

## **The Companions of the Crow**

### **The Duties of Officers**

#### **Chairman**

- a) Shall have full control over meetings and shall have the power to exclude any member refusing to respond to his/her authority.
- b) Shall sign the minute book after the minutes of the previous meeting, amended or otherwise, have been accepted by the meeting.
- c) Shall only be deposed by a ballot vote, held at a General Meeting, in which two thirds of the votes recorded are in favour of such action. In this event, another Chairman shall be elected immediately.
- d) Shall not, under any circumstances, sign any blank cheques.

#### **Secretary**

- a) Shall record the minutes of each meeting, reading them at the next meeting for agreement by those present as a true record of the proceedings.
- b) Shall keep a record of all members present at each meeting and apologies for absence submitted.
- c) Shall keep a register of all members with their addresses and telephone numbers.
- d) Shall see that dues and demands are promptly paid.
- e) Shall not, under any circumstances, sign any blank cheques.

#### **Treasurer**

- a) Shall receive all monies and give a cash account at each meeting.
- b) Shall, within fourteen days of any meeting, pay any received monies into the bank account of the Companions.
- c) Shall make available the paying in book to the Chairman and the Honorary Secretary who shall verify the amount with the cash account book.
- d) Shall give up all books, documents and monies belonging to the Companions when ordered to do so by resolution.
- e) Shall, without notice, submit all accounts and bank statements for inspection at the request of the Auditor.
- f) On vacating his/her office, surrender to the Chairman all cash and bank books until a new Honorary Treasurer is appointed. At this time an audit shall be called for.

- g) Shall not, under any circumstances, sign any blank cheques.

### **Safety Officer**

- a) Shall ensure that all combatants are competent with the weapons they are using and that these weapons are of a safe and appropriate construction.
- b) Shall ensure that the site and occasion of each event is appropriate for combat for both the combatants and the public.
- c) Shall be allowed to preclude any member he/she judges to be unsafe.
- d) Shall attend any meeting concerning safety.
- e) May appoint assistants as and when required.
- f) Shall ensure that first aid facilities are available at all displays, events and practice and training sessions.
- g) Shall not, under any circumstances, sign any blank cheques.

### **Events Co-ordinator**

- a) Shall be responsible for arranging and liaising functions and events.
- b) Shall report any details, including financial details, of any arranged functions to the Committee.
- c) Shall collect any remuneration in payment for functions or appoint someone to do so in his/her absence and ensure that this is forwarded to the Honorary Treasurer.
- d) Shall not, under any circumstances, sign any blank cheques.

### **Training Officer**

- a) Shall be responsible for all aspects of training for both single and group combat.
- b) Shall attend any meeting concerning training and safety.
- c) May appoint assistants as and when required.
- d) Shall not, under any circumstances, sign any blank cheques.

### **Marshall**

- a) Shall enforce those rules of the Companions not pertaining to combat and maintain general discipline at all Companions' events, including practice and training sessions.
- b) Shall attend any meeting concerning an infringement of these rules and discipline.
- c) May delegate his/her duties to another member.
- d) Shall not, under any circumstances, sign any blank cheques.

## **Amendments**

No amendment to the Duties of Officers shall be made except by the passing of a resolution by a General Meeting with at least two thirds of the votes cast being in favour. The text of any proposed amendment to the Constitution shall be specified in or with the notice convening the General Meeting at which the amendment is to be considered, but the Chairman of that meeting shall be at liberty to accept at the meeting modifications which are consistent with the general intent of the original proposal.