

THE LIGHTHOUSE CLUB

MODEL CONSTITUTION OF A BRANCH

Note: This draft is offered only for guidance and should be adapted to comply with local requirements and circumstances.

When the draft constitution has been agreed, it should be formally approved by the Committee of the Branch with a copy being sent to the National Treasurer or Secretary of the Lighthouse Club.

DRAFT CONSTITUTION

1. NAME

The Branch shall be known as the [] Branch of the Lighthouse Club and membership shall be confined to full members of the Lighthouse Club who are resident in or work in or for the adjacent area of the Branch.

PURPOSE

To develop friendship and fellowship within the Construction Industry and to raise funds for the benefit of the Lighthouse Club Benevolent Fund.

3. MEMBERSHIP OF THE COMMITTEE

(a) Elected

The Branch shall elect not more than eight members to serve as members of the Committee, all of whom must be active members of the Branch. Each nominated member may serve for a period of three years and may be re-nominated at an Annual General Meeting of the members of the Branch for a further period of two years.

(b) Co-opted

The Committee shall have power to co-opt up to three additional persons as members to serve for a period determined by the Committee.

4. OFFICERS

(a) Chairman

The Chairman shall be a member of the Committee nominated by the Committee and appointed on the approval of the Branch to hold office during his term on the Committee.

A Chairman should not serve for more than 5 years with a break of not less than three years before offering himself for re-election as Chairman.

(b) Secretary and Treasurer

The Branch at its Annual General Meeting shall appoint one member as Secretary and one as Treasurer to hold office until the Annual General Meeting held in the following year. They may each be reappointed on the expiry of each successive term of office. A member of the Committee shall also be appointed by the Committee to act as Welfare Officer.

5. CONDUCT OF MEETINGS

(a) Quorum

A quorum shall be either six members present at the meeting; or one member more than one half of the members of the Committee, whichever is the less

(b) Voting

Each member of the Committee, whether elected or co-opted, has one vote. Decisions are made by a majority of votes. In the event of an equal number of votes being cast, the Chairman shall have a second or casting vote. There shall be no entitlement to vote by proxy.

(c) Annual General Meeting

The Branch shall hold an Annual General Meeting before 31 March in each calendar year.

6. FINANCE

A Bank or Building Society account shall be opened in the name of the Branch. Cheques drawn on it must be signed by at least two of the three signatories nominated by the Committee; one of whom should normally be the Treasurer.

7. INCOME AND EXPENDITURE

The Committee must present completed Accounts for approval at the Branch Annual General Meeting at the end of each Financial Year.

The annual approved accounts must be submitted to the National Treasurer of the Lighthouse Club before 31 March in the following year

8. WINDING UP

If the Branch is dissolved or wound up the balance held in the Committee's Bank or Building Society Account after payment of all outstanding bills and expenses shall be transferred to the Lighthouse Club Benevolent Fund for the general purposes of the Fund.

9. REGISTRATION

A copy of this Constitution and any subsequent amendment to the Constitution shall be registered promptly by the Secretary to the Branch with The National Treasurer/Administrative Secretary of the Lighthouse Club.