

# RSCMK Constitution



## 1) Name.

RSCMK Russian Speaking Community Milton Keynes

## 2) Aim.

To help the young generation of the local Russian community to enhance their Russian language skills and gain knowledge of the related culture and traditions.

## 3) Activities.

In order to achieve its aim the Group may:

- a) Employ staff
- b) Open bank accounts
- c) Hire premises
- d) Organise courses and events
- e) Run online and social media activities
- f) Work with similar Groups to exchange information and share experiences
- g) Liaise with study material suppliers and other sources
- h) Raise money
- i) Accept donations

## 4) Membership.

Free membership with member registration fees to be decided by the members of the management team in due course. The management team reserves the right to revise both the membership and the registration fees at any time.

to the Group will not discriminate against age, race, disability, political or religious affiliation, sex or sexual orientation.

Those interested in becoming part of the Group may take advantage of and participate in the events and must abide by the rules of the Group and help support the Group to achieve its aim.

The membership of any member can be terminated (with just reason) by the Management Committee. Such members will have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

The Management Committee may cancel a membership for the following reasons:

- Disruptive, abusive or discriminative behaviour to other members of the Group or any one related or linked to the Group.
- Not following the Group's rules
- Member has not paid due membership fees (if applicable)

## **5) Management.**

a) The Group shall be administered by a Management Committee of not less than three individuals and not more than six elected at the Group's Annual General Meeting (A.G.M.).

b) The Officers of the Management Committee shall be:

the Chairperson – Alex Zaretsky  
the Treasurer – Elena Teblyashkina  
the Secretary – Evgeny Agafonov

c) The Management Committee may co-elect onto the Committee up to three individuals in an advisory and non-voting capacity that it feels will help to fulfil the aim of the Group.

d) The Management Committee shall meet at least two times a year.

e) At least three Management Committee members must be present for a Management Committee meeting to take place.

f) Voting at Management Committee meetings shall be by a show of hands. If there is a tied vote then the Chairperson will have the deciding vote.

g) The Management Committee shall have the power to remove any member of the Committee (when justified) following the procedure defined below:

- Each member should perform their tasks and accomplish actions set by the management committee. Failure to act accordingly may result in a warning. The management committee reserves the right to replace a member after two warnings.
- Warning, final warning and the notification of the termination of the duty to be agreed by the management committee and to be provided in writing.

h) The Management Committee may appoint any other member of the Group as a Committee member to fill a vacancy, provided that the maximum number is not exceeded.

## **6) The Duties of the Officers.**

a) The duties of the Chairperson shall be to:

- Chair meetings of the Committee and the Group
- represent the Group at functions/meetings that the Group has been invited to and
- act as the spokesperson of the Group when necessary.

b) The duties of the Secretary shall be to:

- keep a membership list
- prepare in consultation with the Chairperson the agenda for meetings of the Committee and the Group
- take and keep minutes of all meetings and
- collect and circulate any relevant information within the Group.
- Prepare the plan for and organise the Group's events

c) The duties of the Treasurer shall be to:

- supervise the financial affairs of the Group and
- keep proper accounts that show all monies received and paid out by the Group.

## **7) Finance.**

- a) All monies received by or on behalf of the Group shall be applied to further the aim of the Group and for no other purpose.
- b) Any bank accounts opened for the Group shall be in the name of the Group.
- c) Any cheques issued shall be signed by the Treasurer and one other nominated member of the Management Committee.
- d) The Group shall ensure that its accounts are audited or independently examined every year.
- e) The Group may pay reasonable out of pocket expenses including travel, meetings, childcare and meal costs to members or Management Committee members.

## **8) Annual General Meeting.**

- a) The Group shall hold an Annual General Meeting (A.G.M.) in the month of December.
- b) All members shall be given at least seven days' notice of the A.G.M. and shall be entitled to attend and vote.
- c) The business of the A.G.M. shall include:
  - receiving a report from the Chairperson on the Group's activities over the year
  - receiving a report from the Treasurer on the finances of the Group
  - electing a new Management Committee and planning events and tasks assignments
  - reviewing accomplished actions from the previous meetings
  - considering any other matter that may be decided.
- d) At least three members must be present for the Annual General Meeting and any other General Meeting to take place

## **9) General Meetings.**

- a) There shall be 2 General Meetings (excluding the A.G.M) each year.
- b) All members shall be entitled to attend and vote.

## **10) Special General Meeting.**

A Special General Meeting may be called by the Management Committee or any members to discuss an urgent matter. The Secretary shall give all members seven days' notice of any Special General Meeting together with notice of the business to be discussed.

## **11) Alterations to the Constitution.**

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at any General Meeting.

## **12) Dissolution.**

The Group may be wound up at any time if agreed by two-thirds of those members present and voting at any General Meeting. In the event of winding up any assets remaining after all debts have been paid shall be given to another Group with a similar aim chosen by the management team of the Group

## **13) Adoption of the Constitution.**

Until the first A.G.M. takes place the persons whose names, addresses and signatures appear at the bottom of this document shall act as the Management Committee referred to in this constitution.

This Constitution was adopted on the 15<sup>th</sup> July 2013 by the three members of Management Committee signed below.

## **14) Insurance.**

The Russian Community holds no responsibility for any injuries, loss or damage personal belongings and properties during the Group's events.