposes a duty upon the Committee to examine attendance of members at meetings and activities and to invite non-attendees to reconsider their membership.
	2. The Committee shall decide what privileges to extend to applicants on the Waiting List and what charges shall be levied for their participation in activities.
	3. No persons named on the Waiting List shall have a vote at Club meetings.
23. Members are required to attend at least FOUR meetings per year.
24. A member shall be a person accepted for membership and paying the full annual membership fee in force at that time, or a joining fee/concessionary rate set for any residual portion of a membership year as set by the Committee.
25. ~~The Committee will counsel any members whose behaviour has been considered unacceptable~~. In the event a member’s behaviour being judged inappropriate, the Officers or Committee will be required to consider the impact on the future viability of the club and/or Committee in maintaining such person’s membership, and decide upon appropriate action steps.
	1. ~~If counselling proves to be ineffective the Committee may, with two-thirds majority of voting Committee Members, expel the offending member~~.
	2. If the offending person is a member, the Committee should discuss the issue at the Committee Meeting following an incident, and decide whether the person in question should be given
		1. A warning;
		2. A Final Warning following a re-offence;
		3. An expulsion decision whereby two-thirds of the Committee Members attending the Committee Meeting so-decided. Expulsion does not need to follow a ‘warning process’ in extreme circumstances.
	3. Given the risk to the viability of the club from a dysfunctional Committee, a process is also required whereby any member of the Committee may be expelled from the Committee or from the association in general.
	4. There is currently no process by which a No Confidence Vote in any member of the Committee is feasible outside of the ‘renewal’ and majority vote of Committee peers prior, or subsequently, to an AGM.

A new rule is therefore appropriate by which any member of the Committee may privately raise concern on a fellow-Committee member with the Chair for consideration as to a suitable process to be taken.

* 1. In the case of a concern giving rise to the on-going viability of the Committee or Association in general, the Chair may choose to seek an emergency meeting of the Committee Officers to opine and decide on the course of action to be taken.
		1. Either group or sub-group of attendees must then make an informed choice as to the suitability of the person in question staying on the Committee or even retaining Membership in general.
			1. A majority vote from those present will be effected, and the decision must consider:
			2. If the person’s continued presence on the Committee is viable;
			3. Then, whether the person’s continued presence is likely to cause future incidents and thus necessitating the person’s membership being rescinded;
			4. Any membership refund to the person in question and, whether there are any future events that they have paid for that should likewise be refunded (and their guests, if relevant).
	2. If the situation is less-urgent, the Chair will seek to raise discussion with the Committee in general, with any Committee Member causing concern likely being asked not to attend.
	3. In the event the person causing concern is an Officer, the Chair will be empowered to appoint a stand-in alternate for emergency decisions.
	4. In the event the person causing concern is the Chair, the Vice Chair is empowered to take on the roles normally held by the Chair.
1. Membership shall lapse if an annual subscription remains unpaid two months after it is due unless, in the decision of the Committee, there has been good cause: in such cases the Committee will determine what extra time shall be allowed for the non-paying member to discharge such responsibility.
2. Attendance at an event/meeting in the capacity of invited guest shall be possible where it does not initially inhibit attendance by a full member
	1. Members have priority in booking events but the Event Organiser has the authority to decide when to open the booking to non-members to avoid an event loss.
3. Every member attending a meeting called to elect Officers and Committee, and on any occasion of decision in a matter of contention or any matter of finance, shall be entitled to exercise a vote.
4. **LESS-ABLE BODIED MEMBERSHIP**
	1. Anybody with disabilities must personally arrange for, and finance, any equipment and care assistance necessary to partake in their chosen activities, and not assume or rely on assistance from other Members without personal prior agreement;
	2. It shall be a disabled member’s responsibility to ensure that any venue, vehicle or any other aspect relating to an activity is suitable and acceptable for their needs.
	3. It shall be the responsibility of the less-able bodied member to ensure that they clarify availability and suitability of attending any event with the Event Organiser: the member must ensure that the cost of a personal assistant to accompany them and attend to their needs during the event is personally met.
	4. Where a member begins to suffer with mobility/health issues, they should advise a Committee member of their difficulties and their situation will be considered sympathetically with regard to inability to meet the four-meeting attendance requirement.
	5. If such members are ‘technically proficient’, they will be eligible to receive the newsletter by e-mail: if they live within the catchment area, they may be able to receive the newsletter by hand: delivery by either method occurring some time after each members’ meeting.
5. **ANNUAL GENERAL MEETING ‘AGM’**
	1. The AGM should be held within four (4) months after the end of the financial year at a date to be named by the Committee.
	2. A minimum of fourteen (14) days’ notice will be given to members:
		1. For all members that reside in the core catchment area of the Association and have confirmed (within the current membership form) that they are active on e-mail, notice will be provided electronically;
		2. For all members that reside in the core catchment area of the Association and confirmed they are not active on e-mail, notice will be delivered in hard copy version;
		3. For all members that reside outside the core catchment area, notice will be provided by e-mail and/or the member can arrange to collect the notice from a Committee member.
	3. The business of the AGM shall include:
6. Election of Officers and Committee for the ensuing year;
7. The appointment of a responsible person (if not otherwise to be appointed by the Committee) [See Appendix Note 5];
8. Presentation for approval and acceptance of the independently examined Statement of Annual Accounts [See Appendix note 4];
9. The Officers’ Annual Reports.
	1. Nominations for Office and Committee membership may be in writing and seconded together with the written agreement of the nominee and handed to the Secretary not later than seven (7) days before the AGM. Nominations may otherwise be verbally proposed at the AGM/SGM but will no longer be binding (per 6.8) below).
	2. Persons registering their interest of a role on the Committee will be provided with a document by the Secretary that details the expectations and requirements of various roles that may be available, that may otherwise be unbeknown to the applicant: there could be aspects of a committee membership role (per 3A above) that could preclude a member being an appropriate committee member, and this advance notice provides an opportunity for the applicant to identify any issues and withdraw their application if appropriate.
	3. As per 3A.p) above, a simple Committee Membership consideration explanation is expected to be documented by the applicant ahead of approval to confirm that an applicant believes they remain able and willing to undertake a role (or roles) on the committee. Further, to identify what their strengths make them best able to undertake as a committee member (with due assistance in their initial stages of committee membership, as necessary).
	4. ~~Nominations from the floor of the AGM/SGM meeting may not be refused provided that the nominee is present in person to accept the nomination and there is a supporting secondary~~.
	5. Nominations from the floor, duly proposed and seconded, may not be fully appraised of the functional requirements of committee membership. Requests from the floor will therefore be considered ‘provisional’ until the applicant has had the opportunity to fully evaluate committee membership and the opportunity to a) confirm there are no issues precluding their committee appointment being ratified and b) to identify their suitability and strengths they will bring to the committee (as per 6.6) above). They may rescind their application should they consider such action appropriate.
	6. In the event that nominations exceed vacancies, an election by ballot shall be held.
		1. Tellers shall be appointed at the meeting and ballot confidentially maintained;
		2. Only the names of successful candidates shall be announced;
		3. In the event of a tie the Chairman shall have the power to exercise one extra vote.
10. **SPECIAL GENERAL MEETING ‘SGM’**
	1. An SGM of members may be called upon written demand of not less than twelve (12) members stating the specific matter for attention.
	2. Fourteen (14) days’ notice and not less shall be given to members of the date, time and place of the meeting and the purpose for which it is called.
	3. Only the matter giving rise to the SGM may be considered at the meeting.
	4. Either the Chair or quorum of the Committee may call for an SGM at their own discretion.
11. **QUORUM FOR GENERAL MEETINGS**
	1. A quorum for all General Meetings shall be sixty (60) members and must include a minimum of two (2) Officers, including one of the Chair or Vice-Chair.
12. **RULES OF PROCEDURE**
	1. All matters of contention arising at meetings shall be settled by a simple majority vote by those present and entitled to exercise a vote.
	2. The Chair would not normally vote unless there is a tie: he/she will have the casting vote.
13. **FINANCE**
	1. The financial year of JOYARA shall run from the 1st April to the following 31st March of each year;
	2. The Annual Accounts of JOYARA shall be checked by a responsible person appointed at the previous AGM or as otherwise agreed by the Committee [See Appendix Note 5].
	3. The Annual Membership Subscription shall be considered by the Committee:
		1. If the financial status necessitates an increase in subscriptions, primarily to ensure continued solvency, the Committee is granted the capacity to increase the membership fee by up to £5 each membership year without seeking prior approval, and to announce such change to the Membership at a Monthly Meeting prior to the commencement of the next Membership Year;
		2. If an increase above £5 is considered necessary, the Committee will propose the change be approved by a quorum of members at a Monthly Meeting at least two months prior to the commencement of the next Membership Year.
	4. Pertinent matters of finance considering the on-going solvency of the Club shall be presented to meetings of the membership for approval unless prior approval for such matters has been given.
	5. JOYARA is prima-facie a non-profit making body and all monies held are the property of the members and shall be used only for furthering the interests of JOYARA.
	6. A bank account shall be opened and maintained in the name of ‘JOYARA’.
	7. The Treasurer and up to three other signatories shall be authorised to operate the account.
	8. Any withdrawal from the account will require two signatures.
	9. All the income of the Association shall be applied towards the overall objective of the Association with none paid or transferred to Committee members except to pay for reasonable and proper out-of-pocket expenses, supported by a receipt.
14. **WINDING-UP CLUB AFFAIRS**
	1. In the event of JOYARA’s affairs being likely to be terminated, the Committee must give two (2) months’ notice of such a condition to the Honourable Secretary of KentARA together with a list of current members and the names and addresses of any others on the Waiting List.
	2. The JOYARA Committee shall summon a meeting of all JOYARA’s members at which a decision shall be made about the dispersal of JOYARA’s assets.
15. **LIABILITIES OF THE ASSOCIATION**
	1. The Association, it’s Committee Members, or any Event Organiser shall not be held liable for personal injury, loss of property, damage to property, or any other claim arising from member participation in any activity of the Association, or claims made against other organisations which may be involved in such activities.
	2. The Association and its Committee cannot accept any responsibility or claims arising from a disabled member’s participation in any Association meeting, outing, activity or other function.
	3. The Association’s Public Liability insurance does not cover persons over the age of 85: anyone over 85 assisting at meetings, for example providing assistance in the kitchen or moving chairs and tables, does so at their own risk
16. **AMENDMENTS TO THE CONSTITUTION**
	1. Any amendment to the Constitution shall only be accepted for consideration at an AGM or at an SGM called for that purpose.
	2. Any Notice of Motion or Proposal to this effect must be received by the Honourable Secretary not less than fourteen (14) days prior to the date of the meeting at which such a proposal is due to be discussed.
	3. The Committee must consider such a proposition before the meeting and may express their views or make a counter proposal.
	4. Additions may be made but no addition is constitutional if it negates any of the clauses already contained therein.
17. **GENERAL DATA PROTCTION REGULATIONS ‘GDPR’ FROM 25TH MAY 2018**
	1. JOYARA will record only the information necessary to run its business. The detail of each members’ name, address, date of birth, contact numbers, e-mail address, will be kept by the Membership Secretary and select information shared with other Committee Officers/Members.
	2. Signature of the yearly membership card no longer constitutes consent for JOYARA to keep and share private information: the membership form has been revised and requires each member to specifically approve the sharing of their personal information on a restrictive basis.
	3. Should any member decline to accept the sharing of information, it will be so-marked in the membership records: this may prevent such member being made aware of events, and potentially failing the four-meeting annual attendance requirement.
18. **DATA SECURITY OFFICER**
	1. The Chair is defined as JOYARA’s GDPR Data Security Officer; he/she may engage the services of other Committee members to assist with adherence to GDPR regulations.
19. **GDPR DATA SHARING**
	1. For the purpose of arranging and running events, non-Committee members of JOYARA will be supplied with pertinent information of those members that have agreed to data sharing.
	2. The information to be shared will be contact details sufficient to market and run the event.
	3. Once completed, the members’ private data that was shared is required to be deleted.
20. **STATUS OF CONSTITUTION**
	1. (History of Constitution to be backfilled)
	2. 2018 – GDPR Version
	3. 2022 – various updates and formalisation of Association FYE as at 31st March
	4. 2025 – updates relating primarily to Committee membership and responsibilities on unsuitable member behaviour.

**APPENDIX - NOTES**

1. **ADMISSION AREA**
	1. JOYARA is able to determine the area from which it may admit persons to membership.
	2. The catchment area of one mile is centred on the Community Centre, DA2 7NE.
		1. In effective terms this encompasses:
			1. Northerly, Old Dartford Road to Coldblow, part of Oakfield Lane and Common Lane;
			2. Westerly, Stable Lane behind Joydens Wood,
			3. Southerly, Birchwood Road to the Sports Club road entrance;
			4. Easterly, Hook Green and the western edge of Wilmington, and Hextable above College Road and Lower Road.

Membership beyond this area may be considered, but is secondary to the primary catchment area.

Members moving outside of the primary catchment area remain eligible, subject to the practicalities of adhering to the four-meeting annual attendance requirement.

1. **MEMBERSHIP LIMITATION**
	1. This maximum figure is determined by the Health & Safety statutory limitation imposed by the Community Hall at which they meet.
	2. As it is unusual for the whole membership to be present at any meeting, evidence will show how far above the statutory figure the Club may fix its membership total.
2. **MANAGING COMMITTEE**
	1. The committee must be large enough for duties and other activities to be delegated.
	2. Event Organisers need not be Committee members.
	3. However, the Committee bears responsibility for the Club events and publicity, both internal and external, therefore some of the Event Organisers should be serving on the Committee in sufficient representative strength.
3. **ANNUAL STATEMENT OF ACCOUNTS**
	1. The Committee should decide how Annual Reports are presented at AGMs.
	2. Reports must be in writing and the Annual Statement of Accounts published and made available to members at the AGM.
	3. For 2022 the year-end has been formally changed from May to March as has been the operational procedure for some time.
4. **FINANCIAL AUDIT**
	1. It if most important that the Annual Accounts are independently checked each year either by a competent member (or members) of the Club who is not a Committee member or by a competent independent non-member(s).

Copies of the Constitution are available on request to any Committee member either in hard copy or electronically. They are also held on the Association’s website.

A copy is available to view at each meeting, being held at the Community Hall.