

**DOVER LADIES LUNCHEON CLUB**  
**CONSTITUTION AND RULES**  
**(These Rules are dated 28<sup>th</sup> May 2014 and supersede all others)**

1. **CLUB TITLE:** The Club was founded during the nineteen sixties as the Dover Women's Luncheon Club. The title was changed to Dover Ladies Luncheon Club by vote at the Annual Meeting held on 20 May 1993.
2. **OBJECTIVES OF THE CLUB:** is to provide social occasions by means of monthly luncheons, with speakers, for ladies living in Dover and the surrounding districts. It is non-denominational and not affiliated to any other club. In the event of dissolution of the Club, any funds then belonging to the Club shall be donated to a suitable charity.
3. **RULES OF MEMBERSHIP:**
  - (a) The subscription is £15 per annum, payable on or before the last Wednesday in September in each year. Members shall be admitted to the Club at the discretion of the Committee and, upon election, shall become subject to the rules of the Club. Membership shall be limited to 100. Any member whose subscription remains unpaid for three calendar months shall be deemed not to be a member. New members joining the Club after Christmas shall be required to pay £7 subscription for the year.
  - (b) Guests may attend a luncheon by payment of a £2 fee and the cost of the luncheon. A guest may not attend more than three luncheons in one year before becoming a member. The host member is responsible for the payment of any luncheons booked for guests.
  - (c) Members not attending a luncheon shall be liable for the cost of the lunch unless the Treasurer is notified not later than 6 p.m. on the Friday before the luncheon.
  - (d) Meals may be paid for by cheque on arrival at the luncheon, payable to "DLLC". For security reasons, cash will be accepted on an exceptional basis. Payment may also be made by bank transfer to the Dover Ladies Luncheon Club: Account Number 59222190 Sort Code 60-07-04 . Proof of payment must be provided at the luncheon.
  - (e) Members wishing to resign must do so in writing to the Secretary and Membership Officer or the Chairman
4. **MEETINGS OF THE CLUB:**
  - (a) Meetings of the Club shall be held as far as is possible on the last Wednesday of each month, with a recess in July and August. December meetings shall normally be held on the third Wednesday of the month.
  - (b) A programme of meetings will be supplied to each member on payment of their annual subscription
5. **BUSINESS OF THE CLUB**
  - (a) The business of the Club shall be conducted by a Committee of not more than ten members consisting of a Chairman, Vice-Chairman, Past Chairman, Secretary and Membership Officer, Treasurer, Deputy Treasurer, Events Organiser and two others. The Committee quorum shall be four members. One member at a time may be co-opted to serve on the Committee when appropriate. They will vote only on the subject for which they were co-opted.
  - (b) In the event of two or more candidates standing for a post, the Committee members will vote and the candidate with the majority of votes will be selected.
  - (c) The Officers and Committee shall retire annually, with the exception of the Chairman and Vice-Chairman, and shall be eligible for re-election at the Annual General Meeting. The Chairman and Vice-Chairman shall normally serve for two years. The retiring Chairman may serve in an ex-officio capacity for a period of one year. Committee members may serve for three consecutive years. Any interim vacancy among Officers and/or Committee shall be filled by the Committee. Committee members who are absent for three consecutive months must retire unless, for health reasons or other extreme circumstances, the Committee agrees otherwise. In the event of there being no other nominations, a retiring Committee member may serve for more than three years.
  - (d) Three Club members, one of whom must be the Treasurer, shall be authorised to sign cheques. Two signatures shall be required for all cheques of a value greater than £100. The Treasurer may sign cheques up to a value of £100.
  - (e) The Annual General Meeting shall be held on the last Wednesday of May each year and shall be a business luncheon with a speaker.
  - (f) No alteration of any rules shall take place except at the AGM or at a Special General Meeting
  - (g) The membership card with the annual programme of speakers will constitute notice of the AGM meeting. Proposed amendments to the Rules shall be forwarded to the Secretary and Membership Officer not later than six weeks before the AGM for inclusion in the Agenda. The Treasurer's Balance Sheet shall be available to members upon request one week before the AGM and will presented to the members at the AGM. Copies of the Balance Sheet shall be available to all members at this meeting.