



**ACCOUNTING RECREATIONAL CLUB
(ARC)**

Instructions:

ALL THE MEMBERS SHOULD READ THROUGH THIS DOCUMENT.

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ARTICLE 1: NAME

The club's official name will be "Accounting Recreational Club", and may be referred to as "ARC". No other name will be used in the advertisement or representation of the club.

ARTICLE 2: MISSION AND VISION

The club's mission and vision will be as follows:

- 1 Foster keen interest in studies;
- 2 A platform for interactions between students and lecturers;
- 3 A platform for practical of management skill; and
- 4 Provide outside classroom learning

ARTICLE 3: ATTAINING MISSION AND VISION

The club shall be empowered to do all things necessary for the attainment of the mission and vision of the club. In doing so, the club will adhere to all Methodist Pilley Institute (the "institute") policies and procedural guidelines at no time bringing the institute into disrepute.

ARTICLE 4: MEMBERSHIP

- 1 The club's membership is open to all undergraduate students at the Institute. The club's membership cannot be exclusive and must be open to all undergraduate students;
- 2 Any non-undergraduate student members, including staff members, do not have voting rights;
- 3 Executive members, voting and non-voting, shall be undergraduate students;
- 4 The membership fee is payable once for the lifetime as an institute student; and,
- 5 All undergraduate members shall be entitled to all rights and privileges of the club, such as:
 - (a) Voting in Annual General Meeting (AGM);
 - (b) Has the chance to become committee member; and
 - (c) Enjoy member price for every single event held by ARC.

ARTICLE 5: TERMINATION OF MEMBERSHIP

- 1 Any person's membership may be terminated by the following events:
 - (a) Resignation; or
 - (b) Expulsion.
- 2 The Executive Committee and Advisor shall have the power to suspend or expel any member of the club for:
 - (a) False or inaccurate statements made in the member's application for membership of the club;
 - (b) Breach of any rule, regulation or by-law of the club; and
 - (c) By any act detrimental to the club or the institute, after having undertaken due to inquiry.
- 3 Any member who is expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a general meeting called for such purpose, and the decision of the general meeting shall be final.

ARTICLE 6: EXECUTIVE COMMITTEE

- 1 Committee persons are sometimes referred to as Office Bearers. The main Office Bearers are often referred to as The Executive.
- 2 Management of the club shall be vested in the Executive Committee elected by the members at the Annual General meeting and consisting of:

(a) President	(One Person)
(b) Vice President	(One Person)
(c) Secretary	(One Person)
(d) Treasurer	(One Person)
(e) Auditor	(One Person)
(f) Event Coordinator	(Four to Six Persons)
(g) Public Relations	(One to Three Person(s))
(h) Photographer	(One Person)
- 3 No person shall hold more than one position on the Executive Committee at any one time. All positions on the Executive Committee will be re-elected at the Annual General Meeting, and all previous Office-Bearers will be eligible for re-election.
- 4 If the president or vice president is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.
- 5 A member of the Executive Committee may lose his or her seat on the committee for either of the following:
 - (a) Absence from three or more meetings without providing any reason or evidence; or
 - (b) Found the committee no longer be a member of the club.
- 6 **ARTICLE 5** also apply to Executive Committee members.

ARTICLE 7: RESPONSIBILITIES OF EXECUTIVE COMMITTEE

- 1 The President will
 - (a) Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the club;
 - (b) Be unbiased and impartial, give clear direction and set an example for others to follow;
 - (c) Attend all Club meetings;
 - (d) Be an effective and efficient President, encourage focused discussion and have a sound knowledge of debating and meeting procedures;
 - (e) Keep informed of all Club activities and be aware of future planning initiatives;
 - (f) Have a good and clear understanding of the club rules, the constitution and the responsibilities of the various office bearers;
 - (g) Know how to run a meeting;
 - (h) Ensure the clubs financial management procedures, and budgeting remains on target and is achieved;
 - (i) Actively support all fundraising and identify potential Sponsors;
 - (j) Treasurers regularly report to the committee;
 - (k) Maintain an overview of the club's strategic planning initiatives; and,
 - (l) Ensure at all times the management of the club remains open, positive, progressive, and the mission and vision of the club are respected and observed.

- 2 The Vice President will
 - (a) Preside over club meetings in the absence of the president;
 - (b) Attend all Club meetings;
 - (c) Make sure that attendance is taken at every meeting in conjunction with the Club secretary;
 - (d) Watch over the committee system and assist committee chairs;
 - (e) Make sure the Club secretary and the Club treasurer mailed in the club's reports to the necessary advisors;
 - (f) Become thoroughly acquainted with the president's duties so that you can assist the president;
 - (g) Receive all materials and possible help from the past vice president of the club;
 - (h) Collect the Event photos from Public Relations and upload onto Google Drive; and,
 - (i) Work with the new vice president and help him/her prepare to take over the job next year.

- 3 The Secretary will
 - (a) Prepare the agenda for club meetings in consultation with the President;
 - (b) Make arrangements including venue, date, times and hospitality for Club meetings;
 - (c) Send adequate notice of the meetings;
 - (d) Collect and collate reports from office bearers;
 - (e) Take the minutes of meetings;
 - (f) Write up the minutes as soon as possible after the meeting;
 - (g) Read, reply and file correspondence promptly;
 - (h) Collate and arrange for the printing of the annual report;
 - (i) Maintain registers of members' names, life members and sponsors; and,

- (j) Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club committee.
- 4 The Treasurer will
- (a) Collect member dues;
 - (b) Prepare the club's budget, present it to the board for approval, and ensure that Club activities adhere to the budget;
 - (c) Maintain accurate financial records throughout the year to be reviewed at any time by members, other officers, or administration;
 - (d) Inform the club of its financial strengths and weaknesses;
 - (e) Disburse funds and pay bills promptly as approved by the board; and
 - (f) Understand school and Club policies regarding student financial accounts relating to school organizations.
- 5 The Auditor will examine
- (a) The register of members;
 - (b) Ensure the following; and,
 - The person in charge of the Club has not exceeded his powers, especially his financial powers;
 - The entrance fees and membership fee received from the members are correctly accounted, and the membership fee received in advance and membership fee in arrears are duly considered for; and,
 - A sound internal control procedure is followed in accounting the services and facilities provided to the members.
 - (c) Write an audit report after auditing the annual report.
- 6 The Event Coordinator will
- (a) Identify the requirements and expectations of each event;
 - (b) Liaise with committees and advisors during the event planning process to ensure everything is in order;
 - (c) Manage all event set-up, tear down and follow-up processes;
 - (d) Maintain event budgets;
 - (e) Communicate with Secretary to come out an Event Proposal and hand into the Student Operation Office;
 - (f) Book the venue, date and time to have the booth at Student Operation Office;
 - (g) Book venues, entertainers, and schedule speakers;
 - (h) Conduct final inspections on the day of the event to ensure everything adheres to the standards;
 - (i) Assess an event's overall success and submit findings.
- 7 The Public Relation will
- (a) Establishing and maintaining relationships with the community and public interest groups;
 - (b) Writing press releases and other media communications to promote the Club or event one week before the event;
 - (c) Planning or directing the development of programs to maintain favourable public views of the organization's agenda and accomplishments;
 - (d) Coaching committee representatives in active communication with the public;
 - (e) Studying the organization's objectives, and needs to build public relations strategies that influence public opinion and promote Club and event;

- (f) Updating and maintaining Social Media content; and,
- (g) Collect the Event photos from Photographer and post on Social Media in the day photos received. If cannot do so on time, a notice should be given to President/ Vice President.

8 The Photographer will

- (a) Capture and process images until you achieve desired results;
- (b) Constantly improve image quality using various editing methods;
- (c) Use and maintain modern and traditional technical equipment (cameras, lenses etc.);
- (d) Arrange objects, scenes, lighting and background to adhere to specifications;
- (e) Archive photographic images and maintain the database;
- (f) Maintain an in-depth understanding of photographic best practices and procedures; and,
- (g) Arrange and send the photos one day after Event. If cannot do so on time, a notice should be given to Public Relations.

ARTICLE 8: GENERAL MEETINGS

1 Annual General meeting

- (a) The Annual General Meeting of the club must be held prior to the end of the calendar year.
- (b) The Secretary shall give at least fourteen (14) days' notice of the date of the Annual General Meeting, to members.
- (c) All members may attend the Annual General meeting.
- (d) The quorum at the Annual General Meeting shall be a minimum of the Executive Committee. If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- (e) The agenda for an Annual General Meeting shall be:
 - Opening of Meeting
 - Apologies (if any)
 - Confirmation of Minutes of previous Annual General meeting
 - Presentation of Annual Report
 - Adoption of the Annual Report
 - Presentation of the Treasurer's statement
 - Election of New Executive
 - Vote of thanks to outgoing Executive
 - Notice/s of Motion (if any)
 - Closure

2 General meetings

- (a) General meetings may be called by the Executive Committee or at the request of the president and secretary or on the written request of members of the club.
- (b) The secretary shall give at least seven (7) days' notice, in writing, of the date of the General Meeting to the members. Notice of General meetings shall set out clearly the business for which the meeting has been called. No other business shall be dealt with at that General Meeting.
- (c) The quorum at the General Meeting shall be a minimum of the Executive Committee members.

ARTICLE 9: VOTING

- 1 Voting powers at the **Annual General meeting and general meetings**:
 - (a) The president shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote; and,
 - (b) Each individual member present shall have one (1) vote.
- 2 Voting powers at **Executive Committee Meetings**:
 - (a) The president shall be entitled to a deliberate vote, and, in the event of a tied vote, the President shall exercise a casting vote; and,
 - (b) Each individual committee member present shall have one (1) vote.

ARTICLE 10: FINANCE

- 1 All funds of the club shall be deposited into the club's accounts at such bank or recognised financial institution as the Executive Committee may determine.
- 2 All accounts due by the club shall be paid by cheque, direct debit or cash after having being passed for payment at the Executive Committee Meeting. When immediate payment is necessary, account/s shall be paid, and the action endorsed at the next Executive Committee Meeting.
- 3 The Treasurer shall not spend more than a set amount Petty Cash without the consent of the Executive Committee and shall keep a record of such expenditure in a Petty Cash Book.
- 4 A statement showing the financial position of the club shall be tabled at each Executive Committee Meeting by the Treasurer.
- 5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General meeting. The auditor's report shall be attached to such financial report.
- 6 The financial year of the club shall commence on January 1st each year. The accounts, books and all financial records of the club shall be audited each year.
- 7 The signatories to the club's account/s will be the Treasurer, Auditor and any one (1) from the following:
 - (a) President
 - (b) Vice President
 - (c) Secretary
- 8 All property and income of the club will apply solely to the promotion of the objects of the club, and no part of that property or income shall be paid or otherwise distributed, directly, or indirectly, to members, except in good faith in the promotion of these objects.

ARTICLE 11: ALTERNATIONS TO THE CONSTITUTION AND BY-LAWS

- 1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General meeting, or seven (7) days prior to a general meeting called for such purpose.
- 2 The secretary shall forward such notices of motion to each Executive Committee member at least fourteen (14) days prior to the Annual General Meeting or seven (7) days prior to a general meeting.
- 3 Alterations to the By-laws can be made only at Executive Committee Meetings provided notice of the proposed alteration/s has been duly notified to Committee Members.
- 4 Such motions, or any part thereof, shall be of no effect unless passed by a seventy-five per cent (75%) majority (special resolution) of those present and entitled to a vote at the Annual General Meeting, general meeting or Executive Committee Meeting, as the case may be.

ARTICLE 12: DISSOLUTION

If on the closure of the club, any property of the club remains after the satisfaction of the debts and liabilities of the club and the costs, charges and expenses of that winding up, that property shall be distributed:

- 1 To another incorporated club having objectives similar to those of the club; or
- 2 For charitable purposes, which incorporated club or purposes, as the case requires, shall be determined by resolution of the members.