



HMS Exeter Association
Monday 1st February 2016

1. Name

The name of the group shall be HMS Exeter Association

2. Aims

The aims of HMS Exeter Association will be:

- To bring together any individual who has served on-board HMS Exeter at any time.
- To promote social activities, mutual support and joint aid among our members.
- To establish annual reunions and encourage attendance of members from all eras of the ship's history.

3. Full Membership

Full Membership is open to anyone who served onboard HMS Exeter or a direct descendant of someone who served on HMS Exeter.

4. Associated Membership

Associate Membership will also be available to anyone who is sponsored by a Full Member under the following criteria:

- Is related to a Full Member or is related to someone who served on 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.

5. Ceasing to be a member

Members may resign at any time in writing to the 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 elected at the Annual General Meeting. The Committee will meet as necessary and not less twice a year, one of which may be via teleconference or Social Media.

The Committee will consist of 8 members, and be composed of 4 officers and 4 committee members. Up to 2 additional members may be co-opted onto the committee at the discretion of the committee.

The officers' roles are as follows:

- Chair, who shall chair both general and committee meetings
- Secretary, who shall be responsible for the taking of minutes and 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 will be elected by the next General Meeting of members.

Any committee member not attending a meeting without apology for a year 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

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM and preferably at a time to coincide with the annual reunion.

All members will be notified in writing at least 1 month before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary before the meeting, or at the meeting.

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

At the AGM:

- The Committee will present a report of the work of HMS Exeter Association over the year.
- The Committee will present the accounts of HMS Exeter Association for the previous year.
- The officers and Committee for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

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 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 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 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.

11. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General 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.

All Committee Members have signed the original document.



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