

## Constitution – 2016

### 1. NAME

The club shall be called The Poultry Club of Great Britain.

### 2. AIMS AND OBJECTIVES

The Club shall promote high standards in the keeping, breeding and exhibiting of pure bred domestic poultry. Poultry is defined as large fowl, bantams, true bantams, ducks, geese, turkeys and eggs.

#### **In pursuit of the aims and objectives the Club and its Council shall:**

2.1 Promote the keeping, breeding and showing of quality pure bred poultry and increase public awareness of the need to ensure the survival of our pure bred Poultry.

2.2 As guardians of the standards, keep up-to-date the British Book of Poultry Standards and govern the administration of new breeds or colour varieties to standardisation.

2.3 Encourage, assist and advise fanciers and domestic poultry keepers. This particularly includes junior members.

2.4 Advance and protect the interests of poultry breeders and exhibitors. The Poultry Club acknowledges its responsibility to safeguard the welfare of every member including the young and vulnerable when involved in club activities. All members have the right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief.

2.5 Co-operate with affiliated specialist breed clubs and affiliated shows.

2.6 Formulate rules for the conduct of affiliated shows and provide panels of qualified judges through a judging test system.

2.7 Assist and actively support other poultry organisations provided there is no conflict of interest.

2.8 Raise funds and invite and receive contributions from any person or persons in the form of subscription, donation and other activities provided the club does not undertake any permanent trading activities in raising funds for its charitable objects.

2.9 Foster regional, national and international collaboration with organisations with similar interests in poultry matters.

2.10 Promote and administer a ringing scheme.

2.11 Conduct any other lawful activities which will further the Club's aims.



### 3. MEMBERSHIP

The Club shall consist of members in the following categories:

Junior	- open to those aged 18 years or under on 1 <sup>st</sup> October
Adult	- if over the age of 18 a full adult membership fee is required
Senior Citizens	- if over the age of 65 on 1 <sup>st</sup> October
Overseas	- Europe and the rest of the world
Family	- open to those families of two adults living at the same address or at least one adult and at least one child under the age of 18 years old on 1 <sup>st</sup> October.
Judges Panel	- open to those members who have passed a judging test
Honorary Life	- appointed by the PCGB Council
Breed Club	- open to a club which the Council acknowledges to represent a breed, group of breeds or colour
Affiliated Society	- open to agricultural societies and poultry clubs who hold shows held under Poultry Club Rules
Associate	- open to other organisations that have links to poultry

Please see section 4 (below) for further rules that apply to the above categories.

### 4. QUALIFICATION FOR MEMBERSHIP

4.1 Any application for membership, except Honorary Membership, shall be made on the appropriate form and shall be accompanied by the appropriate membership fee.

4.2 Nominations for Honorary Life Membership shall be considered by the Council. Candidates for Honorary Life Membership shall have performed meritorious service to the Club or the poultry fancy.

4.3 Any member, breed club or affiliated society whose subscription is not paid by 1st January will no longer be considered to be a member of the Poultry Club and may be excluded from the panel judges, breed clubs or affiliated shows lists in the following year book.

4.4 Any new member, breed club or affiliated society joining the Club during July, August or September of any year shall not be liable for a second subscription on the following 1st October.

4.5 Nominations for Associate Members shall be considered by Council.



4.6 The Poultry Club reserves the right to refuse anyone membership to the club without providing a reason.

## 5. RIGHTS OF MEMBERS

5.1 All paid up members for their category shall be entitled to:

(a) Attend annual and extraordinary general meetings of members with power to speak and vote on matters included within the agenda.

(b) Request and receive all the services rendered by the Club to its members.

(c) Compete for cups, trophies, special prizes and awards offered by the Poultry Club at affiliated shows and similar events.

(d) Receive a free copy of each issue of the Club's Year Book, newsletters and free copies of the Club's Constitution and Show Rules as well as a copy of all the other literature supplied free to its members by the Club from time to time.

(e) Nominate member(s) for election to the Council and the office of President and to vote in the said elections.

(f) Accept nomination and election for office in the club after a minimum of one year's membership and being aged 18 years of age or over. However, someone who has been convicted of offences involving deception or fraud, or who is an undischarged bankrupt or who has been removed from office as a charity trustee by the Charities Commission will be disqualified from acting as a trustee.

(g) Make representations to the club in writing in regard to raising issues, including membership appeals or other decisions made by the PCGB Council. For further details on the appeal process please see section 13.1.

(h) Submit items for inclusion in the agenda of annual general meetings on giving five weeks notice of such items in writing to the General Secretary. With a report to cover the issues in the submitted item for the general meeting agenda, so that Council can give a considered and informed response to the members at the general meeting.

5.2 An Honorary Life Member shall be entitled to every right, privilege and service accorded to annual fee-paying members including eligibility to office.

5.3 Junior members shall have rights equivalent with (a) to (g) above in this rule, except (e) and (f).

5.4 Breed Clubs, Affiliated Societies, Associate members and Trade Members whose current subscription is duly paid shall be entitled to the rights contained in (b), (c), (d), (g) and (h) in the foregoing part of this rule. Each such organisation can be represented by its chosen representative at all general meetings of members but shall have no voting rights.



## **6. OFFICERS**

6.1 The President shall be an honorary position and shall be elected annually and is able to serve for a maximum of three years in total. The President is not eligible for re-election after that period. The President is an ex-officio member of the Council with no voting rights. The President will take the chair at the September Council meeting while the Chairperson is elected. Should the President be a serving Council member then they retain their role as a Council elected member.

6.2 The Chairperson and Vice Chair shall be elected by Council members annually at the September meeting. The Chairperson shall chair all Council meetings, Annual General Meetings of members and has the casting vote during meetings. The Vice Chair shall have precedence next to the current Chairperson and shall assist and deputise for him/her. The Chairperson is expected to keep the Vice Chair fully briefed on all aspects of the Poultry Club current business, so that it is possible for the Vice Chair to chair a meeting when required.

6.3 A General Secretary/Treasurer, hereinafter called the General Secretary, shall be appointed by the Council and shall have no voting rights and whose duties are defined in Clause 9.

6.4 to prevent the possibility of collusion the Chairperson, Vice Chair, President and General Secretary are important roles and therefore must be filled with unconnected persons – the occupants cannot be related as family members or through marriage.

6.5 The Council shall also appoint an Independent Accountant whose appointment must be approved by members at the Annual General Meeting. The Independent Accountant shall be responsible for carrying out an independent examination required by the Charity Commission and for producing year-end accounts which are to be submitted to the Annual General Meeting. A full audit will be undertaken if considered necessary by Council.

## **7. GOVERNANCE OF THE CLUB**

The Council shall be responsible for all business relating to the management of the Club. The Council shall refer amendments to the Constitution to the membership at the Annual General Meeting or an extraordinary meeting, for their approval by a two thirds majority.

## **8. THE COUNCIL**

8.1 The Council (who are the Trustees of the charity) shall be composed of sixteen members. Four Council members are elected annually for a period of four years. Four Council members retire each year and are eligible for immediate re-election.

8.2 All elections are to be made by postal vote by all Club members who are eligible to vote. Votes are to be forwarded to an independent scrutineer. New Council members shall normally be installed at the November Council meeting. New Council members must sign a Code of Conduct Agreement prior to attending their first council meeting.

8.3 The Council shall have the power to co-opt technical advisers. Such advisers not to be members of the Council and consequently to have no power or part in the ordinary business and administration of the Club; except the area of

expertise they are co-opted for or advice sought by Council Members at or before Council meetings. These advisers can attend Council meetings when required.

8.4 In the event of the death or resignation of a Council Member the vacancy will be filled at the next election by the candidate with the next highest number of votes behind those elected to the four vacated positions. The replacement Council Member shall continue in office until the completion of the term of the member he/she has replaced. In the event of two such candidates being of equal votes such situation shall be determined by vote of Council.

8.5 The Council shall normally meet in January, March, June, September and November with the date of the Annual General Meeting being decided by the Council. This list of meetings is intended to be provisional and may be altered, as circumstances demand, by the Council.

8.6 Council members are able to re-claim transportation costs travelling from and to council meetings on the day of the actual meeting. Any additional costs must be agreed with the Chairperson prior to the expense being incurred. Further information is provided within the PCGB expenses policy.

8.7 Council members are required to attend at least three Council meetings plus the Annual General Meeting each year. Extenuating circumstances for non attendance will be considered by Council. If absent, without permission, for three or more council meetings within a period of twelve consecutive months Council can resolve that his or her office has been vacated.

8.8 A quorum for meetings of the Council shall be six Council members of which one should be an Officer of the Club.

8.9 Six Council members may request a special Council meeting by writing to the General Secretary of which one member must be elected Chairperson. All Council members must be invited to attend the meeting and be provided with the location, time and date of the meeting (telephone number for conference calls must also be provided to all).

8.10 Council members are elected by ordinary members to represent them. Council members are expected to make decisions for the benefit of the Poultry Club and are expected to place personal objectives to one side and take collective responsibility for motions agreed at council meetings. Further information is provided within the PCGB Code of Conduct.

## **9. GENERAL SECRETARY**

9.1 The General Secretary of the Club shall be a paid post and be appointed by the Council which shall also have the authority to terminate his/her employment, subject to an agreement which shall be arranged between the two parties.

9.2 The General Secretary shall be the Club's chief administration officer and shall carry out his/her duties in accordance with the job description for this role and to be varied as may be desirable or necessary from time to time between the parties.



9.3 He/she shall be responsible for dealing with enquiries from the public, the registration of new members subject to Council approval and for keeping the accounts for the Club, for banking income or making payments on behalf of the Club for furnishing financial statements as may be required by the Council.

## **10. FINANCIAL MATTERS**

10.1 The income and property of the Club from whatever source derived shall be applied towards the objects of the club as set forth in Clause 2.

10.2 The annual subscription and affiliation fees shall be payable on 1<sup>st</sup> October. The current rates shall be reviewed annually by the Council.

10.3 The Club's accounting year shall begin on 1st April.

10.4 All monies paid to the Club, whether by way of subscriptions from members or from any other source, shall be paid into a bank account or accounts in the name of the Club. All cheques drawn against a bank account of the Club shall be payable on being signed with the Chairperson, Vice Chair, General Secretary and Finance Officer being authorised signatories. Two signatures (from the 4 above officials) are required to validate a cheque payment. This being subject to the club's Finance policy and procedures.

10.5 No person, including the Club's Officers, shall have authority to or shall pledge the credit of the Club or involve the Club in any loan debt except by the prior approval by resolution of the Council, or in the case of emergency, with the approval of the President or Chairperson of the Council after consultation with council members either by phone or email

## **11. INVESTMENTS**

11.1 All investments must be registered in the name of the "The Poultry Club of Great Britain" with the Chairperson, Vice Chair, President and Compliance Officer being authorised signatures. Two signatures (from the 4 above officials) are required to validate a dealing instruction.

11.2 All monies for investment on the Club's behalf shall, on instruction by the Council, be invested in the name of "The Poultry Club of Great Britain". The Chairperson, Vice Chair, President and Compliance Officer shall provide dealing instructions to sell or buy such securities, or any portion of them, upon a resolution requiring them to do so being passed at a meeting of the Council by a majority of those present and voting.

## **12. DISSOLUTION OF THE CLUB**

The Club may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which 21 days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Club. Any property remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club but shall be given or transferred to another charitable institution or institutions that has objects similar to some or all of





the objects of the Club and if this cannot be done then to some other charitable purpose.

### 13. DISCIPLINARY POWERS

13.1 If, in the opinion of the Council, a member has potentially committed an act of misconduct the Council shall have the power to bring disciplinary proceedings against that member. If council decides misconduct has taken place the Council shall have the power to; issue a verbal or written warning, expel the member from the club or to impose such other penalty Council considers appropriate. Any such member has the right to appeal – please see the Disciplinary Procedures for full details of the agreed disciplinary process.

13.2 If, in the opinion of the Council, a member has potentially committed an act of misconduct relating to poultry and arising out of a show held under Poultry Club rules, or shall be in default in regard of any transaction relating to a show under Poultry Club rules, the Council shall have the power to; issue a verbal or written warning, expel the member from the club or disqualify for such a time as the Council may deem fit from showing, judging or stewarding at any show held under Poultry Club rules. Any such member has the right to appeal – please see the Disciplinary procedures for full details of the agreed disciplinary process.

13.3 The Council may withhold its show rules and awards from any show.

13.4 Any exhibitor found guilty of fraudulent practices may be disqualified from competing at any show held under Poultry Club rules for such a period as the Council may decide. Any such member has the right to appeal – please see the Disciplinary procedures for full details of the agreed disciplinary process.

13.5 The decision of the Council in relation to any case of disqualification, with the names of the persons affected, may be published in the Club's records. Any person making an entry at a show held under Poultry Club rules shall be deemed to have consented to such publication. Any exhibitor disqualified for fraudulent practices by the Council may have his/her name reported to allow affiliated shows to refuse any entries during the period of disqualification. Also judging and stewarding engagements may not be undertaken at shows held under Poultry Club rules.

13.6 The Council shall have the power to consider any complaint between members. However, the Poultry Club should not be drawn into disputes between fanciers when it is not covered in the PCGB rules and constitution.

13.7 The Appeal Panel shall have the power to remove or modify any suspensions, disqualifications or penalties.

13.8 Any disqualification of a member within a family or partnership membership will cover the whole family or partnership membership. However, the non-disqualified members can apply for PCGB membership in their own name.

13.9 Any judge who has been found by the Council to have committed an act of misconduct at an affiliated show shall be removed from the Judges Panel for such a period as the Council may decide. Any such judge has the right to appeal to the Council but notice of appeal must be lodged with the General Secretary in writing within fourteen days of notification of the Council's decision.



#### **14. CONFLICT OF INTERESTS AND CONFLICTS OF LOYALTIES**

14.1 A Council Member must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the charity or in any transaction or arrangement entered into by the charity which has not been previously declared; and

14.2 A Council Member must absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

#### **15. MEETINGS**

15.1 The General Secretary of the Club shall convene all ordinary and special meetings of the Council by giving not less than fourteen days notice.

15.2 The General Secretary shall also convene the Annual General Meeting and any Extraordinary General meetings of members by giving not less than 14 days notice. The General Secretary shall chair any Extraordinary General meetings.

15.3 A minimum of forty members or 4% of the membership (whichever is the higher) may request an Extraordinary General Meeting by writing to the General Secretary. The exact number of members required can be obtained from the General Secretary by written request. Six Council members may request a special Council meeting by writing to the General Secretary.

15.4 In the case of Extraordinary General and special Council meetings only the business for which the meeting has been called can be discussed. The time, place and date of extraordinary general meetings shall be arranged by the General Secretary to ensure all members are provided 14 days notice of the meeting.

15.5 The Annual General Meeting of members shall be held at a place and time to be set by the Council. The Chairperson shall chair the meeting.

15.6 All other rules contained in PCGB policies and procedures, show or judges' panel rules shall be part of these constitutional rules. Council shall have the power to review and change the PCGB policies and procedures to update these when changes are considered necessary.

15.7 The Chairperson or Vice Chair of the Council shall be required to sign the minutes of each Council meeting as a true and correct record subject to any amendments. Proposers and seconders names will not be recorded in Poultry Club Annual General or Extra Ordinary Meetings minutes to re-enforce that decisions are made by majority voting.

#### **16. DISQUALIFICATION AND REMOVAL OF A MEMBER OF COUNCIL**

16.1 A Council Member shall cease to hold office if he or she is disqualified from acting as a trustee by virtue of sections 178 and 179 of the Charities Act 2011 (or





any statutory re-enactment or modification of that provision); In broad terms, sections 178 and 179 will be breached for someone who has been convicted of offences involving deception or fraud, or who is an undischarged bankrupt or who has been removed from office as a charity trustee by the Charities Commission will be disqualified for acting as a trustee.

16.2 A Council Member shall cease to hold office if he or she ceases to be a member of the charity;

16.3 A Council Member shall cease to hold office if he or she in the written opinion, given to the charity, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Council member and may remain so for more than three months;

16.4 A Council Member shall cease to hold office if he or she resigns as a Council member by notice to the General Secretary (but only if at least two trustees will remain in office when the notice of resignation is to take effect).

## **17. GENERAL**

17.1 Every individual, club or organisation joining the Club or continuing as a member after the passing of these rules shall be deemed to have waived any rights against the Council or any members of the Council for any damage resulting to him/her from the operation or enforcement of these rules, notwithstanding that such person, club or organisation may have ceased to be a member before the alleged damage shall have resulted.

## **18. ALTERATIONS TO THE CONSTITUTION**

18.1 Alterations to this Constitution shall receive the agreement of two thirds of the members present and voting at an Annual General Meeting or an Extraordinary General Meeting. The General Secretary of the Club shall receive a resolution for the alteration of the Constitution at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days notice of such a meeting must be given by the General Secretary to the membership and must include notice of the proposed alteration.

18.2 No alteration shall be made to Clause 2, 12 or 17 until the approval of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained. No alteration shall be made which would have the effect of causing the Club to cease to be a charity in law.

## **19. BEHAVIOURS**

19.1 Showing poultry is a hobby and is an activity PCGB members chose to do in their leisure time. All members must demonstrate acceptable behaviour within the club and on all social media sites to ensure the enjoyment of other members is not undermined. All members should look to ensure that the PCGB "brand" is not brought into disrepute. Members must take personal responsibility for their actions and consider carefully before publishing any comments or statements concerning other members, show results or members of the PCGB Council. The above list is not an exhaustive list but members must ensure that their behaviour does not breach the PCGB Code of Conduct.



The Poultry Club  
OF GREAT BRITAIN