

THE CIVIL ENGINEERS' CLUB CONSTITUTION incorporating RULES. APRIL 2023 Rev 3.

1. NAME AND OBJECTIVES

- a) The name of the club shall be "THE CIVIL ENGINEERS' CLUB"
- b) The objectives of the club are:-
 - Fostering the well-being of Civil Engineers during their professional life and afterwards.
 - Promoting social and sporting activities amongst Civil Engineers and their families.
 - Giving members of the Institution the opportunity for creating and maintaining friendships established throughout their professional life.

2. ADMISSION AND RIGHTS OF MEMBERS

- a) All members of the Institution of Civil Engineers and its staff shall be eligible to be Ordinary Members of the Club. Each Ordinary Member shall have the right to attend meetings and events held by the Club and to vote at its Meetings.
- b) The Committee may invite other suitable persons (for example former members of the Institution of Civil Engineers) to be Associate Members of the Club. Associate Members shall be able to participate in all activities of the Club but may only attend General Meetings of the Club as observers, and shall have no voting rights.
- c) The Committee may from time to time appoint a person who makes or has made an outstanding contribution to the work of the Club as an Honorary Member. Honorary Members shall enjoy all the rights of Associate Members.
- d) All those applying for membership of the Club shall follow the procedure set out by the Committee and published on its web site.
- e) Any Ordinary Member or Associate Member may resign from the Club at any time by writing to the Secretary. Where any Ordinary Member, Associate Member or Honorary Member is considered by the Committee to be acting or to have acted improperly or contrary to the interests of the Club or to bring it into disrepute, their membership shall be terminated.
- f) The Committee shall draft and maintain a Complaints Procedure for dealing with complaints against the Club or any of its Officers or Members, brought by a Member or any other person. The Complaints Procedure shall be published on the Club's website.

3. SUBSCRIPTIONS

- a) Ordinary Members and Associate Members of the Club may be required to pay an annual subscription following the procedure set out by the Committee on the Club's web site. Honorary Members shall not be required to pay a subscription.
- b) Annual subscriptions shall be proposed by the Committee and agreed at the Annual General Meeting of Members each year. It shall be payable on 1st January each year.
- c) Any Ordinary Member or Associate Member whose annual subscription is 2 years in arrears shall cease to be a Member of the Club.
- d) Where membership is terminated under clause 2(e) any subscription paid shall not be refunded either in full or in part.

4. OFFICERS OF THE CLUB

- a) The Officers of the Club shall be the Chair, Vice Chair, Secretary and Treasurer.
- b) The Chair shall be a Member of the Civil Engineers' Club and normally a Vice President or Past President of the Institution of Civil Engineers (ICE).
- c) When the Chair is a Vice President or Past President of the ICE, the day to day running of the Club may be handled by the Vice Chair and the Secretary.

- d) The Officers of the Club shall be elected at an Annual General Meeting of the Club, and their term of office shall normally be three years. All Officers of the Club shall be eligible to be re-elected for further terms of Office, but the Chair shall not normally serve for more than three years.
- e) The Treasurer of the Club shall keep accurate and up to date accounts of the Club's assets including its cash and investment and shall present such accounts to the Committee at each meeting for approval.
- f) The Secretary shall keep records of all Committee Meetings and shall present them to such meetings for approval.
- g) The Secretary shall be responsible for registering the Club with the Information Commissioner and for ensuring the Club abides by the requirements of GDPR.

5. THE COMMITTEE

- a) The Committee shall oversee the operation of the Club and ensure that the rules of the Club, as set out in this Constitution, are followed.
- b) The Committee shall consist of the Officers of the Club and ex-officio Ordinary Members of the Club representative of the range of activities organised by the club.
- c) Ex-officio members of the Committee shall be elected at an Annual General Meeting of the Club, and their term of office shall normally be three years. All Officers of the Club shall be eligible to be re-elected for further terms of Office.
- d) The Committee shall have the management of all matters connected with the Club and shall have the power to co-opt and to appoint sub-Committees. The Chair shall be entitled to a casting vote.
- e) The Committee may fill any casual vacancy amongst the elected Committee members by co-option; the person appointed shall hold office for the period of office of the Committee member replaced.
- f) Five Members of the Committee shall form a Quorum at any meeting.
- g) Any matter that requires an urgent decision by the Club, including finance, and cannot be dealt with at a Committee Meeting or General Meeting of the Club, may be taken on behalf of the Club, as an exception, by the Chair together with the Vice Chair or the Secretary or the Treasurer, and reported as soon as practical to the Ordinary Members of the Club. This clause shall not apply to matters dealt with by clauses 6(e) and 9(a).

6. GENERAL MEETINGS

- a) There shall be an Annual General Meeting of the Club on a date to be determined by the Committee no less than 30 days before the meeting. The Chair shall, when present, take the chair. All Ordinary Members of the Club shall be eligible to attend and vote at the Meeting, and Honorary Members and Associate Members shall be able to attend as observers. No proxies shall be allowed. Ten Ordinary Members of the Club shall form a Quorum for such meetings.
- b) The Annual General Meeting shall receive a report on the activities of the Club from the Committee, approve the accounts, appoint an auditor of the accounts for the following year, and elect Officers of the Club and members of the Committee.
- c) An Extraordinary General Meeting may be called by circular to all Members by the Committee or on a requisition signed by 10 or more Ordinary Members, on service of 30 days' notice. Such notice shall specify the business to be brought before the meeting and no business except that which is notified shall be transacted at such a meeting. All Ordinary Members of the Club shall be eligible to attend and vote at the meeting, and Honorary

Members and Associate Members shall be able to attend as observers. No proxies shall be allowed. The meeting shall be quorate when ten Members are present.

- d) Both Annual and Extraordinary General Meetings may be held physically or virtually or a combination of both, as determined by the Committee. Ten Ordinary Members of the Club shall form a Quorum for such meetings.
- e) The Club may be dissolved by Ordinary Members through a decision made at a General Meeting. In such a case the property of the Club shall be equally be divided amongst the Ordinary Members of the Club at that time.

7. ACTIVITIES OF THE CLUB

- a) The Club shall organise Social and Sporting events and other activities for the benefit of Members and in accordance with the Objectives of the Club.
- b) With the approval of the Committee, the Club may from time to time purchase trophies and make small value awards to one or more persons taking part in competitions organised by the Club.
- c) The Committee shall be able to receive sponsorship for its activities from time to time subject to the prior approval of the Committee.
- d) The Club may, with the approval of the Committee, organise and run activities in partnership with one or more other organisations where this is in accordance with the Objectives of the Club.
- e) Club activities shall not normally be exclusive, that is, they shall be open to anyone who wishes to take part, subject to any necessary restriction on numbers (where Club Members would have a priority) and to clause 7(f) below. However, Non-Members attending activities on a regular basis shall be encouraged to become members of the Club.
- f) Except as approved by the Committee, all activities of the Club shall be self-supporting financially and paid for by those taking part.

8. TRUSTEES

- a) The members of the Committee shall be the Trustees of the Club in whom shall be vested all the property of the Club.
- b) The Trustees shall out of the property of the Club and by the Ordinary Members be indemnified against all liabilities arising from their role as Trustees. The Club shall put in place appropriate insurance to cover such liabilities.
- c) The property of the Club shall be controlled by the Committee who shall decide all investment of funds and the sale and transfer of securities.

9. ALTERATION OF RULES

- a) No changes or additions to the Constitution shall be made other than at an Annual or Extraordinary General Meeting of the Club and provided that each Ordinary Member of the Club is notified by Notice of Motion at least 14 days prior to the Meeting. Such a Notice shall be deemed to be served either when posted or emailed to the Ordinary Member's address held by the Club at that time.