

South Hampshire Historical Aviation Society

Constitution of the Society

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South Hampshire Historical Aviation Society

1) Name and Objectives

The name of the Society shall be the South Hampshire Historical Aviation Society hereinafter referred to in these rules as 'the Society'.

The objective for which the Society is formed is to promote and facilitate an interest in aviation.

2) Membership

- 2.1 Membership shall be open, subject to the discretion of the Committee, to all persons interested in the objectives of the Society.
- 2.2 Members will be required to pay an annual subscription, payable from September each year. Fees will be set by a vote of the membership at an Annual General Meeting of the Society on the recommendation of the Treasurer.
- 2.3 The Committee may, at its discretion, accept temporary members who attend specific meetings. Temporary member will be required to pay an admission fee for the evening. Such fees will be set at an Annual General Meeting of the Society on the recommendation of the Treasurer.

3) Officers and General Committee

- 3.1 The society's affairs shall be administered by a committee elected at the Annual General Meeting (AGM) comprising Officers, who shall have a dedicated role, and Ordinary Members. The Officers of the Society shall be as follows:-
 - a) A Chairman who will preside at all meetings at which he is present.
 - b) A Deputy Chairman who will act as chairman in the absence of the Chairman.
 - c) A Secretary who will be responsible for:-
 - keeping the minutes of all meetings of the Society,
 - ensuring that all correspondence is correctly handled,
 - d) A Treasurer who will be responsible for:-
 - keeping the society's accounts,
 - advising the committee on all financial matters
 - preparing the accounts for presenting at the Annual General Meeting.
 - maintaining a master roll of members
 - e) A Meetings Organiser who will be responsible for booking speakers to address the membership at monthly meetings of the Society.
 - f) A Trip Co-ordinator who will be responsible for organising trips by Society Members and their guest to places of interest. This role can be combined with meetings organiser role.

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- g) Webmaster who will be responsible for maintaining the Society's Web-site.
- h) Two Ordinary Members who will attend Committee Meetings and advise on matters of concern and give policy guidance.
- i) All Committee members, Officers and Ordinary members will have the right to vote on Committee matters. Proposals will be carried by simple majority.

4) Committee Meetings

- 4.1 The Committee shall meet at least 3 times every year making such arrangements as to the conduct, place of assembly and holding of such meetings as it may wish. Meetings shall be called by the Secretary with 5-days or more notice.
- 4.2 Meetings will be conducted by the Chairman if available or the Deputy Chairman if not.
- 4.3 Five members of the Committee personally present shall constitute a quorum at a meeting of the Committee.
- 4.4 If the Committee receives the resignation of an Officer or an Ordinary Member the vacancy shall be advertised for a minimum period of one calendar month. The Committee shall vote for competing candidates and have the power to co-opt the chosen candidate to the vacant post.

5) Annual General Meetings of the Society

- 5.1 An Annual General Meeting (AGM) shall normally be held during the first meeting of the Society in January of each year. At least 21 days notice shall be given by the Secretary to each member in writing, by email and posted on the Society's web-site. The AGM Notice shall invite members to put their names forward to stand on the Committee, but members shall be able to put themselves forward during the meeting.
- 5.2 A quorum for the meeting shall be 15 members or 33% of total membership
- 5.3 The agenda for the meeting shall include the following items:-
 - a) Apologies for absence
 - b) Minutes of the previous AGM
 - c) Chairman's report
 - d) Treasurer's report and recommendation on fees for the following year.
 - e) Election of a person who will examine the accounts.
 - f) Election of the new committee
 - g) Any Other business
- 5.4 The meeting shall be chaired by the Outgoing Chairman. The newly elected Chairman shall take office on the completion of the AGM
- 5.5 Extraordinary General Meetings (EGM) of the Society may be called by the committee or not less than 15 members of the Society who shall make a petition to the committee. The date of the meeting shall be the earliest convenient as decided by the committee. In the case of a petition this shall be within 28 days of the petition being delivered to the

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Secretary. At least 21 days notice shall be given by the Secretary to each member in writing, by email and posted on the Society's web-site giving an explanation of the reason for calling an EGM and an Agenda.

6) Amendments of the Constitution

- 6.1 The constitution may only be amended at an Annual General Meeting or at an Extraordinary General meeting called for that purpose. Proposed amendments shall be tabled as part of the agenda for the meeting and may not be subject to amendment from the floor. If a proposed amendment fails then it may be re-submitted in modified form at a later date.
- 6.2 Amendments may be proposed by either the Committee or by a member supported by another who undertakes to second the proposal. All such proposals must be submitted to the Secretary, in writing, at least 14-days ahead of the meeting.
- 6.3 Voting shall be by show of hands and a two-thirds majority of the membership present will be required to pass the proposal.

7) Liability

- 7.1 Members are responsible for their own actions or inactions that give rise to a claim by another person or organisation.
- 7.2 If the Society holds meetings, activities or events that require indemnity insurance then the Committee shall have the authority to purchase such insurance as required.

8) Dissolution of the Society

- 7.1 The decision to wind-up the society may be taken only at an EGM.
- 7.2 The funds of the society shall be disposed of as directed by members at the final EGM after the sale of all assets and the payment of all outstanding debts.