

# WE ARE PORTS

EST. 2017

## Official Constitution

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## **1. Name**

The name of the organisation is “We Are Ports” (hereinafter called "the Organisation").

## **2. Administration**

Subject to the matters set out below the Organisation and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause 5 of this constitution (hereinafter called "the Committee").

## **3. Objectives**

As a community-based organisation, we place local people at the heart of our objectives. These objectives fall into 3 categories: 1. Sport & Recreation, 2. Education & Training and 3. Community Needs.

The Organisations objectives ("Objects") are specifically restricted to the following:-

3.1 To promote amateur sport and healthy recreation by:

(a) Providing or assisting in the provision of facilities for sport, recreation and other leisure time occupation for such persons who have a need for such facilities by reason of their youth, age, ethnicity, infirmity or disablement or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life;

(b) Assisting in the provision of coaching and training opportunities in the playing of football and other sports where relevant.

3.2 To facilitate the education of adults and young people by developing their physical, mental and social capacities through participation in organised football and other sporting activities, to promote good citizenship.

3.3 To advance community development by providing support and facilities to Portadown FC mens, women's and youth teams, local sports clubs and other community and voluntary organisations.

3.4 To promote equality, diversity, religious and racial harmony by encouraging participation and integration into a range of inclusive and accessible activities which strive to bring together all sections of the community.

3.5 To promote such other community initiatives as may from time to time be determined, with the aim of helping those disadvantaged, vulnerable and most in need.

## **4. Membership**

4.1 Membership of the Organisation shall be open to the public, irrespective of ethnic identity, age, gender, nationality, geographical location, sexuality or religion.

4.2 To become a member of the Organisation, a person must complete the registration form and pay the first monthly subscription by Standing Order.

4.3 Members shall pay a monthly subscription, the amount of which shall be decided at the A.G.M. of the Organisation.

4.4 Membership shall cease upon failure to pay two instalments in a row or more than one instalment in a calendar year. Unless an agreement has been prearranged with the Committee to cover unforeseen circumstances.

4.5 The Committee may suspend or expel a member should their behaviour bring disrepute upon the Organisation.

## **5. Committee**

5.1 At the Organisation's A.G.M., a Management Committee consisting of Chairperson, Vice-Chairperson, Treasurer, Secretary, Board Representative and four Committee members of the Organisation shall be elected.

5.2 The Committee shall meet not less than 6 times a year and shall consist of not less than six (6) persons who shall be members of the Organisation, elected at the A.G.M.

5.3 Only members of the Organisation shall be eligible for election to the Committee.

5.4 Members of the Committee shall normally hold office for a period of one year.

## **6. Functions of the Committee**

6.1 The Committee may make such regulations as they consider appropriate for the efficient conduct of the business of the Committee and the Organisation.

6.2 All such regulations are subject to ratification at the A.G.M.

6.3 The Committee shall document and present reports from the Board Representative and the Treasurer to the Membership of the Organisation.

6.4 The Committee will manage all scheduled events for the Organisation.

## **7. Chiring Meetings**

7.1 All meetings of the Organisation, or any of its sub-committees, shall be presided over by its Chairperson failing whom its Vice-Chairperson.

7.2 If neither the Chairperson nor Vice-Chairperson is present, those present may elect one of their members to take the Chair.

7.3 The Chairperson of any meeting shall have a second or casting vote.

## **8. Finance**

8.1 All monies raised by or on behalf of the Organisation shall be applied to further the objects of the Organisation and for no other purpose, provided that nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Organisation engaged upon the approved business of the Organisation.

8.2 The Treasurer shall keep proper accounts of the finances of the Organisation.

8.3 The financial year of the Organisation shall run from 1st June to 31st May each year.

8.4 A statement of accounts for the last financial year shall be submitted by the Committee to the A.G.M.

8.5 A bank account shall be opened in the name of the Organisation with such bank as the Committee decide.

8.6 The Committee shall authorise in writing the Treasurer and two members of the Committee to sign cheques on behalf of the Organisation.

8.7 All cheques must be signed by not less than two (2) of the three (3) authorised signatories.

8.8 The Committee has the power to spend £2 per member on administration costs, or any other costs the Committee deem necessary, without the need for a members vote.

8.9 Proposed expenditure must receive 75% of members who submit a vote to be in favour of the proposal for it to pass, when clause 8.8 does not apply.

## **9. Trustees**

9.1 A Board of Trustees (hereafter referred to as 'the Trustees') shall be appointed to act as guardians of the Organisation's ethos, assets and archives.

9.2 The Trustees will be appointed from the current elected We Are Ports Committee members.

9.3 Members of the Trustees shall normally hold office for a period of one year.

## **10. Annual General Meeting**

10.1 The Annual General Meeting of the Organisation shall be held not later than June, unless for unforeseen circumstances. At the AGM the Committee shall determine;

10.2 The consideration of the audited accounts.

10.3 The election of members to serve on the Committee and appoint a Board Representative.

10.4 The consideration of changes to the Organisations Constitution.

10.5 The transaction of such other matters as may from time to time be considered necessary.

## **11. Special General Meetings**

11.1 The Committee may from time to time at its discretion, and upon a requisition signed by not less than one fifth of the Organisation's membership having the power to vote and giving reasons for the request, call a Extraordinary General Meeting (E.G.M.) of the Organisation for the purpose of altering the Constitution in accordance with clause 13 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

## **12. Rules of procedure at all Meetings**

12.1 Voting:

12.1.1 Subject to the provisions of Clause 13 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

12.1.2 Elections of positions on the Committee shall be subject to the provisions of Clause 13 and be decided by a candidate receiving 50% plus one vote of those present and entitled to vote thereat.

12.1.3 For a proposal to pass, 75% of members who submit a vote must be in favour of the proposal.

12.2 Minutes:

12.2.1 A record of Minutes shall be kept by the Committee and all other sub-committees. The appropriate Secretary shall record of all proceedings and make the record available to all members.

12.3 Quorum:

12.3.1 The quorum at the A.G.M. of the Organisation shall be one quarter of the total eligible membership and at meetings of the Committee shall be more than half.

12.4 Standing Orders:

12.4.1 The Committee shall have the power to adopt and issue Standing Orders and/or rules of the Organisation.

12.4.2 Such Standing Orders and/or Rules shall come into operation immediately provided always that they shall be subject to ratification by the Organisation in the A.G.M. and shall not be inconsistent with this constitution.

### **13. Rules of Election of the Board Representative**

13.1 The election of the Board Representative shall take place each year at the A.G.M.

13.2 The Board Representative shall be selected from members of the Organisation who have paid at least three month's subscription and whose membership is not suspended.

13.3 To be elected as the Board Representative, a member must put their name forward for consideration by the membership, in writing to the Committee with two supporting proposers.

13.3.1 Should there be no nominees prior to the A.G.M. the Chairperson will open the floor for nominees to be proposed from the floor. To be considered a nominee they must have at least two other proposers and whose membership is not suspended.

13.4 The Board Representative will be selected by simple majority of those present and entitled to vote thereat.

13.4.1 Should there be only one nominee, they will require a two-thirds vote of those present and entitled to vote thereat.

### **14. Alterations to the Constitution**

14.1 This Constitution may only be amended by a proposal passed by a majority of members present and entitled to vote at an Annual or Extraordinary General Meeting.

14.2 No alteration shall be made to the Objectives clause, which would cause the Organisation to cease to be a Charity.

14.3 Notice of any such requested alteration shall have been received by the Secretary in writing, not less than 14 days before the meeting at which the alteration is to be brought forward.

14.4 The terms of the alteration to be proposed shall be sent by the Secretary to each member of the Organisation in writing giving at least 7 days' notice prior to the meeting at which the alteration is to be brought forward.

### **15. Dissolution**

15.1 If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Organisation they shall

call a meeting of all members of the Organisation who have the power to vote of which meeting not less than 21 days' notice (stating the terms of the Resolution to be proposed thereat) shall be given.

15.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting, the Committee shall have power to dispose of any assets held by or in the name of the Organisation.

15.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Organisation as the Committee may decide.

## 16. Complaints

16.1 All complaints must be made to the Secretary in writing and differences between members shall be referred to the Committee who shall have the power to deal with any complaint as they deem fit.

## 17. Document Version Control

Table Of Document Version Control			
Version	Date	Author	Description
0.1	01/02/2017	Barry Hetherington	Initial draft for submission to A.G.M.
0.2	15/03/2017	Barry Hetherington	Updates and inclusion of voting rules
0.3	23/05/2017	Mark Beattie	Slight changes to get started with additions to be made
0.4	01/06/2017	Matthew Lewis	Updated following A.G.M.
0.5	01/10/2020	Graeme Kerr	Updated following A.G.M.
0.6	01/06/2022	Graeme Kerr	Updated following A.G.M.