



# REACH & SWAFFHAM PRIOR COMMUNITY NETWORK

## CONSTITUTION

### 1. REACH & SWAFFHAM PRIOR COMMUNITY NETWORK

The Association shall be known as the:-  
R & SP Community Network

### 2. Aims

The aims of the Association shall be to provide a broadband internet service to the rural communities of Reach, Swaffham Prior and Upware and further the interests of its members in all aspects of Wireless Local Area Networks (WLANs) and directly associated activities.

### 3. Membership

Membership shall be open, subject to the discretion of the Committee, to all persons interested in the aims of the Association

- (a) **Full members.** Full members must be 18 years of age or over.
- (b) **Honorary members.** Honorary Membership may be granted to any person, who, in the opinion of the Association, has rendered outstanding service to the Association, either directly or indirectly. Such membership shall carry the rights of full membership but shall not depend on the payment of charges. The term of such membership shall be determined at the time of election.
- (c) All members shall abide by the constitution of the Association.
- (d) **Expulsion.** The Committee shall have power to expel any member whose conduct, in the opinion of at least three-quarters of the Committee, renders that person unfit to be a member of the Association. No Member shall be expelled without first having been given an opportunity to appear before the Committee.

### 4. Charges

- (a) The charges for services shall be set within a range agreed at the AGM and shall be published by the Committee.
- (b) All charges shall be due and payable before or at the time of the installation and thereafter at the beginning of each calendar month by standing order. Members in arrears have no voting rights.
- (c) The financial year shall run from 1 September to 31 August.
- (d) A Member, other than an Honorary Member, shall be deemed to have resigned from the Association if monthly payments remain unpaid for more than three months, at which time the committee have the right to disconnect the service.
- (e) The Committee shall have the power to waive or reduce charges to individual Members in special circumstances.

## **5. Finance**

All money received by the Association shall be promptly deposited in the Association's bank account. Withdrawals require the signature of two of the nominated officers of the Association. Any surplus income over expenditure shall be properly kept in the Association's name, for example in an interest bearing bank account, or used to further the aims of the Association.

All accounts will be independently audited by an accountant and will comply with current financial regulations.

## **6. Membership of the Association's Committee**

The Association's affairs shall be administered by a Committee on behalf of the Members. The Committee shall be elected for one year at each Annual General Meeting and shall consist of:

- (a) A Chair who will preside at all meetings at which she or he is present. No member may hold this position for more than two consecutive years. They may be re-elected after a break of one year.
- (b) A Vice-Chair who will act as Chair in the absence of the Chair or for any business for which the Chair has a conflict of interests.
- (c) A Secretary who will be responsible for:
  - (i) keeping the minutes of all meetings of the Association.
  - (ii) ensuring that all correspondence is correctly handled.
  - (iii) maintaining a master roll of members and honorary members.
  - (iv) maintaining a register of Association equipment.
- (d) A Treasurer, who will be responsible for:
  - (i) keeping the Association's accounts.
  - (ii) advising the Committee on all financial matters.
  - (iii) preparing the accounts for audit and presenting them at the AGM.
- (e) Three Other Committee Members.
- (f) Up to three Co-opted Members to provide additional expertise; and such further co-options as may be required to fill vacancies occurring during the year, including co-option to the offices listed in a-d. Co-opted Members shall be appointed by the Committee to serve until the next AGM.

## **7. Committee standing orders**

- (a) The quorum for the Committee shall be four. In the absence of a quorum, business may be dealt with but any decisions taken only become valid after ratification at the next meeting at which a quorum exists.
- (b) Every matter shall be determined by the majority of the members of the committee present and voting in the question.
- (c) In case of equality of votes the Chair shall have a second or casting vote
- (d) Committee meetings may be called by the Chair, the Secretary or any committee member.
- (e) There will be a minimum of two committee meetings during the year.
- (f) Co-options to the Committee shall be notified to the Members in writing, e.g. by email to each Member's registered email address.

## **8. Annual General Meeting (AGM)**

- (a) The Annual General Meeting shall normally be held in September each year. At least 21 days notice shall be given to each Member in writing, e.g. by email to each Member's registered email address.
- (b) The quorum for the meeting shall be four Committee members or 35% of Ordinary Members.
- (c) The agenda for the Annual General Meeting shall be:

- (i) Apologies for absence and declarations of conflicts of interest
- (ii) Minutes of the previous AGM
- (iii) Chair's report
- (iv) Secretary's report
- (v) Treasurer's report
- (vi) Election of the new Committee
- (vii) Election of Honorary Members (if any)
- (viii) Charges for the forthcoming year
- (ix) Election of auditors
- (x) Other business

(d) Items (i) to (vi) shall be chaired by the out-going Chair, failing whom Vice-Chair; and the remaining business by the newly elected Chair, failing whom Vice-Chair. If neither the Chair nor Vice-Chair is present, the meeting shall elect a Chair from amongst those present.

(e) Nominations for Committee members will only be valid if confirmed by the nominee at the meeting or previously in writing.

(f) Items to be raised by members under other business must be notified to the Secretary within 10 days of notification or within 5 days of the meeting, whichever is earliest.

(g) The Association will agree any changes required to the membership terms and conditions and the range of charges which the Committee may set for the forthcoming year.. Any variations to these before the next AGM require an extraordinary general meeting.

## **9 Extraordinary General Meetings (EGM)**

(a) Extraordinary General Meetings may be called by the Committee or not fewer than 25% of the members of the Association, the date of the meeting being the earliest convenient as decided by the Committee and not more than 35 days from the initial notice. The Committee shall give members at least 14 days notice in writing of the meeting including an agenda specifying the business to be conducted. No other business than this may be transacted at the EGM.

(b) The quorum for the EGM shall be the same as an AGM.

(c) If neither the Chair nor Vice-Chair is present, the meeting shall elect a Chair from amongst those present.

## **10 Amendments to the constitution**

The constitution may be amended only at an EGM called for that purpose.

## **11 Winding up of the Association**

(a) The decision to wind up the Association may be taken only at an EGM.

(b) The funds of the Association shall, after the sale of all assets and the payment of all outstanding debts, be disposed of as directed by members at the final EGM.