

Constitution and Rules

The Friends of No1 CopperPot Credit Union Lottery

1. Name

The name of the organisation shall be **Friends of No1 CopperPot Credit Union**, hereinafter referred to as 'the Society'.

2. Objects

The objects of the Society shall be to support Number One Police Credit Union Limited t/a No1 CopperPot Credit Union by providing voluntary administrative, logistical, or financial support and by various other means but particularly by raising funds for training and development purposes.

3. Membership

Members of the Society shall all be members of **No1 CopperPot Credit Union**.

4. Officers and Committee

The Society shall have the following Officers and Committee, who are not directors (executive or non-executive), or members of the Audit Committee of **No1 CopperPot Credit Union**:

- a) A Chairman, Treasurer and Secretary (together 'the officers of the Society').
- b) The Committee shall consist of all the Officers of the Society together with up to five elected members all of whom shall be members of the Supervisory Committee of the **Friends of No1 CopperPot Credit Union**.
- c) **No1 CopperPot Credit Union** will nominate a director or appointed representative to attend each Committee Meeting, but they will not be entitled to vote.
- d) The Committee may elect additional member(s) as and when circumstances require, although this cannot include directors of **No1 CopperPot Credit Union**.
- e) The Officers of the Society and all the Committee Members shall be proposed, seconded, and elected by ballot at the Annual General Meeting and shall continue to hold office until the next Annual General Meeting.
- f) Retiring Officers or Committee Members shall be eligible for re-election.
- g) Another member of the Society elected by the Committee may fill any casual vacancy of a member of the Committee occurring by resignation or otherwise. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for re-election.

- h) The Committee will meet bi-annually (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be at least four.
- i) The Chairman and Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interest of the Society.
- j) The Secretary shall give all the members of the Committee at least a weeks' notice of a meeting.
- k) Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or acting Chairman of that meeting) shall have a casting or additional vote.
- l) The Secretary, or in their absence, a member of the Committee shall take minutes.
- m) The Committee shall be responsible for the management of the Society and shall be responsible for ensuring that the accounts of the Society for each of the financial year be examined by an independent auditor, appointed by the members in the Annual General Meeting, who must not be a member of the Committee or a family member of the Committee.
- n) The members of the Committee shall be indemnified by the members of the Society against all liabilities properly incurred by them in the management of the Society and for all expenses properly incurred by them in the management of the Society.

5. Annual General Meeting

5.1 The Annual General Meeting of the Society shall be held each year within six months of the end of the financial year. The Committee shall fix the date for the Annual General Meeting. The purpose of the Annual General Meeting is to transact the following business:

- a) To receive the Chairman's report of the activities of the Society during the previous year.
- b) To receive and consider the accounts of the Society for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Society.
- c) To elect the Officers and other members of the Committee.
- d) To appoint an independent auditor for the ensuing financial year.
- e) To decide any resolution which may be submitted in accordance with Rule 5.2.

5.2 Nominations for election of membership of the Committee shall be made in writing or email by the proposer and seconder to the Secretary by no later than 21 days prior to the meeting. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing or by email to the Secretary by not later than 21 days prior to the meeting.

5.3 Matters concerning the management and administration of the Society need not be subject to the foregoing, at the discretion of the Chair.

6. Special General Meeting

- 6.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt of a requisition in writing signed by not less than ten members of the Society, stating the purposes for which the Meeting is required, and the resolutions proposed. No other business will be transacted at such meeting.

7. Procedure at Annual General Meeting and Special General Meeting

- 7.1 The Secretary shall personally be responsible for the publication of the date, time, and place of the General Meeting together with the list of resolutions to be proposed there at least seven days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Notice of Meeting shall be given on No1 CopperPot Credit Union's website and where else they see fit.
- 7.2 The quorum for the Annual and Special General Meetings shall be seven members of the Society.
- 7.3 The Chairman, or in their absence a member selected by the Committee, shall take the Chair, each member present shall have one vote and resolutions shall be passed by a simple majority.
- 7.4 The procedure for submitting resolutions to be considered at a Special or General Meeting are referred to in Rule 5.2.
- 7.5 In the event of equality of votes the Chairman, (or acting Chairman of that meeting), shall have a casting or additional vote.
- 7.6 The Secretary, or in their absence a member of the Committee, shall take minutes at a Special or Annual General Meeting.
- 7.7 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Society.

8. Finance

- 8.1 All monies payable to the Society shall be received by an appointed Credit Union representative and credited in a bank account in the name of the Society. Any payments shall be drawn from that account by a cheque signed by two of the three signatories who shall be the Chairman, Treasurer, and an appointed Credit Union representative.

- 8.2 The Committee on behalf of the members shall make donations to the **No1 CopperPot Credit Union** to be used on developing the Credit Union and training of employees. The donations will total at least 80% of net ticket sales.
- 8.3 The Society will ensure that between 30% and 55% of net income is returned to Society members in terms of prizes.
- 8.4 The income and property of the Society shall be applied only in furtherance of the objects of the Society and no part thereof shall be paid by way of bonus, dividend, or profit to any member of the Society.
- 8.5 The financial transactions of the Society shall be recorded by the Credit Union's appointed representative, and in such manner as the Committee think fit. Reconciliation of the accounts will take place monthly and reviewed annually by an external auditor.
- 8.6 The financial year of the Society shall be the period commencing on 1st October and ending on 30th September the following year. Any change to the financial year shall require the approval of the members in an Annual General Meeting.
- 8.7 Members of the Society will abide by **No1 CopperPot Credit Union's** own Expenses Policy.

9. Dissolution

- 9.1 A resolution to dissolve the Society shall only be proposed at an Annual General Meeting and shall be carried by a majority of at least three quarters of the members present.
- 9.2 The dissolution shall take effect from the date of the resolution or order and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Society.
- 9.3 Any property remaining after the discharge of the debts and liabilities of the Society shall be given to the **No1 CopperPot Credit Union**.