

# Constitution of the Antique Cane Society - ACS

*For all who are interested in the collection, conservation, study or use of Antique & Vintage Waking Canes*

## 1. CLUB NAME

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The name of the unincorporated association is the "Antique Cane Society (in this constitution "the club").

## 2. PURPOSE

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- 2.1 The purpose of the club is to promote the collection, conservation, study or use of Antique & Vintage Waking Canes
- 2.2 The club may only use its income, assets and profit for its purpose.
- 2.3 The club must not distribute any profit, income or assets directly or indirectly to its members.

## 3. THE INTERNATIONAL SOCIETY OF CANE COLLECTORS - ISCC

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- 3.1 The club shares the aims of The International Society of Cane Collectors Society and will participate in their events where possible.
- 3.2 The International Society of Cane Collectors is a diverse group of collectors, shop owners, dealers and cane enthusiasts who gather bi-annually at international conferences filled with auctions, displays and exhibits, speakers and experts, and great times.

## 4. MEMBERSHIP OF CLUB

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- 4.1 Membership of the club is open to all who are interested in the collection, conservation, study or use of Antique & Vintage Waking Canes:
  - (a) support the purpose of the club; and
  - (b) pay the membership fee (subject to clause 4.2).
- 4.2 The Secretary must keep a register of members, which shows the date on which each member last paid their membership fee.
- 4.3 Club membership is current for that calendar year only.
- 4.4 Members may resign in writing to the club Secretary.
- 4.5 The Secretary must make copies of this constitution freely available to members on request.

## 5. GENERAL MEETING OF MEMBERS

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- 5.1 The Executive must call at least one general meeting of members each year, including the annual general meeting (in this constitution "AGM").
- 5.2 The AGM's business includes:
  - (a) to confirm the minutes of the last AGM and any subsequent general meetings;
  - (b) to consider reports from Executive members, including the Treasurer's financial report;
  - (c) to elect the Executive for the upcoming year; and
  - (d) any other business of which notice has been given.
- 5.3 The Chairman and Members are responsible for the election of Officers.
- 5.4 The Executive may call a special general meeting at any time, and must do so if requested in writing by at least 25% of members stating the business to be considered. The special general meeting must be held within 21 working days of the Chairman receiving the request.

- 5.5 The Executive must give at least 21 working days' notice in writing of the date, time and place of all general meetings to each member. The notice must state the business to be considered, including any item that a member has previously requested the Secretary in writing be included. Only business of which notice has been given may be considered at the general meeting.
- 5.6 The quorum for general meetings is 15% of members or The Chairman, Treasurer and 2 members, whichever is the lesser.
- 5.7 The Chairman is entitled to chair general meetings. If the Chairman is not present, or does not wish to chair the meeting, the Vice Chairman or Treasurer is entitled to chair. If neither is present, or if neither wishes to chair the meeting, the meeting must elect another member to chair.
- 5.8 Each member present has 1 vote. Proxies are not allowed. Questions are decided by a simple majority of those present and voting. The chair of the meeting has an own individual vote, but does not have a casting vote.
- 5.9 Only general meetings may make club policy.

## **6. EXECUTIVE POSITIONS**

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- 6.1 The Executive of the club consists of at least the following positions:
  - (a) Chairman;
  - (b) Vice Chairman/Treasurer; and
  - (c) Secretary.
- 6.2 A general meeting may establish other Executive positions.
- 6.3 Executive members may only hold 1 Executive position at a time.

## **7. ELECTION AND TERM OF OFFICE OF EXECUTIVE**

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- 7.1 Executive members may serve an unlimited number of terms.
  - 7.2 All Executive positions must be elected by secret ballot at the AGM.
  - 7.3 Executive members elected at the AGM hold office from the end of that AGM until the end of the next AGM, subject to clause 7.4.
  - 7.4 Executive members cease to hold office if:
    - (a) they resign by writing to the Secretary (or, in the case of the Secretary, to the Chairman);
    - (b) they are removed by a resolution of no confidence passed by a two-thirds majority of members present and voting at a general meeting;
    - (c) they fail to attend 2 consecutive meetings of the Executive without giving apology to the Executive;
  - 7.5 The Executive may fill a single vacancy in its membership. If there is more than 1 vacancy, the Executive must convene a general meeting to fill the vacancies by secret ballot.
  - 7.6 Executives must be current paid up members.
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## **8. RESPONSIBILITIES OF EXECUTIVE**

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- 8.1 The Executive is responsible for the management of the club, including its financial management.
- 8.2 The Executive must ensure that the Treasurer presents a financial report to the AGM in accordance with clause 10.3(e).
- 8.3 The Executive is also responsible for:
  - (a) organising club activities;
  - (b) representing the club and its members within DUSA; and
  - (c) recommending policy to general meetings.
- 8.4 The Executive is bound by club policy and is subject to direction by general meetings.

## **9. PROCEEDINGS OF EXECUTIVE**

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- 9.1 The Executive must meet at least two times during the calendar year.
- 9.2 Executive meetings may be called by the Secretary, Chairman or any 2 Executive members.
- 9.3 At least 10 days' notice in writing of the date, time and place of Executive meetings must be given to each Executive member.
- 9.4 The quorum for Executive meetings is the presence of a majority of members of the Executive at the time, including at least 1 of the Chairman, Treasurer and Secretary.
- 9.5 Clauses 5.7 and 5.8 apply to Executive meetings.
- 9.6 The Executive may establish committees and delegate its powers as it thinks appropriate.

## **10. DUTIES OF EXECUTIVE MEMBERS**

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- 10.1 The duties of the Chairman include:
  - (a) to co-ordinate club activities;
  - (b) to be the chief spokesperson for the club; and
  - (c) to chair general and Executive meetings.
- 10.2 The duties of the Treasurer include:
  - (a) to record all income received and payments made by the club;
  - (b) to keep a register of all assets held by the club;
  - (c) to prepare an annual budget for the club;
  - (d) to present a financial report to each Executive meeting;
  - (e) to present a financial report to the AGM for:
    - (i) the last financial year, and
    - (ii) the period since the end of the last financial year; and
  - (f) to keep the financial records of the club.
- 10.3 The duties of the Secretary include:
  - (a) to keep the register of members;
  - (b) to arrange general and Executive meetings;
  - (c) to take minutes of all general and Executive meetings;
  - (d) to be responsible for the inward and outward correspondence of the club, including regularly communications with The International Society of Cane Collectors; and
  - (e) to keep the records of the club (other than its financial records).

## 11. FINANCIAL

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- 11.1 The club executive members are indemnified against any liability for actions undertaken on club business in their capacity as an executive member.
- 11.2 The financial year of the club is from 1 January to 31 December.
- 11.3 The membership fee will be set by the club general meeting under the following principals:
  - 11.3.1 Clubs may charge an annual membership fee at any amount determined by the executive at the previous year's A.G.M.
  - 11.3.2 The membership fee is for the period from \_\_\_ / \_\_\_ / \_\_\_ to 31/12/\_\_\_ and is due at the date set by the Club executive. All rights (including voting) of members who have not paid their membership fee by the date set by the Club executive (*insert here*) are suspended until the fee is paid.
  - 11.3.3 The club membership fee for 2014 to be set at £175 and £50 for affiliate/country members.
- 11.4 All income (including membership fees) received by the club must be promptly paid into the clubs bank account.
- 11.5 All payments (invoices) must be authorized by the Executive or a general meeting, and must be signed by at least 2 Executive members.
- 11.6 As clubs are not legal entities, all asset purchases, legal liabilities and asset disposal must be approved by the Members. The club will control assets and have priority usage in accordance with the purpose of the asset purchased.
- 11.7 The Executive must ensure that the Treasurer:
  - (a) records all income received and payments made by the club in accordance with clause 10.3(a); and
  - (b) keeps a register of all assets held by the club in accordance with clause 10.3(b).
- 11.8 All assets held by a club that is (a) disbanded or (b) becomes inactive for 12 months or more can be disposed of.
- 11.9 Executive members may not spend club money on products, services, events, entertainment, gifts, food or beverages on members of the executive without a formal motion from a general meeting of members that outlines the type of expenditure, it's value, it's purpose and justification.
- 11.10 The club may not sell products in commercial quantities without the express written approval of the members

## 12. DISCIPLINE

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- 12.1 Subject to this constitution, the reasonable opinion that the club or a member of its executive have:
    - (a) refused or neglected to comply with the constitutions,
    - (b) been found guilty of conduct unbecoming of a member.
    - (c) caused serious disruption to members use and enjoyment of amenities or services provided by the Club or by other members.
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- (a) the Executive Committee may suspend the right of the member or executive member to use the amenities and services of the Club for a specified period.

- (b) in the case that it can be demonstrated that liability rests with an executive member, not a club, an individual executive may be banned from office for a specified time.

12.2 The Executive are responsible for the implementation of this clause.

### **13. GRIEVANCE PROCEDURE**

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- 13.1 The grievance procedure in this clause applies to disputes under the Constitution and Regulations between:
  - (a) The Club and
  - (b) a club member and another club member
- 13.2 The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 21 days after the dispute comes to the attention of all the parties.
- 13.3 If the parties are unable to resolve the dispute within 21 days, the Chairman, Secretary or their nominee must appoint a mediator acceptable to all parties.
- 13.4 The parties to the dispute must, in good faith, attend the mediation and attempt to settle the dispute by mediation.
- 13.5 The mediator, in conducting the mediation, must:
  - (a) give the parties to the mediation process every opportunity to be heard; and
  - (b) allow due consideration by all parties of any written statement submitted by any party; and
  - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 13.6 The mediator must not determine the dispute.
- 13.7 If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

### **14. AMENDMENT**

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This constitution may only be amended by resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.5 (including of the proposed amendment) has been given;

### **15. WINDING UP**

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- 15.1 The club may be wound up voluntarily by resolution passed by a two-thirds majority of members present and voting at a general meeting of which notice in accordance with clause 5.5 (including of the proposed resolution) has been given.
- 15.2 If the club is wound up (whether voluntarily or by a court), any remaining assets can be distributed to any member.

### **16. DEFINITIONS AND INTERPRETATION**

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In this constitution:

- (a) a Member” means a current financial member of the Club,
- (b) references to meetings include meetings held by telephone and video conference; and
- (c) references to written communications include email.