Female Falconers Club Constitution

1 General Provisions

1.1 The name of the Club shall be the Female Falconers Club, hereafter referred to as the "FFC".

1.2 The Club will use the name Female Falconers Club or its acronym "FFC" in all publicity materials and correspondence.

1.3 The FFC is established for an indefinite duration.

1.4 The funds and property of the FFC shall be vested in the President, Club Secretary and Treasurer for the time being as Trustees of the Club.

1.5 All monies received on behalf of the FFC shall remain the property of the Club and all surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to Members or third parties.

1.6 The postal address of the FFC will be that of the President for the duration of their tenure.

2 Female Falconers Club Purpose

2.1 To provide a positive and encouraging experience to empower female falconers whilst promoting their contribution to Falconry.

2.3 To cultivate responsible Falconry and raptor management promoting high welfare standards and best practice at all times.

2.4 To facilitate, through field meets and social events, the sharing of skills and support for those with a shared passion for Falconry and raptors.

2.5 To support raptor charities and conservation projects.

3 Membership

3.1 Membership of the FFC shall be open to anyone interested in Falconry, regardless of age, disability, ethnicity, nationality, sexual orientation, religion or other belief.

3.2 The FFC may have different classes of membership and subscriptions on a fair basis.

3.4 The FFC will keep subscriptions at levels that will not pose a significant obstacle to those who wish to join the Club.

All Members must:

3.5 Support and respect that Falconry is the traditional sport of taking quarry in its natural state and habitat with trained hawks.

3.6 Always show due respect for quarry and ensure it is promptly and humanely dispatched.

3.7 Ensure the bird of prey's welfare is always paramount and uphold the highest level of raptor management.

3.8 Treat each other with respect and not engage in actions which would bring the FFC into disrepute whilst participating in FFC activities, including social media and networking.

3.9 Not share material which may breach the rights of individuals who own the media e.g. images rights, patents, copyright in a blog, or rights associated with collaborative outputs. All members should ensure they have permission or other justification to share content in this way.

3.10 Not use the Female Falconers Club (FFC) name or branded materials as an endorsement for other organisations, clubs or businesses.

3.11 Not speak on behalf of or make statements regarding the FFC unless authorised to do so by the Committee.

3.12 Support and promote the survival and welfare of all raptors in the wild state. Members must not engage in any activity which would bring disturbance, distress or harm to raptors in the wild including intrusive photography.

3.13 Observe all UK laws in relation to taking, possession, import and export of raptors, the taking of quarry species and the right of access to land. The FFC will support any government organisations involved in the investigation and prosecution of an individual who may be guilty of a criminal offence relating to both wild and domestic birds of prey.

4 Membership Packages

4.1 Acceptance of Membership is solely at the discretion of the Committee. Members must not have been subject to Misconduct as ruled by the Appeals Committee previously, or had a previous application for membership declined.

4.2 Membership will begin as soon as the application and first payment has been received.

	Type of Membership	Most Suited to
4.3	Full Membership	Females aged 16 and over in the UK, who are actively taking part in falconry based activities. Full membership is only available to female members.
4.4	Associate Membership	Males and females aged 16 and over in the UK, who are actively taking part in Falconry based activities or who want to learn about the art of Falconry and who support the FFC.
4.5	Junior Membership	Males and females aged 5 to 16 years in the UK, who are actively taking part in Falconry based activities or who want to learn about the art of Falconry. Junior membership is only available in conjunction with either Full or Associate membership of an adult.
4.6	Honorary Membership	Any person whom the Club may wish to honour for distinguished service may be elected at the Annual General Meeting as an Honorary Member for Life or for a specified period.

5 Subscriptions

5.1 Subscriptions will be paid monthly or annually.

5.2 Subscriptions will be paid by

- Recurring card payment authority
- Bank/Money Transfer
- Cheque

6 Membership Cessation

6.1 Membership will lapse with immediate effect upon

- Cancellation by the Member.
- Failure to pay subscriptions within 28 days of due date.
- Termination of membership by the FFC Committee.
- Refunds of any subscriptions will be made at the discretion of the Committee.

7 FFC Committee

7.1 The business of the FFC will be carried out by a Committee elected at the Annual General Meeting (AGM).

7.2 The Committee will meet as necessary, but at least once quarterly.

7.3 The Committee must ensure that any potential conflicts between the best interests of the FFC and the interests of the individual Committee Members (including their personal financial interests and any duties of loyalty they may owe to other individuals or organisations) are properly managed.

8 Election of Committee Members

8.1 Committee Members will serve a maximum term of 2 calendar years after which they must either stand down or be re-elected by Members at the AGM.

8.2 In the event of a Committee Member standing down during the year a replacement will be elected by voting Members at either a Special General Meeting (SGM) or at the AGM.

8.3 A Committee Member must

- Be female
- Not have had an Appeals Committee confirm misconduct to have taken place or a grievance upheld. Receive the support of the majority of the Committee members in order to join the Committee.
- Be proposed and seconded at a Special General Meeting or AGM.

8.4 The Committee will consist of seven core roles with additional Committee Members added at the discretion and with the full agreement of the Committee as required.

9 Committee Roles and Responsibilities

	Role	Responsibilities
9.1	**President**	• Provide leadership, managing the Committee to ensure focus on and delivery of the purpose of the FFC. • Ensure the FFC meets all legal obligations including insurance and GDPR. • Manage activities to support the day to day operations of the FFC, delegating where necessary. • Undertake an annual review of the Constitution facilitating updates where necessary. • Review and oversight of the annual accounts. • Chair the AGM, Committee and Special General Meetings.
9.2	**Club Secretary**	• Deliver key communications to Members and external parties. • Undertake general administration activities. • Liaise with external organisations. • Ensure adherence to and maintenance of the FFC Governance Framework.
9.3	**Membership Secretary**	• Administration of all aspects of the membership • Management of Member data. • Safety and welfare of Members.
9.4	**Treasurer**	• Day to day management of the club's finances. • Ensure adherence to the FFC Expenses policy. • Produce formal reconciled annual accounts and financial reports for the AGM. • Provide a financial statement at committee or general meetings.
9.5	**Events Officer**	• Organisation and administration of events including fairs, social meets and Club activities.
9.6	**Field Meet Officer**	• Organisation and administration of field meets. • Liaison with land owners. • Responsible for managing field leadership on meets.
9.7	**Social Media Officer**	• Promotion and sharing of content across multiple social media platforms.

10 Finance

10.1 A bank account in the name of the Female Falconers Club will be maintained on behalf of the FFC at a bank agreed by the Committee.

10.2 Two signatories will be nominated by the Committee (one to be the Treasurer) along with one non signatory for oversight.

10.3 Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

10.4 All monies received on behalf of the FFC shall remain the property of the Club and all surplus income or profits are to be reinvested in the Club as specified in item 1.5 of this Constitution.

10.5 Reconciled annual accounts will be presented to the Committee showing the financial position of the FFC on the 31 August for the preceding year. A copy of the Balance Sheet and Income and Expenditure Accounts reviewed and signed off by the Committee shall be given to members at the AGM.

10.6 Annual accounts will be examined and signed off by at least two Committee Members.

10.7 The retiring Treasurer must make available to the Committee a full statement of accounts.

11 Membership Misconduct & Grievances

11.1 The FFC Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the FFC or Falconry into disrepute or damaging to the work of the FFC and its Members.

11.2 If any Member(s) shall be guilty of alleged misconduct, the FFC Committee will refer the case to an Appeals Committee in accordance with the agreement of the complainant

11.3 If any Member raises a grievance against another member, the FFC Committee will refer the case to the Appeals Committee in accordance with the agreement of the complainant

11.3a The Committee will be notified of any grievance or misconduct raised, requests for confidentiality will be at the discretion of the Club Secretary.

11.4 The Appeals Committee shall consider the issue within twenty-one days of the Club/Membership Secretary receiving agreement from the complainant to proceed to the Appeals Committee.

11.5 The Appeals Committee shall have a maximum of three club Members. They may or may not be part of the Committee and shall not include Members involved/connected with the

individual(s) concerned.

11.6 The individual(s) concerned shall be entitled to be accompanied/supported by a friend or other representative and to call witnesses.

11.6 The decision of the Appeals Committee shall be final and binding on all parties. If the Appeals Committee confirms misconduct to have taken place or the grievance is upheld, the member(s) may be expelled from membership or a penalty imposed.

11.7 A Member whose membership is terminated ceases to have any of the rights or privileges of membership.

12 Removal of Committee Members

12.1 The office of a Committee Member shall be vacated following

- Resignation from the Committee by notice to the FFC.
- Failure to attend a meeting of the Committee for three consecutive meetings without good cause and all the other Committee Members are in agreement.
- Removed from office by voting members at the AGM or SGM.
- Ceases to be a member of the FFC.
- Agreement of all the other Committee Members.
- Misconduct in office following a decision by the Appeals Committee.

12.2 The vacating Committee member must make available within 14 days the following:

- A full statement of works for the previous year and any plans in place for the coming year.
- Access to all FFC records, accounts, documents and emails including passwords and logins where necessary.
- The vacating Treasurer must make available all financial records including bank/account statements, emails, invoices and correspondence.
- The return of all FFC owned items.

13 Meetings

13.1 Annual General Meeting

13.1.1 An Annual General Meeting (AGM) will be held between the 1st September and the 31st October unless under exceptional or special circumstances.

13.1.2 All Full, Associate, Junior and Honorary Members may attend. All members over 16 years will be entitled to vote.

13.2 AGM Schedule of Events

Prior to AGM	Activity	Role
35 days	Proposed amendments (if any) to the Constitution circulated for review and initial approval	Issued by the President to Committee Members
25 days	Proposed amendments to the Constitution circulated for review and feedback.	Issued by the Club Secretary to all Members
25 days	Written notice of the AGM with invitations to register for attendance.	Issued by the Club Secretary to all Members
25 days	Notification of vacating Committee positions issued along with a description of the role.	Issued by Club Secretary to all Members
25 days	Invitation to raise any Agenda items for discussion	Issued by the Club Secretary to all Members
5 days	Constitution feedback provided	Received from the Members to the Club Secretary
5 days	Nominations for the Committee positions.	Received from Members to the Club Secretary
5 days	Notification of agenda items for discussion	Received from Members to the Club Secretary
2 days	Issue of Agenda	Issued by the Club Secretary to all Members
1 day	Reminder to Attendees to register their attendance to ensure quorum can be met	Issued by the Club Secretary to all Members

13.3 AGM Agenda

13.31 The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

13.32 At the AGM the following will present a report to the FFC Members for the period up to the AGM.

Role	Report
President	General Report
Membership Secretary	Membership Report
Club Secretary	Report from external organisations
Treasurer	Full financial statement of Accounts
Events Co-Ordinator	Events Report
Field Meet Officer	Field Meets Report
Social Media Officer	Social Media Report

13.33 Committee Members for the following year will be elected.

13.34 Any Agenda items raised will be discussed.

13.35 Any proposed changes to the Constitution will be agreed by a vote of two thirds majority.

13.36 AGM minutes will be published and made available to all members within 14 days of the AGM.

14 Special General Meetings

14.1 The Club Secretary will call a Special General Meeting at the request of the majority of the Committee or at least 8 other members giving a written request to the President, Vice President or Membership Secretary stating the reason for their request.

14.2 The meeting will take place within 21 days of the request.

14.3 All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda.

14.4 The quorum for the Special General Meeting will be 10% of the membership or 6 members, whichever is the greater number.

15 Amendments to the Constitution

15.1 The Constitution will be reviewed annually to ensure it continues to meet the needs of Members and good Governance.

15.2 Amendments to the Constitution may only be agreed at the Annual General Meeting or a Special General Meeting.

15.3 Any proposal to amend the Constitution must be given to the Club Secretary in writing.

15.4 Any proposal to amend the Constitution will require two thirds majority of those present

and entitled to vote.

16 Dissolution

16.1 If a meeting, by simple majority, decides that it is necessary to close down the FFC it will call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the club.

16.2 If it is agreed to dissolve the FFC, all remaining money and other assets, once outstanding debts have been paid, will be donated to a charity. The organisation(s) or recipient(s) to be agreed at the meeting and should where possible, support Falconry or Raptor Conservation.

17 Supporting Documents

The following Policies should be referred to for full details.

- Social Media Policy
- Committee Nomination Form
- GDPR Policy
- Expenses Policy
- Refund/Cancellation Policy
- Governance Framework
- Misconduct & Grievance Procedures

18 Document History

Date	Version	Author	Details
01/10/2016	V1.0	Amy Wallace	Inception of the Club
10/02/2023	V2.0	Gwen Smyth	Major updates to all aspects
21/02/2023	V3.0	Gwen Smyth	Minor updates following feedback
31/03/2023	V4.0	Gwen Smyth	Updates to membership names
25/09/2025	V5.0	Gwen Smyth	Various updates throughout, approved AGM Sept 2025