

The Constitution of the Quins Supporters Association (Quinssa)

This document updates the original Quinssa Constitution and was produced after a discussion at the Quinssa Committee meeting on 4 August 2015 and the meeting of the Constitution Sub-Group on 8 September 2015 .The new Constitution was approved at the 2016 Quinssa AGM.

1. Name

- 1.1. The name of the association is Quins Supporters Association (hereinafter called "Quinssa").

2. Objects

- 2.1. To support the activities and enterprises of the Harlequin Football Club (hereinafter called "the Club") both on and off the field.
- 2.2. To promote and facilitate the interest and activities of members of Quinssa in their support of the Club.
- 2.3. To represent the interest of Quinssa members to the Club.
- 2.4. To manage and ratify Quinssa income and expenditure in accordance with a financial strategy agreed annually by the Committee.
- 2.5. To provide effective communication with Quinssa members across all media.

3. Membership and Subscriptions

- 3.1. Membership shall be open to such persons as shall support and seek to further the Aims of Quinssa. Membership shall commence upon the completion of the membership application and payment of the annual subscription. The membership shall run from 1 August to 31 July.
- 3.2. The Committee shall from time to time fix the amount of the annual subscription payable for membership of Quinssa. The subscription shall become due and payable on 1 August in each year for the membership year then ensuing. Any members whose subscription remains unpaid on 1 October may be removed from membership. New members joining after a date agreed by the Committee in January each year will be entitled to the remainder of the current membership year free of charge.

4. Officers and Committee

- 4.1. The affairs of Quinssa shall be managed by the Officers and Committee. The Officers of Quinssa shall be the Chair, the Vice-Chair, the Secretary and the Treasurer. The members of the Committee shall be the Officers and at least 3 but no more than 12 other members. The Vice-Chair role may be held by the Secretary or the Treasurer but, in this event, shall not have a separate vote or count separately towards a quorum.
- 4.2. In the event that one of the Officers shall resign or otherwise become permanently unavailable to continue, the Committee shall elect one of their members to perform the role. However, with the exception of the role of Vice-Chair, no officer may hold more than one Official role at one time.
- 4.3. The position of Vice-Chair is intended to act as a conduit for replacement of the Chair.

5. Committee Meetings

- 5.1. The business of the Committee shall not be transacted unless it is quorate and a meeting of the Committee shall only be quorate if two of the Quinssa Officers are present together with 50% of the other Officers/Committee members.
- 5.2. Notice of the time and place and agenda of each meeting shall be given by the Secretary to all Officers and Members of the Committee at least 7 days prior to the date of the meeting.

- 5.3. The Committee may set up Sub-groups to manage specific tasks or allocate specific duties to individual Committee members.
- 5.4. From time to time, the Committee may ask individual members of Quinssa to take specific roles in organising or helping to organise events, activities, etc. The Committee shall be empowered to invite such people to Committee meetings to participate in discussions on the activity but they shall not have any decision making power.

6. Finance

- 6.1. Any funds acquired by Quinssa at Quinssa events, including subscriptions, merchandise purchases, donations and raffle/ticket purchases, shall be credited to accounts operated by the committee in the name of Quinssa.
- 6.2. Bank Accounts shall be opened in the name of Quinssa. Any cheques relating to Quinssa bank accounts shall be signed by at least two (2) of the following: Chair, Treasurer, Secretary.
Electronic bank transfers will be made by the treasurer on production of a valid invoice and authorised by the Chair or Secretary.
- 6.3. Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure funds are utilised in accordance with the financial strategy. Official accounts shall be maintained, and will be examined annually by an independent qualified person who is not a member of the committee. Quinssa's accounting year will run from 1 August to 31 July.

7. Annual General Meeting

- 7.1. An Annual General Meeting shall be held after the end of the Membership year, and before 30 October each year. At least twenty-one days' notice shall be given to members of Quinssa of the date, time, place and agenda of the meeting. A copy of the statement of income and expenditure will be sent out with the AGM notification. The purpose of the meeting shall be to transact the business of Quinssa including the approval of the statement of Income and expenditure for the year then past, to elect Members and Officers of the Committee in accordance with paragraph 4.1. and to appoint the Auditors.
- 7.2. In the event that there is no nomination for one of the Officer positions, the Committee shall elect that Officer at their first meeting after the AGM in line with the provisions in paragraph 4.2.

8. Elections

- 8.1. All Officers and Members of the Committee shall retire at the AGM, but shall be eligible for re-election. Nomination for any office must be made in writing and on the form attached to the notice of the meeting and delivered to the Secretary seven clear days prior to the date of the meeting, signed by the proposer and seconder with the signed consent to serve of the nominee.

9. Special General Meeting

- 9.1. The Committee, at any time, on its own authority or upon receipt of a written application signed by not less than fifteen members setting out the reason for such meeting, shall call a Special General Meeting and must, within 14 days of receipt of the application, serve notice of such a meeting giving the date, time and place thereof together with a copy of the Agenda.

10. Quorum

- 10.1. At any General Meeting fifteen members shall form a quorum.

11. Voting

- 11.1. Only members whose current subscription has been paid may vote at any General meeting. Save as provided by paragraph 12 hereof the result of a vote at a General Meeting shall be decided by a simple majority of votes given, either by a show of hands or a secret ballot. The Chair of the meeting shall be entitled

to a second or casting vote in the event of a tied result.

12. Discipline

12.1. If any member be alleged to have brought Quinssa into disrepute or to have behaved in a manner unbecoming to a Quinssa member, the Committee shall have the power to suspend the membership of such member. At least 14 days prior to any meeting of the Committee at which any action in relation to such allegation is to be determined, notice of the allegation and the meeting shall be given to the member and he/she shall be given the opportunity to make representations in writing and in person before any determination by the Committee. Any decision shall be effected only by a resolution passed by the votes of two-thirds of the membership of the Committee present and voting, and such decision shall be binding on that member. Members suspended may subsequently have their membership cancelled at the next General Meeting by a majority vote of all members present and voting.

13. Alteration to the Rules

13.1. These rules may only be amended, altered or rescinded by a Special Resolution at a General Meeting passed by two-thirds majority of the members present and voting. Notification of the proposed alterations to these rules must be given in the Notice of the Meeting.

14. Dissolution

14.1. Quinssa may only be wound up by the passing of a Special Resolution at a General Meeting called for that purpose and by a resolution supported by a majority vote at a Special General Meeting. In the event of such dissolution the remaining funds and assets of Quinssa shall be distributed to any charity connected with the game of Rugby Union selected by the Committee.