

Constitution for the Hampshire Linux User Group

7th October 2006

0 Definitions

- a) The words *he*, *his* and *him* are assumed to refer to persons of either gender.
- b) The term *Member* refers to someone who qualifies for membership as set out in section 5.
- c) The term *General Meeting* refers to both Annual General Meetings and Extraordinary General Meetings as set out in section 7.

1 Name

The group shall be called the Hampshire Linux User Group and normally abbreviated to HantsLUG.

2 Purpose

The purpose of HantsLUG shall be:

- a) the mutual support of Members of the group (primarily in the county of Hampshire) in acquiring knowledge and expertise in the use of the GNU/Linux Operating System,
- b) to provide support and encouragement to newcomers to the GNU/Linux Operating System, and
- c) to promote the use of the GNU/Linux Operating System.

3 Officers

There shall be a Committee of HantsLUG consisting of five Officers: Chairman, Treasurer, Hostmaster and two General Officers. The duties of the Officers shall be as follows:

- a) The Chairman shall provide leadership to HantsLUG and the HantsLUG Committee. He shall also promote HantsLUG and its position and purpose in the wider GNU/Linux community.
- b) The Treasurer shall record payments by members, make payment for any group expenditure and submit an income and expenditure account annually to HantsLUG.
- c) The Hostmaster shall be responsible for the maintenance of the HantsLUG server, website

and any other computing services hosted by HantsLUG. The Hostmaster may appoint members of HantsLUG to assist in his duties.

d) The General Officers shall perform such administrative and organisational duties as shall fall upon them in the normal operation of HantsLUG.

Business of the Committee shall be conducted by email whenever possible. Members of HantsLUG shall be informed of the proceedings and decisions of the Committee through the medium of the HantsLUG mailing list (see section 6).

4 Accounts

A bank account shall be set up for use by the group and three Officers of HantsLUG shall be authorised to sign cheques on behalf of HantsLUG. Said cheques shall require signing by any two of the three signatories.

5 Membership

There shall be one level of membership. Membership shall be obtained by subscribing to the HantsLUG mailing list (see section 6 below) and the payment of any membership fee (see section 7.2.1 below). By unsubscribing from the mailing list for more than twenty-eight (28) consecutive days, a Member shall forfeit his membership.

6 Facilities

HantsLUG shall provide computing facilities for running a permanent website which shall provide information on the purpose and operation of HantsLUG. A copy of this constitution shall be made available from the HantsLUG website.

In addition HantsLUG shall provide for the use of all Members:

a) a mailing list or lists for discussion purposes.

The Hostmaster or his appointed deputy may moderate the mailing list at his discretion.

HantsLUG will offer additional services for Members:

a) a GNU/Linux shell account;

b) email facilities;

c) web-hosting facilities.

All facilities are provided at the discretion of the Hostmaster and shall be subject to the rules of appropriate behaviour set out by the Hostmaster. Copies of such rules shall be made available on the

HantsLUG website.

7 Meetings

HantsLUG shall hold regular Ordinary Meetings throughout each year and one Annual General Meeting each year. In addition Extraordinary General Meetings may be called at any time by the membership.

7.1 Ordinary Meetings

HantsLUG shall hold regular meetings of Members at intervals of not greater than two months in suitable venues within the county of Hampshire. These venues should whenever possible provide an adequate power supply and internet access, if appropriate for the meeting.

7.2 General Meetings

The quorum for a General Meeting of HantsLUG shall be eight (8) Voting Members, or ten percent (10%) of the total Voting Membership, whichever is the greater. The agenda, location and time of such meetings shall be posted on the HantsLUG mailing list at least fourteen days prior to the meeting. The location of the meeting shall be within the boundaries of Hampshire.

7.2.1 Annual General Meeting

At an Annual General Meeting of HantsLUG:

- a) accounts of HantsLUG for the year past shall be presented;
- b) any fees for Membership for the following year shall be fixed;
- c) Officers of HantsLUG (as set out in section 3) shall be elected;
- d) other business which may be placed on the agenda by Members shall be conducted.

7.2.2 Extraordinary General Meeting

An Extraordinary General Meeting may be called by agreement of ten (10) Voting Members of HantsLUG. The Chairman shall announce a date and venue for that meeting within fourteen (14) days of a valid call being made. This period shall be in addition to the period of notice required by section 7.2.

8 Elections

Any current Voting Member of HantsLUG is eligible to stand for election, subject to the criteria in section 8.3. A nomination and second from current Voting Members is required to stand, subject to the criteria in section 8.4. Election for each Committee post shall be conducted by the plurality voting system at a quorate General Meeting.

8.1 Eligibility to Vote

A Voting Member may vote on any proposition presented at a General Meeting, including the Election of Officers. Members who do not meet the criteria for voting shall not be permitted to vote.

A Voting Member shall be defined as a Member of HantsLUG who:

- a) has been a Member of HantsLUG for at least twenty-eight (28) days.
- b) has registered to vote.

The register of voters shall be renewed annually. The principles of such a system shall be agreed and amended by a simple majority of the Committee. The operation of such a system shall be the responsibility of the Hostmaster.

8.2 Returning Officer

A Returning Officer shall be appointed by the Chairman to co-ordinate any election. The Returning Officer:

- a) shall not be a candidate in the election.
- b) shall not nominate or second any of the candidates in the election.
- c) shall not publicly express their preference for any candidate prior to the election.
- d) must have been a Voting Member of HantsLUG for at least two whole years. (In the event of no Voting Member fulfilling this requirement, the Chairman may appoint a Member as Returning Officer at his discretion.)

8.3 Eligibility to stand for election

Any current Voting Member of HantsLUG who has been a Member for at least one hundred (100) days is eligible to stand for election.

8.4 Eligibility to nominate or second for election

Any current Voting Member of HantsLUG who has been a Member for at least one hundred (100) days is eligible to nominate or second candidates for election.

9 Extraordinary Circumstances

9.1 Non-quorate Annual General Meeting

In the event of an Annual General Meeting not achieving quoracy, the existing Committee will continue in their roles until such time as elections are held at a quorate General Meeting. A General Meeting will be held not more than seventy (70) days after a non-quorate General Meeting at which elections were to be held. The requirements of Section 7.2.2 do not apply to a General Meeting held as a result of a non-quorate Annual General Meeting.

9.2 Modification of the Constitution

Modification of this constitution shall be achieved only by vote of seventy-five percent (75%) of Members present at any quorate General Meeting.

9.3 Removal and Replacement of Officers

9.3.1 An Officer of HantsLUG may be removed by a vote of sixty percent (60%) of Voting Members present at any quorate General Meeting.

9.3.2 An Officer may leave his post at any time by sending notification to the Chairman.

9.3.3 If the Annual General Meeting is less than one hundred (100) days away, elections for vacant Officer posts will be held at the AGM. Otherwise, elections for vacant Officer posts will take place at a General Meeting within seventy (70) days of the incumbent leaving office. The requirements of Section 7.2.2 do not apply to a General Meeting held as a result of the requirements of this section.

9.3.4 The Committee may appoint a Member to a vacant Officer post until a valid election is held.

9.3.5 If the entire Committee is removed from office under section 9.3.1, the outgoing Chairman will remain the official contact for the LUG until a replacement is elected.

9.4 Misuse of LUG Facilities

A Member may be suspended from use of HantsLUG facilities by the Hostmaster or his appointed deputy for breach of the rules of appropriate behaviour. Such suspension must be followed within 48 hours by a written explanation (via email or post) of the reasons for the suspension from the Sysadmin to the Member.

Three successive breaches of the rules of appropriate behaviour by the same Member may be sufficient cause for permanent removal of access to HantsLUG facilities for the Member. The Hostmaster may exercise discretion in use of this role.