

# **Constitution of the Daniel Ceramic Circle**

**adopted 30/9/2012, amended by AGMs 28/9/2014 and 30/9/18**

## **NAME:**

1. The name of the association is the '**DANIEL CERAMIC CIRCLE**', hereinafter called 'the DCC'.

## **OBJECTIVES:**

2. The objectives of the DCC are to encourage the study and enjoyment of the ceramics associated with the Daniel family.

## **STRUCTURE:**

3. The affairs of the DCC shall be managed by a Committee (hereinafter called 'the Committee') comprising not less than five and not more than ten members. The Committee shall appoint from within this number:

- |                     |                                   |
|---------------------|-----------------------------------|
| (a) a Chairman      | (e) an Events Co-ordinator        |
| (b) a Vice-Chairman | (f) a Newsletter Editor           |
| (c) a Secretary     | (g) any other officer as required |
| (d) a Treasurer     |                                   |

A non-executive and non-voting President may be elected.

4. One Committee member may hold two (but not more than two) offices at the same time; one office may be held jointly by two members.
5. All members of the Committee shall be members of the DCC.
6. The Committee shall have the power to fill a vacancy however caused and to co-opt not more than two additional members, provided that the total number does not exceed ten. Any co-opted members shall be confirmed as full Committee members at the following Annual General Meeting (AGM).
7. At all meetings of the Committee a quorum shall be three, of which at least two shall be from (a) to (f) above. In the event of an equality in the votes cast for a motion, the Chairman shall have a second or casting vote.
8. The Committee should meet as often as required but normally at least once before the next AGM.

## **POWERS:**

9. In furtherance of the objectives the Committee of the DCC may, at its discretion, exercise the following powers:

- i) raise funds through subscriptions, sales of publications, donations, or other means as the Committee of the DCC may deem appropriate;
- ii) promote research into the history of the Daniel family and the manufactories associated with it;
- iii) publish such material relating thereto as the Committee of the DCC may deem appropriate;
- iv) exchange and disseminate relevant information;
- v) organise exhibitions, lectures, seminars, visits and other such activities as may be relevant, whether alone or in conjunction with other organisations;
- vi) promote friendly association among the members
- vii) do all such other lawful things as may be deemed necessary or useful for the achievement of the objectives.

## **FINANCE:**

10. All financial matters shall be dealt with by the Committee. The funds of the DCC shall be kept in

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such Bank as the Committee shall direct. The bank account shall be held in the name of the DCC. The financial year of the DCC shall end on 31<sup>st</sup> July. The accounts shall be examined by an Independent Examiner to be appointed at the AGM and who is not a member of the Committee.

11. Cheques, transfers or other payments up to such sum as may be authorised by the Committee from time to time may be signed by the Treasurer alone but cheques in excess of the authorised sum shall be signed by two officers of the DCC, one of whom should normally be the Treasurer.

## **MEMBERSHIP:**

12. Membership of the DCC is open to any person interested in furthering its objectives.

13. Applications for membership, using the form prescribed by the Committee, shall be sent to the Secretary together with a remittance in the amount of one year's subscription at the rate current at the time of the application. New members will be sent a copy of the Constitution.

14. Members are required to pay an annual subscription, the amount being determined by the Committee and submitted to members at the AGM for ratification. The Committee may propose a special rate for couples; in the case of such joint membership, each member shall be recorded in the register of members, and each is entitled to full membership rights, except that joint members will only receive a single copy of any DCC publication or notification.

15. Subscriptions become due on 1st October. Only members whose subscription is current at the date of dispatch will be eligible to receive Newsletters and/or any other publications. Any member whose subscription remains unpaid at the 1st January following the AGM shall cease to be a member of the DCC.

16. The Committee may elect any person as an honorary Vice President on such terms as the Committee may decide.

17. The Secretary shall keep and maintain a register of members. Members' details may be held on computer. Membership details shall be kept confidential and only used for the purposes of the DCC in accordance with the General Data Protection Regulations 2018.

18. The Committee may, at its discretion, reject an application for membership.

19. The Committee may suspend the membership of any person whose conduct, in the opinion of the Committee, renders him or her unfit for membership of the DCC, for a period up to six months. No membership may be terminated until the person concerned has first had the opportunity to be heard by the Committee before any final decision is made.

## **GENERAL MEETINGS:**

20. The AGM of the DCC shall be held no later than the last day of October. The business shall include the adoption of the Committee's report and accounts, ratification of the subscription, any proposed amendments to the Constitution, the election of the Committee, the appointment of an independent Examiner and any other business.

21. Election to the Committee shall be for a period of three years on a rotating basis, where one third of the members shall put themselves up for election each year. Retiring members shall be eligible for re-election.

22. A President may be elected at an AGM. Election to the Presidency shall be for a period of three years; the retiring President may stand for re-election.

23. Notification of the date and place of the Meeting and the proposed Agenda shall be circulated at least twenty-eight days prior to the Meeting.

24. Any additional items to be placed on the Agenda, including nominations for Committee, shall be sent in writing to the Secretary to arrive no later than fourteen days before the date of the AGM. The written consent of nominees must be given, together with the names of the proposer and seconder.

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25. An Extraordinary General Meeting (EGM) may be called at any time by decision of the Committee or in response to the written request of not less than fifteen per cent of the members of the DCC. Such requests shall state the purpose for which the meeting is required and any such meeting shall be held within eight weeks of the receipt of the request. Members shall be given at least fourteen days notice of the date of the meeting and the purpose for which it is called. No other business shall be conducted at this meeting.

26. At all General Meetings a quorum shall be five members or fifteen per cent of the membership whichever is the lesser.

27. Members who are unable to attend a General Meeting may vote either:

by nominating in writing a proxy to vote on their behalf and the proxy shall show this authority to the Chairman before the start of the meeting;

or by sending their vote by mail or email so as to reach the Secretary not less than three days before the meeting.

**ALTERATION TO THE CONSTITUTION:**

28. No alteration to the Constitution shall be made except at an AGM, or at an EGM called for that purpose. Alterations shall be accepted if at least two thirds of the votes cast are in favour of the change.

**WINDING UP:**

29. A decision to wind-up the DCC must be taken at an AGM, or at an EGM called for that purpose. Any motion to wind-up the DCC must be passed by at least two thirds of those members. In the event of the winding-up of the DCC, any surplus assets should be distributed by decision of the Committee in such manner as, so far as possible, promotes the objectives for which the DCC was formed.

**COMMENCEMENT:**

30. This Constitution shall come into effect as soon as it is passed at a General Meeting of the DCC.  
*[Passed unanimously at the AGM on 30 September 2012; amendments to Paragraphs 3 and 7 passed by AGM 28 September 2014; amendment to Paragraph 17 passed by AGM 30 September 2018]*