

Instituted 1921



Federated 1921

Constitution & Rules

01. **TITLE** - The Club shall be known as “Newcraighall Poosie Nansie Burns” Federated to the World Burns Federation (at time of printing) Federation Number 293

02. **OBJECT** - The objectives of the Club shall be as follows :-

- Commemorating annually the poet’s birth.
- To foster and promote the works of Robert Burns, Scotland’s National Bard.
- Encourage interest in the subject within the community.
- Maintain social contact with kindred Clubs.
- Providing adjudicators, as necessary, for Burns competition within schools held on an annual basis and donating prizes for same.

03. **TRUSTEES OF THE CLUB** - The Trustees of the Club shall be the President, Vice President, Secretary and Treasurer. Title to all property acquired or which may be acquired, shall be taken in their names and those of their respective successors in Office, as Trustees of the Club.

04. **MEMBERSHIP** - Membership shall be open to all interested parties without prejudice. Honorary membership shall be awarded to those who have been of special service to the Club and shall be decided by the membership at the Annual General Meeting. Minimum age for membership shall be 18 years.

05. **ADMISSION OF MEMBERS** - Application for membership shall be made in writing to the Club Secretary and applicants must be nominated by two existing members.

06. **SUBSCRIPTION** - Annual subscriptions shall be fixed at the Annual General Meeting of the membership and shall be payable by the first Club meeting (first Friday in the month of October)

07. **MANAGEMENT** - The business and affairs of the Club shall be under the management of a Committee elected at the Annual General Meeting. The Committee of Management shall consist of :-

- President
- Vice President
- Secretary
- Treasurer

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The term of Office for President shall be two years. Remaining Office bearers shall retire annually but will be eligible for re-election. A bar steward and croupiers shall be appointed annually by the Management Committee. The Management Committee shall meet monthly between October and April to conduct the affairs of the Club. The management Committee shall have the power to suspend from membership any person whose conduct is contrary to the interests of the Club. Any person so suspended shall remain so until such conduct has been investigated at a special meeting of the membership called for that purpose alone when final determination will be achieved by those members present and voting.

08. GENERAL MEETINGS - The Annual General Meeting of members shall be held on the first Friday in April of each year and shall consist of the following agenda :-

- Appointment of Office Bearers
- Appointment of Bar Steward
- Appointment of Croupiers
- Secretary's Report
- Treasurers Report
- Annual Subscription & Fees
- Discharge all relevant business of the Club
- Any other competent business

Special General Meetings of members shall be called if requested by the President. Seven days notice of such a meeting shall be given, in writing to each member. The notice calling such a meeting shall state the purpose for which it is being called and no other business shall be transacted. The quorum for any General Meeting shall be 25% of the registered membership at time of said meeting.

The President shall decide the procedure to be followed on any subject under discussion and shall have a deliberative as well as, in the case of a tied vote, a casting vote. All questions shall be decided by a simple majority of members present and eligible to vote and all voting shall be by ballot.

09. DUTIES OF OFFICE BEARERS - The President shall be "chair" at all meetings of the Management Committee, Annual General or Special General Meeting and shall conduct business as per agenda. In the event of a tied vote, the President shall have the right of a casting vote.

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The Vice President shall deputise for the President during any absence and shall assume the powers of President at any Committee, Annual General or Special General Meetings at which the President is absent.

The Secretary shall conduct all correspondence. The Secretary shall keep a Roll Book containing the names and addresses of all members and give notification to the membership of all applications for new membership. The Secretary shall give due notice to each member of the Management Committee or ordinary member, as necessary, of all meetings and shall keep a minute book in which shall be recorded the proceedings of such meetings and submit same for adoption at successive meetings.

The Treasurer shall regularly record, in writing, all financial transactions of the Club and shall prepare and submit to the Annual General Meeting a detailed statement of income and expenditure for the preceding year, together with a balance sheet as at 31st March of that year. The treasurer shall be responsible for proper and timeous payment of all accounts without undue delay. All cheques drawn on the Club`s bank account shall be signed by the President or Secretary and counter-signed by the Treasurer. Club account books shall be available to the Management Committee at any reasonable time.

10. **ALTERATION OF RULES** - The Constitution and Rules shall not be altered except at a General Meeting of members with the approval of a majority of those present and eligible to vote.