

THATCHAM & DISTRICT PHILATELIC SOCIETY

CONSTITUTION 2013

(updated Sept 2018)

NAME

The Society shall be known as the Thatcham & District Philatelic Society.

OBJECTS

The objects of the Society shall be to promote the study and practice of all areas of Philately.

MEETINGS

The Society shall hold regular meetings (at least one per month), the date, time and place to be determined by the committee.

MEMBERSHIP

Membership of the Society is open to all persons over the age of 18 and having an interest in Philately. Persons under the age of 18 shall be eligible to join as junior members. Applications for membership should be made to the Secretary on the appropriate form, which will be submitted to the Committee for ratification.

Members must abide by the rules of the Society. Members whose conduct is considered prejudicial to the interests of the Society shall be liable, on the majority vote of the committee, to be suspended, be asked to resign or have their membership terminated. The member may be invited to attend the meeting to discuss the matters raised. Notice of the Committee's decision shall be sent to the last known address of the member. If the member is also a committee member they shall not vote at the meeting. An appeal may be made direct to the President who together with two nominated members (at the Presidents discretion) will have the final say on the decision. The President will have received statements from both parties involved to assist in the final decision making.

MANAGEMENT

The Society shall be managed by a committee consisting of, Chairman, Vice Chairman, Treasurer and Secretary (the officers), and up to five other members who must be members of the Society. The committee shall have the power to co-opt

members to the committee as necessary for the benefit of the Society.

The committee will determine the frequency of the committee meetings which shall not be less than 4 times a year. Each meeting must consist of at least 2 officers of the Society and two other committee members.

The Chairman of the meeting shall have a second or casting vote at all committee and general meetings when a vote taken results in an equal number of votes cast both for and against the motion.

The Secretary shall convene all meetings of the Society and maintain regular minutes of all proceedings. A full up to date list of members including telephone numbers, e-mail address's and mailing address's shall be maintained.

The Secretary shall be responsible for the proper custody of the property of the society keeping an inventory of current assets.

FINANCE

The Treasurer, under the authority of the committee, shall discharge all the accounts and, at the AGM each year, submit an audited Statement of Accounts for the financial year ending 31st July.

The Society funds shall be held in a manner as recommended by the Treasurer and approved by the committee.

All cheques issued by the Society shall be signed by any two of the Treasurer, Chairman, Vice Chairman or Secretary.

The accounts will be audited by a person appointed by the Committee who may be a member of the Society but is not elected to the committee.

GENERAL MEETINGS

An ANNUAL GENERAL MEETING shall be held in September each year to receive a statement of accounts for the previous financial year, elect officers and the committee for the ensuing year and to transact any other business as may be deemed necessary. Twenty one days' notice, in writing, including electronic format, of such meeting shall be given to all members and this notice to include details of the agenda.

The committee shall be elected by majority vote at the AGM following prior notification or nomination at the meeting if necessary. The President shall take the chair for the election of the Chairman or in his absence a nominated officer will

undertake that role. All nominations must be with the approval of the nominee. All officers and committee members shall retire each year but will be eligible for re-election.

Ten members present shall constitute a quorum for the AGM at which only fully paid-up members (including honorary members) shall be entitled to vote. All decisions will be by a majority vote.

Honorary Life members will be elected at the AGM on recommendation of the committee.

An EXTRAORDINARY GENERAL MEETING may be called at the request of the committee or following receipt by the Secretary of a written request signed by at least ten fully paid-up members of the Society. Notice of twenty one days must then be given to all members, including an agenda for the meeting covering the specific points raised in their request.

No other business will be discussed at that meeting.

SUBSCRIPTIONS

An annual rate shall be determined at the AGM after considering the recommendation of the committee.

Subscriptions shall become due on the 1st of January each year and shall be paid direct to the Treasurer. The Treasurer will maintain a list of fully paid-up members. Members who have not paid their subscriptions by the 28th February will be sent a reminder by the Treasurer. If the member's subscription has not been paid by the 31st of March their membership shall be deemed to be terminated without further correspondence.

For members joining after the AGM, and in the same year, their first year's subscription will be valid until 31st December the following year.

Any person who successfully participates in a Society Auction and is not a member of the Society at the time of the Auction shall be required to become an Associate member for the period of the Auction at an appropriate Associate Membership fee to be determined by the committee.

NON PROFIT DISTRIBUTING BODY

The Society shall be a non-profit distributing body dedicated to the objectives of the Society.

All profits or surpluses generated by Society activities shall be devoted to the continuance and improvement of the Society.

No profits or surpluses shall at any time be distributed to members.

PRESIDENT

The President shall be elected by the members attending the AGM on the recommendation of the Committee. The President will be able to attend committee meetings but does not have voting rights. The President is an honorary ex-officio position appointed for a three year term (renewable) or until such time as they may offer their resignation. The President shall undertake such duties as reasonably requested by the committee.

HONORARY LIFE MEMBERS

The committee will recommend from time to time suitably qualified honorary life members in recognition of their service to the Society. They will be elected by a majority vote at the AGM. These members will have full voting rights at an AGM and are able to hold any position on the committee with full voting rights. They will enjoy the full benefits of the Society and can be elected on to any sub-committee.

The number of life members is limited to a maximum of 5 at any one time.

AFFILIATIONS

The Society shall be affiliated to such Federations and Philatelic organisations as approved by the committee.

CONSTITUTION

Each member shall be provided with a copy of the Society's Constitution by which they will be bound.

In the event of questions arising in the interpretation of the Constitution the decision of the Committee shall be final.

Alterations to the Constitution may only be made at the AGM or an EGM called for that purpose. The proposed alteration shall be clearly set out in the notice convening such meeting for which 21 days' notice in writing must be given.

Members may advise the Secretary, in writing of any proposed changes, to the constitution at least fourteen days before the notice of the meeting is distributed. Each proposal must have a proposer and seconder both of whom shall be full members of the Society.

DISSOLUTION.

In the event of the Society becoming non-viable for any reason, the Secretary shall call an Extraordinary General Meeting, giving members 21 days' notice in writing, of such a meeting. The notice should outline the reasons for the proposed dissolution. The committee will make recommendations for the disposal of non-cash assets. The sum that represents the total realisation of the Society's assets shall be placed to the order of a special committee formed at the winding up meeting. This committee must consist of at least two signatories to the Society's account. In accordance with the Society's objects the sum realised will be forwarded unconditionally to one of this country's national philatelic bodies whose objectives are in line with those of the Society.

In no event shall any of the assets be paid or distributed among members of the Society.

GDPR REGULATIONS 2018 PRIVACY STATEMENT

TDPS collects, stores and processes limited personal data about our members, and other individuals with whom the Club has connections or dealings with.

We will keep all personal data confidential, and will only use and share the data as detailed below.

We will comply with the General Data Protection Regulation (GDPR) 2018.

The lawful basis for processing personal data is by explicit consent from members.

What type of data we hold

The personal data we hold is limited to name, address, email address and contact telephone numbers. .

A member can ask for their data to be removed from the Club's records, however the Club will then not be able to provide the services which membership entitles them to as it would no longer have any contact details.

When a member leaves the Club, their contact details will be destroyed.

What we use personal data for

Our use of the data is limited to activities related the day to day running of the Club. This data may be held (in part or fully) by any Committee Member, or any appointee of the committee for the purpose of:-

- recording membership and payment of subscriptions including reminders for late payment
- providing members with newsletters, annual reports and information relating to meetings
- informing members of any specific event
- contacting non-members for specific purposes such as the hiring of meeting venues, arranging speakers and the advertising of events

Committee members will only have access to the information they need to perform their duties.

How we collect personal data

The Membership Secretary collects members' personal data from application forms on joining the Club. It is the responsibility of members to update this data with any changes, including email address if appropriate.

The Membership Secretary will maintain and keep the forms in a secure file, and will advise all members of the Committee of any specific requests relating to consent from a member.

Data Security

The Club does not provide personal data to anyone who does not have a legitimate reason for accessing it. No personal data is ever provided to third parties.

All the Club officers who hold personal data ensure that it is kept securely. They take sensible precautions to ensure that personal data (both electronic and on paper) is adequately protected, including using and regularly updating anti-virus software, keeping equipment and paperwork safe, and regularly backing up data.

In the unlikely event of a data breach, the officer concerned will immediately report it to the rest of the TDPS committee, who will take appropriate action. The nature of the data held means that any risk from a breach to individual members is low.

Any officer who leaves their post must pass all the personal data they hold to the person taking over from them and no data will be retained by the retiring officer.

Version 10 – 22.09.2018 (updated to include GDPR regulations 2018 Privacy statement)