

## CONSTITUTION OF THE SOUTHEND ANGLO ITALIAN CIRCLE

<b>1. Name</b>	This organization shall be known as the Southend Anglo Italian Circle (SAIC).
<b>2. Aims</b>	<p>The Southend Anglo Italian Circle aims through its meetings and website to:</p> <ol style="list-style-type: none"> <li>1. foster relationships and understanding between British and Italian communities;</li> <li>2. to promote interest in Italian society, culture and language;</li> <li>3. to offer encouragement and practical help to those wishing to improve their knowledge and expertise in the Italian language.</li> </ol>
<b>3. Membership</b>	<ol style="list-style-type: none"> <li>1. Membership is open to all who share the aims of the Southend Anglo Italian Circle.</li> <li>2. Membership is defined simply by attendance at meetings and payment of an entrance fee at each meeting.</li> <li>3. <b>Life membership</b> may be awarded at the discretion of the Committee as a special honour to any person who, in the opinion of the Committee, has rendered outstanding service to the Circle over a significant period.</li> </ol>
<b>4. Committee Officers and members</b>	<ol style="list-style-type: none"> <li>1. The Southend Anglo Italian Circle shall be managed by a committee.</li> <li>2. The Officers of the Committee shall be: Chairman Secretary Treasurer The committee may co-opt up to four members during the year.</li> <li>3. Officers and committee members shall be elected annually at the Annual General Meeting.</li> <li>4. All officers and committee members will retire each year but shall be eligible for re-election.</li> <li>5. The Officers of the Committee shall meet at least three times a year to plan the programme and review the finances.</li> <li>6. If a committee member resigns during the year the committee may co-opt another member.</li> </ol>
<b>5. Duties of Officers</b>	<ol style="list-style-type: none"> <li>1. Chairman <ol style="list-style-type: none"> <li>a. The Chairman shall conduct all committee meetings and the Annual General Meeting.</li> <li>b. If the Chairman is unable to attend a committee meeting, the committee members may nominate one of their number to chair that meeting.</li> <li>c. The Chairman shall ensure that all members have the opportunity to voice their views.</li> <li>d. Where a vote is taken the Chairman shall have the casting vote in the event of a draw.</li> </ol> </li> <li>2. Secretary <ol style="list-style-type: none"> <li>a. The Secretary shall arrange committee meetings, take minutes of the Annual General Meeting and committee meetings and be responsible for other administrative matters.</li> <li>b. The Secretary shall be responsible for the good and safe keeping of the records of the Southend Anglo Italian Circle.</li> </ol> </li> </ol>

	<p>c. The Secretary shall arrange dates of Circle meetings with the Hall Booking Secretary.</p> <p>3. Treasurer</p> <p>a. The Treasurer shall be responsible for maintaining an accurate financial record of the incoming and outgoing monies of the Southend Anglo Italian Circle.</p> <p>b. The Treasurer shall maintain the bank account in the name of the Southend Anglo Italian Circle and is authorised to use any bank nominated by the Circle's committee, provided that (i) the security measures provided by the bank are strictly adhered to and (ii) an up-to-date bank statement is presented at every meeting of the Southend Anglo Italian Circle Committee and at other times when required to do so.</p> <p>c. The Treasurer shall be responsible for paying speakers, reimbursing speakers' travelling expenses, payment of hall hire fees and other expenses agreed and incurred by the committee members on behalf of the Southend Anglo Italian Circle.</p> <p>d. The Treasurer shall prepare a statement of account for the financial year 1<sup>st</sup> January to 31<sup>st</sup> December.</p> <p>e. The Treasurer shall make the accounts available annually for inspection by an independent financial examiner appointed by the Committee. In the event that such a person is unavailable, the Committee may appoint two committee members (other than the Treasurer) to inspect the accounts.</p>
<b>6. Annual General Meeting</b>	<p>1. The Annual General Meeting shall be held each January.</p> <p>2. Members shall receive notice of the Annual General Meeting at least 2 weeks in advance.</p> <p>3. a. The Chairman shall conduct the Annual General Meeting. b. The Secretary shall circulate minutes from the previous Annual General Meeting. c. The Chairman shall present a review of the programme for the past year. d. The Treasurer shall present the financial report for the previous year; e. Committee members shall present reports of their responsibilities over the past year.</p> <p>4. Nominations for up to 7 committee members shall be voted on individually.</p> <p>5. Any proposed changes to the constitution of the Southend Anglo Italian Circle must be submitted in writing to the Secretary 14 days prior to the Annual General Meeting and must be passed by a majority vote at the Annual General Meeting.</p>
<b>7. Income</b>	<p>All income shall be used only to further the programme of the Southend Anglo Italian Circle and shall not be distributed.</p>
<b>8. Dissolution of the Southend Anglo Italian Circle</b>	<p>In the event of the dissolution of the Southend Anglo Italian Circle, after settlement of outstanding debts, all monies and assets shall be donated to Venice in Peril charity no. 262146, as per Trust Deed dated 31<sup>st</sup> August 2011 attached.</p>

<b>9. Health and Safety</b>	<p>The Committee shall be responsible for ensuring that the meeting place has adequate health and safety measures in place and that these are observed at the meetings.</p> <p style="text-align: right;">January 2013</p>
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