

Constitution for Fields of Illusion

Name

The name of the organisation shall be Fields of Illusion.

Aims

The aims of Fields of Illusion shall be:

- a) To encourage participation in Live Action Role Play (LARP) in the under canvas events through online social media presence and other opportunities (such as What's Your Game).
- b) To organise and run a minimum of two events per year using the club's own rule set, where it is agreed by the committee members that it would be practical and safe.
- c) To ensure a safe and enjoyable environment for all attendees, inviting people of all ages to attend in a LARP event.

Powers

To further the aims of Fields of Illusion, the committee may exercise the following powers:

- a) Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards the aims of the group.
- b) Associate local authorities, voluntary organisations and the members of Fields of Illusion in a common effort to carry out the aims of the group.
- c) Do all such lawful things as will further the aims of the group.

Membership

- a) Voting membership is open to all members who hold an active membership.
- b) Membership shall be classified as active and inactive.
 - a. Active membership shall be granted to any person who has attended at least one event hosted by Fields of Illusion in the past 12 months.
 - b. Inactive membership shall be granted to any person who has attended at least one event hosted by Fields of Illusion in the past 36 months.
 - c. Event is defined as any activity organised by Fields of Illusion where there is a cost in order to attend the activity.
- c) Membership shall automatically be conferred to any person who meets the above requirements unless they choose to opt out, in writing, to the committee.
- d) The Management Committee shall have the power to terminate the membership of any member provided that there is sufficient reason to do so. The management committee are not under any obligation to explain the reason to the member before terminating membership.
- e) A member shall have the right to appeal the decision by the Management Committee to terminate their membership. Their appeal shall be seen by five randomly selected members who will make a decision independently of one another. In order to overturn the Management Committee's decision, 4 out of 5 of the randomly selected members must reach the same conclusion.

- f) Active Membership shall confer the following rights:
 - a. May discuss and vote upon matters that arise during an Annual General Meeting or an Extraordinary General Meeting.
 - b. May use club owned equipment during activities run by Fields of Illusion with agreement from the organising team.
 - c. May add items to agenda's for discussion at committee meetings or annual general meetings.
- g) Inactive Membership shall confer the following rights:
 - a. May discuss matters that arise during an Annual General Meeting
- h) Membership is included in the price of an event ticket, which shall be paid for before participation in the event occurs. Ticket prices shall be set at an AGM by the committee and is not a subject that is voted upon.

Management

- a) A Management Committee elected annually at the Annual General Meeting (AGM) shall manage the group.
 - a. The term of the management committee shall be one year, with the exception of the head referee whose term shall be three years.
- b) The Management Committee shall meet as necessary and not less than four times in a year.
- c) The Management Committee shall consist of 7 members, all of whom shall be nominated officers.
- d) The Management Committee may choose to co-opt members onto the committee in order to fill positions that may become vacant during a term, or those which have not been filled during the AGM.
- e) The officer's roles are as follows:
 - a. Chair, who shall chair both the general and annual meetings.
 - b. Vice-Chair, who shall assist the chair and stand in for the secretary should they not be present.
 - c. Secretary, who shall be responsible for collecting agenda items from members and officers, writing agendas for both the general and annual meetings, taking of the minutes and distributing all papers.
 - d. Treasurer, who shall be responsible for maintaining all accounts, keeping a record of members.
 - e. Site and Safety, who shall be responsible for the maintenance and upkeep of the event site, all health and safety documentation and any health and safety concerns that arise during the event.
 - f. Publicity, who shall be responsible for the maintenance and upkeep of the website, creation of any publicity material, ensuring a positive view of the club on social media and other platforms, and organising members to attend other events that will promote Fields of Illusion.
 - g. Head Referee, who shall be responsible for the writing and running of all events and managing disputes that arise during events that are related to gameplay.
- f) The Publicity Officer and Head Referee and may appoint any number of members to assist them in their respective roles. These appointed members shall not be considered part of the committee but are expected to maintain a professional attitude when representing, or acting in their roles.

- g) Any member of the Management Committee who has not attended a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.
- h) The committee meetings will not be open to members unless specifically invited by at least 2 members of the committee. Invited members may speak during meetings but may not vote.
- i) In order to stand for a committee position, a member must have held active membership for no less than two concurrent years.

Meetings

Annual General Meetings

- a) An AGM will be held within fifteen months of the previous AGM.
- b) All members shall be given at least 21 days notice of such a meeting, and notice may be by telephone, email, post or social media. The Committee shall take every step reasonable to ensure that all members are contacted.
- c) Nominations for the committee may be made to the secretary via writing and must be made at least 14 days before the date of the AGM.
- d) The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.
- e) At the AGM:
 - a. The Committee will present a report of the work they have done over the previous year.
 - b. The Committee will present accounts of Fields of Illusion for the previous year.
 - c. The officers will be elected for the next year.
 - d. Any proposals given to the secretary at least 14 days before the AGM will be discussed.

Extraordinary General Meetings

- a) The secretary will call an Extraordinary General Meeting (EGM) at the request of the majority of the committee, or no less than one quarter of the membership giving a written request to the Chair or Secretary stating their reason for the request.
- b) The quorum for the EGM will be 25% of the membership or 20 members, whichever is the greater number.
- c) The meeting shall take place within 21 days of the request where possible, and at least no longer than 2 months after the request.
- d) All members will be given 14 days notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email, post or social media. The Committee shall take every step reasonable to ensure that all members are contacted.

Committee Meetings

- a) Committee meetings may be called by the Chair, Vice-Chair or Secretary. Committee members must receive notice of meetings at least 7 days in advance.
- b) The quorum for Committee meetings is four committee members and at least:
 - a. Chair and Secretary; or,
 - b. Chair and Vice-Chair; or,
 - c. Vice-Chair and Secretary.

Rules of Procedure for Meetings

- a) All questions that arise at any meeting will be discussed openly and the meeting will seek to find a general agreement that everyone present can agree to.
- b) If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, then the Chair of the meeting shall have an additional casting vote.

Finances

- a) An account will be maintained on behalf of Fields of Illusion at a bank agreed by the Committee.
- b) Three cheque signatories will be nominated by the committee (one must be the Treasurer). The signatories must not be related, members of the same household, or in a relationship.
- c) All payments will be signed by two of the signatories.
 - a. For cheque payments, the signatories will sign the cheque.
 - b. For other payments (such as BACS, cash withdrawals, debit card payments, cash payments or PayPal payments), a requisition note will be signed by two signatories, and held by the Treasurer.
- d) Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.
- e) All money raised by or on behalf of Fields of Illusion is only used to further the aims of the group, as specified in the Aims section of the constitution.
- f) The financial year of the club shall follow the financial year of the United Kingdom (1st April to 31st March).

Alterations to the Constitution

- a) Any alterations to this Constitution must be agreed upon by at least two-thirds of those members present and voting at any AGM or EGM.
- b) Alterations may only be made at the AGM or an EGM where the subject of the EGM is alterations to the Constitution.
- c) Proposals to change the current constitution shall be made to the Secretary no more than 28 days before an AGM. In the event that alterations to the Constitution is the requested subject of an EGM, the 21 day limit shall not apply as stated in Extraordinary General Meetings section of this constitution.

Dissolution

- a) Dissolution may only occur at an EGM whereby the specific purpose of the EGM is to discuss the dissolution of Fields of Illusion.
- b) Dissolution may only occur in the event that there is a two-thirds majority in favour of dissolution.
- c) Quorum at an EGM for dissolution of Fields of Illusion is an exception for the normal quorum required at an EGM. Quorum for dissolution is at least one-half of the active membership.
- d) In the event that agreement to dissolve Fields of Illusion is reached, all remaining money and other assets, once outstanding debts have been paid, will be donated to an organisation that also shares aims similar to that of Fields of Illusion. In the event that no such organisation can be found, all assets will be sold off and all funds donated to a charity of the Committee's choice.