

HMS Exeter Association

Wednesday 5th April 2017

**1. Name**

The name of the group shall be: HMS Exeter Association.

**2. Aims**

The aims of HMS Exeter Association will be:

* To share the close bond of HMS Exeter, that unites us.
* To value, our people.
	+ To remember all who served aboard any HMS Exeter and have passed away.
	+ To respect and to honour, all who have given, in the cause of Crown and Country, directly or indirectly, as a result of that cause, wherever and whenever, the call to give arrived, in war or in peace.
* To perpetuate the values, for which lives, health and wellbeing, were sacrificed.
* To celebrate our unity and the survival of our values, traditions and courage.
* To celebrate our links, with the Royal Navy and the City of Exeter, and show, for all to see, our pride in those links.
* To keep the memory and stories, of all HMS Exeter’s, from all of our people, alive.
* To inspire future generations to continue our work.

**3. Full Membership**

* Full Membership is open to anyone who served onboard any HMS Exeteror a direct descendant of someone who served on any HMS Exeter.
* Is related to someone who served on any HMS Exeter.
* Supports the aims of HMS Exeter Association.
* Membership will begin as soon as the membership form has been received.
* There will be no annual membership fee.
* A list of all members will be kept by the membership secretary, association secretary and Chair.

**5. Ceasing to be a member**

Members may resign at any time in writing to the association membership secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

**6. Equal Opportunities**

HMS Exeter Association will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

**7. Officers and committee**

The business of the group will be carried out by a Committee. The Committee will meet as necessary and not less twice a year, which may be via teleconference or Social Media.

The Committee will consist of at least 8 members, and be composed of at least 4 officers and 4 committee members.

**The officers’ roles are as follows:**

 Chair, who shall chair both general and committee meetings

 Secretary, who shall be responsible for the distribution of all papers

 Membership secretary, who shall be responsible for keeping records of members,

Treasurer who shall be responsible for maintaining accounts

In the event of an officer standing down during the year a replacement may be elected by a subsequent committee meeting.

Any committee member not attending a meeting without apology for a significant time,will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of HMS Exeter Association wishing to attend, who may speak but not vote.

**8. Meetings**

**8.1. Annual General Meetings**

Due to the very widespread geographic locations of both Committee members and General members, it is not practicable to hold an Annual General Meeting, either physically or electronically. In place of an AGM, all members are welcome to submit any representations at any time and to join in with routine Committee meetings.

**8.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks’ notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

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

**8.3 General Committee Meetings**

General Meetings are open to all members and will be held twice a year or more often if necessary.

Due to geographical constraints, meetings using teleconferencing or social media to discuss issues will be deemed acceptable.

All members will be given three days’ notice of such a meeting, if practicable, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

**9. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

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 are equal, the chair of the meeting shall have an additional casting vote.

**10. Finances**

An account will be maintained on behalf of the Association at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). Only one of the two signatories will be required to sign every cheque, although all expenditure must be agreed prior by three members of the committee. The signatories must not be related nor members of the same household.

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

All money raised by or on behalf of HMS Exeter Association is only to be used to further the aims of the group, as specified in item 2 of this constitution.

At least 3 Committee members must agree to authorise any expenditure, prior to any commitment.

Accounts must be kept as to be capable of audit at any time.

The treasurer will, at least monthly, send copies of records to both the Chair and Secretary.

**11. Amendments to the Constitution**

Amendments to the constitution may only be made at an appropriate Committee meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

**12. Dissolution**

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

If it is agreed to dissolve the group all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation.The organisation to be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of the HMS Exeter Association on:

Date: Monday 1st February 2016. *(Revised 5th April 2017).*

All Committee Members have signed the original document.