**Constitution of Friends of Sussex Hospices Ladies Luncheon Club**

**4 November 2015**

**1 Name**

 The club is called The Friends of Sussex Hospices Ladies Luncheon Club.

**2 Objects**

To meet four times a year for a social lunch gathering and to raise funds for Friends of Sussex Hospices.

**3 Size of membership**

The total membership may not exceed 300. This number can be increased at the discretion of the committee.

**4 Subscription**

**4.1** The initial subscription is £15.00 and can be amended in circumstances deemed suitable by the committee.

**4.2** Subscriptions are due on joining and on 1st January each year. Members joining after 1st October will be deemed to have paid their subscription for the following year.

**4.3** The committee may cancel the membership of any member whose subscription is more than one year in arrears.

**5 Committee**

**5.1** The club shall be administered by a committee to be elected by the members at the Annual General Meeting. The committee shall include a Chairman, Treasurer, Membership Secretary, Speakers' Secretary, Bookings Secretary, Minute Secretary and any additional members so elected.

**5.2** The committee may co-opt additional members at its discretion.

**5.3** The Friends of Sussex Hospices Fundraising Committee chair shall be invited to be and shall be entitled to require to be a committee member of the Ladies Luncheon Club.

**5.4** The committee shall seek to co-opt Friends of Sussex Hospices fundraising committee members so that at least 4 serve on the Ladies Luncheon Club committee.

**5.5** The chairman of the Trustees of Friends of Sussex Hospices shall be invited to be President of the Ladies Luncheon Club.

**6 Powers of committee**

The committee is responsible for running the club and may make and change any rules it feels are needed to ensure that the club runs smoothly.

**7 Guests**

**7.1** A guest speaker may be invited to the club’s lunches.

**7.2** Each member can bring any number of guests on any number of occasions subject to the guest paying the guest lunch fee.

**8 Members’ expenses**

Each member must pay her own expenses.

**9 Speaker’s expenses**

The committee may entertain any speaker and pay the speaker a reasonable fee and travelling expenses and provide lunch out of club funds.

**10 Other activities**

The club may engage in other activities not inconsistent with a ladies’ luncheon club.

**11 New members**

**11.1** The names and addresses of members must be entered in a register which may be in the form of a computerised spreadsheet which will be maintained by the Membership Secretary.

**11.2** Applications for membership should be made by email or in writing to the Membership Secretary.

**12 Annual and general meetings**

**12.1** An annual general meeting of members of the Ladies' Luncheon Club must be convened by giving at least 30 days’ notice by email or in writing where members do not have email access.

1**2.2** The Chairman must, on a written request from at least 5 members, convene a general meeting within 28 days to consider the matters raised in the request.

**12.3** A general meeting must be convened in the same manner as the annual meeting.

**13 Conduct of annual and general meetings**

**13.1** If the Chairman is unable to chair the meeting the committee may choose one of their number to chair it.

**13.2** In the event of any vote the manner of the vote and its declaration are her sole responsibility.

**13.3** The chair and the treasurer must present brief reports, and

**13.4** Any member may raise any matter subject, at all times, to the decision of the chair.

**13.5** A Special or Annual General meeting shall be quorate providing at least three members of the committee are present, to include the Chairman.

**14 Retirement of committee members**

**14.1** At each annual meeting all the members of the committee must retire.

**14.2** Retiring members are eligible for re-election.

**15 Nominations for committee**

**15.1** Nominations for the committee must reach the membership secretary not less than seven days before the annual meeting.

**15.2** The member nominated must have agreed to stand.

**15.3** The membership secretary must post a list of the names of the retiring members of the committee who wish to offer themselves for re-election and the names of the persons nominated for election.

**15.4** Voting on the names must be by a show of hands.

**15.5** The places to be filled must be filled by those with the most votes.

**15.6** In the event of a tie, the decision must be made by lot.

**15.7** If there are no nominations, then the retiring members (excluding co-opted members) who have offered themselves for re-election must be declared re-elected.

**15.8** The committee may fill any vacancies, but a member who joins the committee in this way must retire at the next annual meeting.

**16 Expulsion of members**

The committee are empowered to expel any member at any time on a unanimous vote.

**17 Ladies Luncheon Club Funds**

**17.1** Surplus funds will be donated to Friends of Sussex Hospices.

**17.2** The Treasurer of Friends of Sussex Hospices shall be requested to hold all subscriptions and other funds on behalf of the club in a separate account and to pay and distribute them in accordance with the directions of the committee of the club.

**18 Disposal of funds on dissolution**

If the club is dissolved or discontinued, the balance in the separate account after payment of all expenses must be given to Friends of Sussex Hospices.

**19 Alteration of constitution**

No alteration of or addition to this constitution may be made except by a resolution carried by a majority of at least two-thirds of the members who are present at a general meeting the notice of which contained particulars of the proposed alteration or addition.

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**Note:**

An extract from the minutes of the Annual General Meeting of Friends of Sussex Hospices Ladies Luncheon Club which took place on Wednesday 23 January 2019 at the East Sussex National Resort Hotel is appended below for information.

1. ***Membership/luncheon fees***

*The committee had reviewed a potential increase in fees and wished to put these to the AGM. After a lively discussion it was unanimously agreed to increase the membership fee to £20 (from £15) and to increase non-members’ luncheon fees to £32.50 (members’ luncheon fees to remain at £25). These changes to be effective from 1 January 2020. Proposed by Angie Newman Brown seconded by Brenda Forrester.*

**Note:**

 An extract from the minutes of the Annual General Meeting of Friends of Sussex Hospices Ladies Luncheon Club which took place on Wednesday 21 January 2021 via Zoom is appended below for information.

***13. Change of Membership Year***

*It had been recommended by the FSH Finance Committee that the Ladies Luncheon Club change its accounting and membership year to align with the FSH accounting year. This would mean that the membership year will run from 1 April – 31 March. If agreed this would mean that the next membership subscriptions would be due on 1 April 2022. This was proposed by Kathy Gore, seconded by Jenna Davies and unanimously carried.*