

# **Constitution - Penkridge Gentlemen Spoofers**

**Revised (Issue 2) : 9<sup>th</sup> February 2018**



*When The Hands Are Out....*

## **1. Name of Organisation**

Our club will be called Penkridge Gentlemen Spoofers

## **2. Aims and Objectives**

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in the ancient art of Spoofing
- To promote the art of spoofing
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment
- To be a not-for-profit organisation

## **3. Membership**

The founding members (detailed on the final page) will form the originating membership.

Membership consists of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of Spoofing.

Members must be aged over 21 years.

New members may apply to join annually and their membership must be approved at the AGM by a majority vote.

Members will cease to be a member if they have either done something that goes against the aims of the group and / or its code of conduct, has not paid up membership for over a year, or stops attending meetings/events. Membership will only cease if approved by majority vote at a management meeting. (See Committee Meetings below).

#### **4. Membership Fees**

Membership fees will be set annually and determined at the Annual General Meeting.

Fees will be paid by annual subscription.

#### **5. Officers of the Club**

The officers of the club will be :

- Chair
- Vice Chair
- Secretary
- Treasurer
- Sales Officer
- Web Master & Publicity Officer

Officers will be elected annually at the Annual General Meeting. Committee members may not serve in the same position for more than two successive years.

New officer positions may be subsequently created following majority vote at the AGM.

#### **6. Committee / Committee Meetings**

The club will be managed through the membership with all members having the right to vote at meetings

The membership meetings will be held no less than 3 times per year.

The quorum required for business to be agreed at a membership meeting must be at least 50% of the membership.

The membership will also be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The membership will have powers to appoint sub-committees as necessary and appoint advisers as necessary to fulfil its business.

The membership will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The membership will be responsible for taking any action of suspension or discipline following such hearings.

## **7. Finance**

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on 30<sup>th</sup> November.

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of two of the three nominated signatories

## **8. Annual General Meetings**

An AGM must be held within 15 months of the previous AGM and will follow a formal standard agenda.

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members.

The AGM will receive a report from officers and a statement of the audited accounts.

Nominations for officers will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The quorum for AGMs will be at least 50% of the membership or 6 members, whichever is greater

The membership has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. Discipline and Appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The membership will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the membership following disciplinary action being announced. The membership should consider the appeal within 7 days of the Secretary receiving the appeal.

## **10. Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of a chosen charity – to be agreed by majority vote at the final club meeting.

## **11. Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **12. Declaration**

Penkridge Gentlemen Spoofers adopted and accepted this constitution at its Inaugural General Meeting on 26<sup>th</sup> November 2016, as a current operating guide regulating the actions of its members.