

SUSSEX HUNGARIAN SOCIETY

1. The name of the Society shall be Sussex Hungarian Society (hereinafter called 'the Society').

2. The objects are:

- a) To promote friendship and mutual understanding between groups and individuals in Hungary and Sussex and its surrounding area.
- b) To promote appreciation of each other's culture and way of life.
- c) To promote familiarity with and use of the Hungarian language.
- d) To facilitate travel between the two countries and hospitality within them.

3. Powers

The Society may

- a) raise money by subscriptions, donations, and in any other lawful manner;
- b) enter into any contracts insofar as it may consider it necessary or convenient to do so for the promotion of its objects;
- c) do all such other things as in the opinion of the Society are necessary or desirable for, or conducive to, the achievement of any of its objects.

4. Membership

- a) All persons who reside in Sussex or its surrounding district and who support the objects as stated above shall be eligible to become members.
- b) All members shall be bound by these rules and any subsequent alterations thereto, made at a *General Meeting* of the Society.
- c) It is the responsibility of each member to keep the Hon. Secretary informed of any change of address or email.

5. The Executive Committee of the Society

- a) The affairs of the Society shall (subject to any specific directions consistent with this constitution given by a *General Meeting* of the Society) be managed by the Executive Committee hereinafter referred to.
- b) The Executive Committee shall consist of the Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer and not more than 5 members of the Society together with such members as may be co-opted as hereinafter provided. Officers and other members of the Executive Committee shall cease to hold office
 - i) on resignation or termination of membership of the Society or
 - ii) the election of their successors at the next ensuing AGM.
- c) Retiring officers and committee members may be eligible for re-election.

6. Casual Vacancies

- a) The Executive Committee may fill any casual vacancy arising among the officers or its members.
- b) The Executive Committee may co-opt up to two members of the Society to hold office until the next ensuing AGM.

7. Chairmanship of Meetings

The Chairman shall preside over all meetings of the Executive Committee and general meetings of the Society at which he/she is present but in his/her absence and before considering any of the business, members present shall proceed to elect a Chairman to preside over that particular meeting.

8. Patron and President

a) Patron

The committee shall appoint a Patron

b) Hon. President

The committee shall appoint an Honorary President.

9. Committee Meetings and Notices

a) The Executive Committee shall meet at least 4 times annually.

Additional meetings may be held at the discretion of the Chairman. The last business of each Executive Committee meeting shall be to fix the date, place and time of the next one.

b) The agenda together with the summary of the previous meeting shall be circulated in time to be received by committee members at least 3 days before the date of each meeting.

c) The Executive Committee may create standing sub-committees at their discretion.

d) A quorum at the Executive Committee meeting will be 5, which must include at least 2 officers. A quorum of other standing committees shall consist of one more than half the membership of that committee and at least one officer.

e) Urgent business not specified in the Agenda may be brought forward and dealt with under 'Any other business' only by agreement of those present.

10. Minutes

The secretary shall circulate a summary of the meeting within 3 days to the committee for approval (after a period of 10 days they will be deemed to have been signed off, as amended and agreed) and within 14 days to all members by email or post.

11. Finance

a) The Hon. Treasurer shall be responsible for the funds of the Society.

b) He /she shall keep proper accounts.

c) The Annual Accounts shall be duly examined and approved by an independent auditor or an independent examiner, who shall be appointed by the members in General Meeting.

d) A current financial statement shall be submitted to each meeting of the Committee.

e) All cheques shall be signed by any one of the following persons in addition to the Hon. Treasurer - the Chairman, Vice chairman and the Hon. Secretary.

f) A Report will be given at the Executive Committee meetings if requested.

g) The financial year of the Society shall be 8th December to 7th December.

12. Annual General Meeting

a) An A.G.M. of the Society shall be held in December of each year for the following purposes:-

- i) To receive and adopt the Report of the Executive Committee on the work of the Society for the year.
- ii) To receive and adopt the audited accounts of the Society for the financial year.
- iii) To elect the Officers and Committee members of the Society for the ensuing year.
- v) To consider such other business of which notice has been received in writing by the Hon. Secretary in time for inclusion on the Agenda.

b) All members of the Society shall be entitled to attend and vote.

c) The notice of the A.G.M. shall be given to each member at his/her last known postal or email address at least 14 days before the date of the meeting. Nominations for officers and committee members shall be sent to the Hon. Secretary in writing so as to arrive before the meeting. If no nomination for a particular office or vacancy is so received such nomination may be made at the A.G.M.

d) Any member of the Society shall be entitled to stand for office or membership of the Executive Committee provided that he/she has a proposer and seconder.

e) Any member shall be entitled to submit nominations providing he/she has a seconder and obtained the agreement of the nominee.

f) Where there is more than one candidate for any one position voting shall be by show of hands or ballot of the meeting.

g) Before any voting takes place two tellers shall be elected to count the votes (and to check on the eligibility of the voters if felt necessary).

13. Special General Meetings

A Special General Meeting of the Society may be summoned at any time by:-

a) The Chairman.

b) No less than *10 members* of the Society acting together may send a written request stating the business required to be considered to the Hon. Secretary to convene a meeting. The request shall be laid before the Chairman who shall call a S.G.M. for a date within 36 days of the receipt of the request.

c) The business of the meeting shall be stated in the notice convening the meeting and no other business shall be discussed. At least 14 days notice shall be given of a S.G.M.

14. Voting at Meetings

- a) All members are entitled to vote at an A.G.M.
- b) All members may vote at other meetings.
- c) In case of doubt evidence of membership must be substantiated.
- d) A quorum at any General Meeting shall be *one-fifth* of the membership.
- e) The voting at all meetings may be taken in the first instance by show of hands but the Chairman at his/her discretion may direct a ballot to be taken or so direct, if requested to do so by one-third of the members present at the meeting. The Chairman shall have a second or casting vote in all cases where the voting is declared to be equal.
- f) Any vote at an inquorate meeting shall be regarded as advisory to the Executive Committee.

15. Expulsion of members

The Executive Committee may strike off the membership list any member whose declared opinion or conduct shall in its judgment be inconsistent with the objects of the Society but before such power is exercised 21 days notice shall be given to the member of the proposed grounds of expulsion and an opportunity afforded the member of showing cause before the Committee why he/she should not be expelled.

16. Interpretation of the Rules and Omissions

- a) The Executive Committee shall have power to interpret these rules, if there should be any ambiguity or difference of opinion concerning the meaning of any rule but such interpretation should be reported at the following A.G.M. and embodied in the rules if this is the opinion of not less than two-thirds of those eligible to vote at the meeting.
- b) Notice of the proposed alteration (save an alteration posed by the Executive Committee) must be sent to the Secretary in writing at least 28 days before the date of the meeting. Notice of the proposed alterations shall be sent to each member with the notice of meeting.

17. Dissolution

If at any time a general meeting shall by a majority comprising two-thirds of the members present, pass a resolution of its intention to dissolve, the Executive Committee shall take immediate steps to convert into money all the assets of the Society. Out of the proceeds thereof, there shall be paid all debts and liabilities of the Society, and any balance remaining in hand shall be disposed of to such body or bodies with similar objects, as a general meeting shall resolve.
