

Pattaya International Ladies Club Constitution

1. Name

Pattaya International Ladies Club

2. Object

The aims of the Club are:

- a. To provide opportunities for the members to meet socially, to welcome newcomers and to encourage members' participation in activities.
- b. To support charitable organizations in Pattaya.

3. Membership

Membership is open to all women over the age of 18 years.

4. Conduct

That in the event of complaints being received from members of the Club regarding the conduct of another member of the Club, then the Committee, after due consideration, shall have the right to ask any member deemed to be damaging the reputation of the Club to resign their membership of the Club. A motion to take action can be passed if at least 60% of the Committee's members vote in favour of the proposal.

5. General Committee and Management

The Club is under the control of its Members who shall each year, elect by vote at the Annual General meeting, a General Committee, of not less than eight and not more than eleven from among the members.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Membership
- f. Welfare
- g. Plus other Committee members to be held responsible for the various areas of the Club activities.

The General Committee will meet at least once in every month for the transaction of current business. six members shall form a quorum. In the case of equality of votes, the President shall have the casting vote.

In the event of the absence of any officer at the time of the Committee meeting, the officer's assistant will be required to attend the meeting and be able to vote on the former's behalf. Issues to be brought forward at the General Committee meeting shall be discussed by the officer and her assistant prior to the meeting in question.

The General Committee is empowered to fill any vacancies arising during the year from among them Members.

No Member can be nominated, or accept a seat on the General Committee if she knows, or intends, to be absent from her position for a continuous period longer than three months during the service year.

Any Member of the General Committee who is absent for a continuous period of longer than three months, is understood to have vacated their appointment to the General Committee.

The retiring General Committee shall hand over to the newly Elected General Committee on or before the last day of February in the following year. All books of account shall be written up to the 31st of December of each year, audited and handed over to the incoming General Committee on or before the last day of February.

A Co-Chair who is attending a Committee meeting to represent Their Team's Chair (and who has been invited to do so during the Chair's absence) is entitled to vote, and a Co-Chair in the same situation who also holds the position of being a Team-Chair can cast two votes.

All Committee members are requested honestly to declare any potential matters of personal interests to them. (It is noted that such interests may be helpful to the Club and therefore not necessarily regarded as a conflict of interest.)

Any member is allowed to attend a meeting of the Committee providing that they give 48 hours' notice of their intention to attend and their reason for attending. They may be allowed to speak at a particular point in the meeting but only at the invitation of the Chair (or their nominated substitute if the Chair is not present).

6. Sub-Committees

In order to co-ordinate support for charity organizations a sub-Committee for Welfare will be formed. Where possible this will be chaired by a voting member of the General Committee, and also consist of a Thai member and two others.

Sub-Committees for various areas of the Clubs activities will be formed and chaired by a voting member of the General Committee.

7. Finances

The Club's accounts shall be kept with such bank as the General Committee will decide.

Any withdrawals from this account shall be signed as the General Committee decides. The President, Vice President, Treasurer, and one other PILC Club member shall be signatories to the PILC bank account and two of the four signatures will be necessary to withdraw funds.

The Club will submit a report on the income and expenditure account for the previous year at the Annual General Meeting. The distribution of excess funds shall be decided by the Welfare Committee and approved by the General Committee at the monthly meetings.

8. Subscriptions

Membership will run from the 1st of January to 31st December. The yearly dues for membership will be at the discretion of the General Committee.

9. Annual General Meeting

There shall be an Annual General Meeting (AGM) before the end of February each year for the purpose of considering the report of the affairs of the Club, the audited accounts, electing a General Committee and discussing all matters connected with the Club.

The members will be notified by the Newsletter of the date, time, and place of the AGM. Only those members of the Club whose subscriptions are paid up to date are entitled to attend the meeting.

Not less than 20% of the total membership of the Club shall be necessary to form a quorum at the AGM.

Any member who cannot attend the AGM may vote by proxy given to another member. No member may carry more than two proxies. A proxy shall not be counted in the count for the purposes of a quorum. Letters of proxy's shall nominate the holder and be signed and dated by the absentee member.

10. Agenda

Any items for inclusion on the AGM must be delivered in writing to any Committee member as stated in the Newsletter.

11. Election of Officers and Committee Members

The General Committee shall choose an election Committee of four (4) members, each year. No election Committee member shall be a member of the General Committee.

Those who are members and are present at the AGM (or those who have agreed in writing) may be proposed for election to the General Committee. The General Committee will advise the deadline for nominations for all vacant positions.

12. Constitution

The Club's constitution shall not be altered except at the AGM.

13. By-Laws

The General Committee is empowered to make By-laws for the purposes of the Club and the members. Notice of the passing of By-laws will be advised in the Newsletter and announced at the monthly luncheon meetings. Such new altered By-Laws shall from then on be binding.

PILC BY-LAWS

- a. Any member who makes a booking at any Club event and who does not wish to attend must give a minimum of twenty-four (24) hours' notice of cancellation. If this is not received, the Member shall pay their share of the cost of the event. Members who book for guests will be held responsible for any cancellation notice or payment of costs on behalf of their guests.
- b. Preferably, for continuity, the leader of the Welfare Committee in the following year should be nominated from the active Welfare Committee members who have served in the previous year.
- c. The sale of goods at monthly lunches is allowed only when given prior approval by the President and the Committee. Sellers will have to pay a table fee for that privilege, with the exception of members who wish to sell the product of a charitable organization.
- d. Any approaches from other organizations to utilize our facilities should be treated with care to ensure that at all times the Club maintains its individual status and good standing in the local community.
- e. A person shall have been a member of the Club for at least three months before she may be considered for a position on the General Committee, unless a person has qualities appropriate to a Committee position and is required by the Club.
- f. The Membership Directory, which is issued annually to all members, is for their personal use only, and shall not be, under any circumstances, used for commercial or marketing purposes. Nor shall it be made available to non-members of the Club for such purposes.