

# Constitution of Newcastle Mandarin Chinese School

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### 1. NAME

The name of the organisation is **Newcastle Mandarin Chinese School**  
The area of benefit is Northumberland, Tyne & Wear and Cumbria

### 2. AIMS

The aims of the organisation are to advance the education of the public primarily those of Chinese ethnic origin in the Mandarin Chinese language and Chinese culture

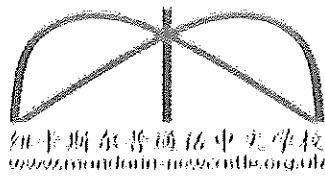
### 3. POWERS

In order to achieve its aims the organisation has the power to

- 3.1 Employ and pay staff (who cannot be members of the committee)
- 3.2 Cooperate and exchange information and advice with other organisations such as voluntary bodies, charities and statutory authorities
- 3.3 Raise funds by any lawful means
- 3.4 Do anything else within the law that is necessary in carrying out the aims

### 4. MEMBERSHIP

- 4.1 **Full membership** is open to anyone aged 18 and over living in the area of benefit who supports the aims. Every full member has one vote at general meetings
- 4.2 The committee can set up any other types of membership that they decide
- 4.3 All members must pay the annual subscription that the committee has set for the year in question. Any subscriptions set will be at a level which does not deter membership. All subscriptions are due within one month of the AGM
- 4.4 A member can resign their membership at any time. A member who is three months behind with their subscription is assumed to have resigned but can rejoin if they bring their subscription up to date
- 4.5 The committee has the right to end someone's membership for good reason but that member has the right to put their case to a committee meeting before a final decision is made
- 4.6 The committee must keep a list of members of the organisation



## 5. GENERAL MEETINGS

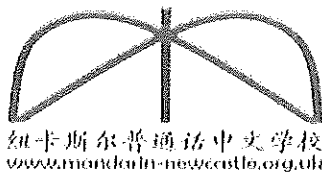
- 5.1 14 days notice must be given to members of any general meeting, including the Annual General Meeting (AGM). Individual notices may be sent to all members or a notice may be displayed in a public place accessible to all members
- 5.2 A **General Meeting** can be held at any time if either the committee calls one or at least five full members ask the committee in writing to call one
- 5.3 The chairperson of the committee, or in their absence some other person elected by the meeting, takes the chair at any General Meeting
  
- 5.4 No decision can be taken at a General Meeting unless at least one third of full members are present. If at least one third of full members are not present then the meeting can be adjourned for at least 14 days. At the re-convened meeting, decisions based on a majority vote can be made providing that there are at least three full members present
- 5.5 Every question at any General Meeting is decided by a majority of the votes cast by the full members present. In the case of equality of votes the chairperson of the meeting has a second or casting vote
- 5.6 An **Annual General Meeting (AGM)** must be held in each calendar year to deal with the following business
  - 5.6.1 Receive the committee's report and accounts for the previous year
  - 5.6.2 Elect the committee members for the following year
  - 5.6.3 Deal with any other matters which the committee or members wish to raise and the chairperson is prepared to accept as legitimate business for the AGM

## 6. THE COMMITTEE

- 6.1 The committee is responsible for the management of the organisation, including the conduct of meetings. It will meet as required but not less than twice in each year
- 6.2 The committee consists of a minimum of three and a maximum of twelve full members of the organisation
- 6.3 No decision can be taken at a committee meeting unless at least three members are present
- 6.4 Every issue at a committee meeting is decided by a majority of the votes cast by the members present. In the case of equality of votes the chairperson of the meeting has a second or casting vote
- 6.5 The members of the committee are elected for two years. One half (or the number nearest one half) of the members of the committee must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots but they can be re-elected
- 6.6 Candidates who wish to stand for election to the committee must inform the Chairperson at least seven days before the AGM
  
- 6.7 If anyone resigns from the committee during their term of office the committee has the power to appoint another member to the vacancy. This appointed member has the same voting powers as the member replaced and will stay on the committee until the next AGM
- 6.8 A committee member may be removed if all the other members of the committee agree. Provided that the committee member concerned has been given the right to put their case forward before the final decision was made
- 6.9 The committee can appoint sub-committees. Sub-committees must always report back to the committee as soon as possible. At least two members of every sub-committee must be committee members
- 6.10 The committee must keep minutes of its meetings and keep safe all records relating to the organisation

## 7. FINANCE

- 7.1 All funds belonging to or raised for the organisation must be paid directly into an account or accounts operated by, and in the name of, the organisation at a bank or building society



- 7.2 All transactions require at least two authorised signatories who may not live in the same household nor be related
- 7.3 No member of the committee can be employed by the organisation or receive any payment or other benefit from its funds except for reasonable out of pocket expenses properly incurred for the purposes of the organisation
- 7.4 All funds belonging to the organisation can only be used in furthering the aims

**8. AMENDING THE CONSTITUTION**

This constitution can be changed at any General Meeting if agreed by a majority of the full members present and voting. No changes of a fundamental nature can be made to

- 8.1 Clause 2 (The aims)
- 8.2 Clause 8 (This clause)
- 8.3 Clause 9 (Closing the organisation)

**9. CLOSING THE ORGANISATION**

- 9.1 If the committee decides that it is necessary to close the organisation it must call a General Meeting of all members and recommend closure to them
- 9.2 If a majority of the full members present vote in favour of closing the organisation the committee has the authority to do so
- 9.3 Any assets remaining after all debts and liabilities have been paid must be transferred to one or more voluntary organisations or registered charities with charitable aims similar to those of the organisation

**10. ADOPTING THE CONSTITUTION**

This constitution was adopted at a General Meeting held on		_____
		(Date)
<b>Signed:</b>		
Chair of meeting:	_____	_____
	(Name)	(Signature)
Secretary of meeting:	_____	_____
	(Name)	(Signature)