SONNING AND SONNING EYE SOCIETY

BYE-LAWS

1. **Constitution**
   1.1 The Sonning and Sonning Eye Society was first created in 2004 as an Unincorporated Association. Its Constitution was drafted in anticipation that it would register with the Charity Commission and become an Unincorporated Charity in due course. In 2024 the Executive Committee took the decision to register with Charity Commission and to adopt the model Constitution recommended by the Charity Commission.
   1.2 Since the original Constitution covered matters that are not included in the model Charity Commission Constitution, such matters are covered in the following Bye-Laws.

2. **Bye-Laws**
   2.1 The Bye-Laws are the rules established by the Society to regulate itself and serve the Objects of the Society as set out in the Constitution. The Bye-Laws are subordinate to the Constitution.
   2.2 The procedure for altering, revoking or making new Bye-Laws is provided by the Constitution.

3. **Financial Year**
   3.1 The financial and reporting year is from 1 January to 31 December.

4. **Membership**
   4.1 The subscription of a member joining the Society in the four months preceding 31 December in any year shall be regarded as covering membership for the Society's year commencing on 1 January following the date of joining the Society.

5. **Subscriptions**
   5.1 The subscription shall be:-

   Life members N/A

   Two or more life members in the same household, each N/A

   Full members per annum £5.00

   Two or more full members in the same household, each per annum £4.00

   Junior members per annum £3.00

   Corporate members per annum £25.00

   or such other reasonable sum as the Executive Committee shall determine from time to time.

   5.2 The Subscription shall be payable on or before 1 January each year.

6. Meetings

6.1 An Annual General Meeting shall normally be held in or about September of each year to receive the Executive Committee's report and accounts for the previous year and to elect Officers and Members of the Committee for the coming year. The Committee shall decide when ordinary meetings of the Society shall be held.

7. The Executive Committee

7.1 The Executive Committee shall be responsible for the management and administration of the Society. The Executive Committee shall consist of the Officers and not less than four and not more than eight other members. The Committee shall have power to co-opt further members (who shall attend in an advisory and non-voting capacity).

7.2 The Chairman, Vice Chairman, Secretary and Treasurer shall normally be elected annually at the Annual General Meeting of the Society and may be re-elected to the same position for up to five years. The Annual General Meeting of the Society may in exceptional circumstances extend this period annually. Other members of the Executive Committee shall normally be elected annually at the Annual General Meeting of the Society and outgoing members may be re-elected to the same position for up to three years.

7.3 The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Secretary shall give all members not less than seven days' notice of each meeting. The Executive Committee shall have the power to fill up to three casual vacancies occurring among the members of the Executive Committee between General Meetings.

8. Panels or Sub-Committees

8.1 The Executive Committee may constitute such Panels or sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman (or Co-ordinator if preferred) of each Panel shall be appointed by the Executive Committee. All actions and proceedings of each Panel shall be reported to and be confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any Panel. Panels shall be subordinate to and may be regulated or dissolved by the Executive Committee.

8.2 The scope and management procedures for panels or sub-committees shall be defined in Guidelines issued from time to time.