

THE KENT CLUB FOR LONDON FREEMASONS

CONSTITUTION

GENERAL

1. The Club shall be called The Kent Club for London Freemasons and will be affiliated to the Metropolitan Grand Lodge (MGL) and Metropolitan Grand Chapter of London (MGC). Membership shall be open to all Freemasons who:
 - EITHER are members of the Metropolitan Grand Lodge or Metropolitan Grand Chapter OR
 - are past members of the Metropolitan Grand Lodge or Metropolitan Grand Chapter
2. The Club's principal aim shall be the promotion of fraternal sociability and education in London for members and the facilitation of contacts between the diverse range of London's Lodges and Chapters, primarily achieved through the hosting of events.
3. Alterations to this Constitution may only be made at an Annual General Meeting or at a General Meeting called for that purpose. Any proposed alterations must be submitted to the Secretary in writing at least 14 days prior to the meeting.
4. The Club's year will be deemed to run from 1st September to 31st August each year.
5. The Club will be managed on behalf of its members by the Kent Club Committee.

MEMBERS

6. A "Club member" means any class of membership.
7. The membership will consist of
 - a) full members
 - b) honorary life members
8. Club Members' subscriptions for each year will be decided six months prior to the year for which they are to apply and shall be appended as Appendix 1 to this Constitution
9. New Club Members' subscriptions shall be dependent on membership class plus any joining fee from time-to-time as decided at the Annual General Meeting.
10. Subscriptions will be due by the first day of the Club's financial year, each year. Any Club Member, who has not paid the relevant subscriptions for the ensuing year by this date, in whole or in part, will not be permitted to class themselves as full members
11. Club Members who have allowed their membership to lapse for less than 30 days will not normally be asked to re-apply for membership or pay a re-joining fee, but will be required to pay a full 12 months subscription.
12. Club Members who have not renewed their membership by the third month following the beginning of the Club's year, will be deemed to have left the club and a renewal after this period will be treated as a new membership application which will incur a re-joining fee.
13. A Club Member may be made an honorary life member for services to the Club. Life members can only be created by a majority ballot of Club Members present at a General Meeting.

14. All Club Members, without exception, must comply with all Club rules. Failure to do so may result in disciplinary action by the Club which may lead to dismissal.

RULES, DISCIPLINE AND SAFETY

15. Additions and amendments to rules and regulations can only be made by proposals at a General Meeting.
16. All rules and regulations will be reviewed annually, and will be considered binding for 12 months, excepting where urgent action is required. This action must then be ratified by the members at the next General Meeting.
17. Any complaint concerning any Club Member must be made in writing and signed by the complainant(s). The written complaint must then be forwarded to the Secretary so that the matter can be addressed at the next Committee meeting.
18. Where an allegation of misconduct is made against a Club Member, the Club Member may be suspended from all Club activities while an investigation is carried out. (Note:- a suspension carried out in this matter is considered a neutral act and infers no blame or guilt and is purely to allow an investigation).
19. The Committee may impose a suspension from Club activities not exceeding 90 days upon any Club Member in the event of misconduct. Any suspension must be accompanied by a verbal and/or written warning as deemed appropriate in accordance with Clause 17.
20. The Committee may consider removal of membership where conduct is considered to be prejudicial to the Club. Dismissal will be in accordance with the following procedure:
 - a. The Club Member is to be given a verbal warning by an authorised Committee Officer in which the Club Member is made aware of his misdemeanour and what he is reasonably required to do to make amends.
 - b. If the Club Member does not respond, he is to be given a written warning by an authorised Committee Officer to advise him of his misdemeanour and what he is reasonably required to do to make amends.
 - c. If he still fails to respond, the Committee should invite him in writing to meet with them (or a sub-committee of Club Members appointed by the Committee) at an agreed date and time to discuss the situation, advising they are considering withdrawal of his membership.
 - d. If he still fails to respond to reasoning or fails to attend without reasonable cause, the Committee can advise him in writing that his membership is withdrawn, stating the reasons why this decision was reached.
 - e. When the Club Member is advised of withdrawal of his membership, he must be given the right of appeal. If he opts to appeal, this will be to the Club membership at an EGM which the Committee would call on his behalf at a previously agreed date and time. The motion to uphold the membership withdrawal or reverse it must be in accordance with the voting procedures set out in the Club's Constitution.

In the event of gross misconduct, immediate dismissal without warnings may be considered but the Club Member must still be accorded his rights to present his case to the Committee and be given a right of appeal in accordance with sub-paragraphs c, d and e above.

In the event of dismissal the Committee will arrange for the Club Member's current membership fee to be reimbursed in full, pro-rata.

COMMITTEE STRUCTURE AND APPOINTMENTS

21. The Committee of the Club shall comprise of not more than 10 Officers.
22. The Officers of the Committee shall be, Chairman, Deputy Chairman, Secretary, Treasurer, Communications Officer, Membership Officer and Events Officer. A "Job Description and Responsibilities" list of duties will be prepared for all Officer posts.
23. Committee Members who are not Officers may include: The President, the Engagement Officer, the Assistant Secretary, the Assistant Events Officer, the Assistant Communications Officer and up to two Stewards. Committee Members are appointed by the Chairman at the Annual General Meeting unless the provisions of Clause 28 apply.
24. Committee Officers who are authorised to handle monies on behalf of the Club are the Chairman, the Deputy Chairman, the Treasurer and the Events Officer.
25. Committee Officers – with the exception of the Chairman - shall be elected annually at the Annual General Meeting from written nominations received no later than 21 calendar days prior to the meeting, to serve for a period of up to 2 years which can be extended subject to majority vote. The Committee Officers will be elected by majority vote by ballot from the Club Members present. All fully paid-up Club Members are eligible to vote.
26. The office of Chairman shall be elected at the Annual General Meeting from nominations received by the Secretary no later than 21 calendar days prior to the meeting, to serve for a period of two years which can be extended subject to majority vote. Nominations for the office of Chairman are only open to Committee Officers and Committee Members.
27. If no nominations for Chairman are received from within the Committee, nominations from non-Committee Members can be submitted.
28. Should a Committee position become vacant, the Committee may, by a majority vote, co-opt a replacement who will then serve until the following Annual General Meeting as if they had been voted into post.

COMMITTEE ORGANISATION AND POWERS

29. Committee Members elected to office will have full voting rights at all meetings. In the event of a tie, the Chairman will have a casting vote in addition to his initial standing vote.
30. The Committee are authorised to carry out negotiations and make decisions in the interest of the club or on behalf of the membership where necessary without consulting the Club Members.
31. Money may only be withdrawn from the Club funds when approved by not less than two Authorised Committee Officers.
32. The Chairman must be informed of any negotiations which affect the Club as a whole and copies of any relevant written correspondence must be submitted to the Secretary for record purposes.
33. Out of pocket expenses incurred by the Committee may be claimed by sending receipts to the Treasurer for approval.

34. Any Committee Officer or Committee Member wishing to resign must do so in writing.
35. Any member of the Committee who is absent from two consecutive Committee meetings without reasonable cause will automatically forfeit his seat on the Committee.
36. The Treasurer may pay accounts and incur any normal liabilities on behalf of the club.

VOTING AND CONDUCT OF COMMITTEE MEETINGS

37. All Committee meetings will be agenda'd and minuted. Minutes of Committee meetings will be made available to members on request to the Secretary.
38. A quorum of any Committee meeting shall consist of 4 (Committee Officers and Committee Members).
39. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal.
40. Voting will normally be by show of hands, however a secret ballot may be taken should any member of the Committee request that this be done. Proxy and postal votes will not be permitted.
41. An audio recording of Committee meetings may be taken by the Secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
42. Club Members may attend Committee meetings as observers by applying to the Secretary at least 14 days before the meeting. Any Club Member may be asked to leave the meeting subject to approval from the Committee.

VOTING AND CONDUCT OF GENERAL MEETINGS

43. All General Meetings will be agenda'd and minuted. Any other business will only be accepted at General Meetings if the Secretary is given at least 14 days' notice in writing of the item to be discussed AND the item is brought to the attention of the Committee at least 7 days prior to the meeting.
44. A quorum of any General Meeting is to be at least 4 Club Members.
45. All proposals must be seconded and voted upon. A majority vote of those present is required to carry any proposal including proposals to alter this constitution.
46. Voting will normally be by a show of hands, however a secret ballot must be taken should any member request that this be done. Proxy and postal votes will not be permitted.
47. Amendments to proposals must be voted upon first.
48. An audio recording of general meetings may be taken by the Secretary only, for the sole purpose of producing accurate minutes. The audio recording must be deleted once the written minutes are approved.
49. The Committee, through the Chairman, has the power to ask a person to leave any meeting in the event of that person disrupting the meeting.

ANNUAL GENERAL MEETINGS

50. A date for the Annual General Meeting will be decided each year by the Committee. At least 28 days' notice of the meeting will be given in writing to all Club members.
51. Annual subscriptions and any joining and re-joining fee will be decided at the Annual General Meeting.
52. Two members (Club Members) shall be elected by the Committee to carry out an independent examination of the accounts before the Annual General Meeting to verify that the balance sheet is correct and fairly represents the expenditure and receipts of the club, its assets and its liabilities.

EXTRAORDINARY MEETINGS

53. The Secretary will convene an Extraordinary Committee Meeting within 14 days on request from any Officer of the Committee, stating the business to be discussed.
54. The Secretary shall convene an Extraordinary General Meeting of the Club by a resolution of the Committee stating the business to be brought before the meeting, of which 28 days' notice has been given to all Club Members in writing stating the business to be discussed.
55. The Secretary shall convene an Extraordinary General Meeting of the Club on receipt of a request in writing signed by not less than 3 Club Members, stating the business to be brought before the meeting. The meeting must be called within 28 days of request and 28 days' notice must be given to all members in writing stating the business to be discussed.
56. When a request for a meeting is made in accordance with Clause 54 and it is not called within 28 days, the requesting Club Members may themselves convene an Extraordinary General Meeting of the Club by giving 28 days' notice in writing to all Club Members, duly setting out the purpose for which the meeting was called. Any resolutions passed at such a meeting shall have the same force and effect as if they were passed at a meeting convened by the Committee.

FINANCES

57. The Club will hold its funds in a bank account, which may be operated electronically using internet banking.
58. At least three signatories to the bank account will be in place at all times.
59. The signatories on the Club's bank account will be any three from the Chairman, the Deputy Chairman, the Treasurer or the Secretary and they will be required to submit a sample of their signature for bank reference purposes.
60. The Treasurer shall cause proper accounts to be kept and shall present his accounts to the Club annually at the AGM.
61. The Club's financial year will be deemed to run from 1st September to 31st August each year.
62. At the end of the financial year, the Treasurer will prepare a budget for the ensuing financial year for review and approval by the Committee. The budget should include any spending tolerances and any sums for discretionary spending that do not require recourse to a full Committee meeting for approval. These tolerances and discretionary spend amounts are to be agreed as part of the budget approval process.

THE KENT CLUB FOR LONDON FREEMASONS

CONSTITUTION - APPENDIX 1

Fees for 2022/2023

Join fee	£0.00
Subscriptions	
Member	£10.00