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Constitution of Norwich Hackspace, an unincorporated club or association

A. Name of the Association

the name of the Association is: Norwich Hackspace

B. Administration.

Subject to the matters set out below Norwich Hackspace and its property shall be administered and managed in accordance with this constitution by the members of a Core Team (Management Committee), constituted by clause G of this constitution ('the Core Team')

C. Objectives.

Aims

- To be a community of like-minded people interested in making things
- To have a self-funded, community-run, not-for-profit shared physical workspace.
- To have shared equipment, tools, materials, skills, experience and support.
- To run activities and sessions where people can learn new things
- To run activities and projects that cannot be done, or are harder, as an individual
- To extend access to learning skills and new technology to a wide range of people who do not have their own facilities
- To have fun and provide support to each other

D. Powers

In furtherance of the objectives but not otherwise the Core Team Members may exercise the following powers:

(i) power to raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of law.

(ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

(iii) power, subject to any consents required by law, to sell, lease or dispose of all or any part of the property of Norwich Hackspace

(iv) power, subject to any consents required by law, to borrow money and to charge all or any part of the property of the Association with repayment of the money so borrowed

(v) power to employ such staff (who shall not be members of the Core Team) as are necessary for the proper pursuit of the objects.

(vi) power to co-operate with charities, voluntary bodies and statutory authorities operating in furtherance of the objects or similar purposes and to exchange information and advice.

(vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objectives;

(viii) power to appoint and constitute such advisory subcommittees as the Core Team may think fit;

(ix) power to do all such other lawful things as are necessary for the achievement of the objectives.

E. Membership.

(1) membership of Norwich Hackspace shall be open to:

- (i) individuals (over the age of 18 years) who are interested in furthering the work of the club and who have may have paid any annual or monthly subscription, as to be decided by the Core Team and
- (ii) Individuals under the age of 18 at the discretion of the membership
- (iii) any body, corporate or unincorporated association which is interested in furthering Norwich Hackspace's work and has paid, where appropriate, any annual subscription to be agreed by the Core Team (any such body being called in this constitution a 'member organisation'). Member organisations to be represented by one individual appointed by that organisation.

2. The Core Team may unanimously and for good reason terminate the membership of any individual or any member organisation: provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Core Team, accompanied by an appropriate person before the final decision is made.

F. Honorary Officers.

The Norwich Hackspace members shall select from amongst themselves a Core Team, including a Treasurer, who shall be responsible for the accounts and an Admin lead or team who will be responsible for major decisions, policies and the tasks required for fair, safe and smooth-running of the hackspace.

The Core Team shall consist of not less than 3 members, and up to 10 and be selected from those who have been members for minimum six months.

G. Determination of Membership to Core Team

A member of the Core Team shall cease to hold office if he or she:

- 1. is disqualified from acting as a member or the Core Team by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision)
- 2. becomes incapable by reason of medical disorder, illness or injury of managing and administering his or her own affairs.
- 3. is absent from all meetings held within a period of six months and the Core Team resolve that his or her selection be rescinded; or
- 4. notifies to the Core Team a wish to resign

H. Core Team members not to be personally interested.

No member of the Core Team shall acquire any interest in property belonging to Norwich Hackspace or receive remuneration or be interested (otherwise than as a member or the Core Team) in any contract entered into by the Core Team

I. Meetings and proceedings of the Core Team

- 1. The Core Team shall hold at least two ordinary meetings each year, physical or virtual.
- 2. The Core Team and membership will agree leaders for areas of responsibility, to have a role in looking after items of equipment, activities or areas of space and having the final authority on that area or item's management for the benefit of the whole space/club and for the smooth running of each area to enable all members to use it if required. These will be members who have particular skills or knowledge. There may be one or more per area/activity and the responsibility can be transferred to another appropriate member at any time.
- 3. Decisions will be made through general consensus of the membership, through a proposal which is discussed and then decided upon by general agreement. In the case of strong opinion in either direction, the reasons for objection and or agreement will be taken into account and strength of

feeling may carry more weight than one person, one vote. Decisions can be at a face-to-face meeting, online but it should be open to all members to comment if they wish to and with sufficient time for people to be informed of the intention and to acquire background information when required.

4. The Core Team may appoint one or more sub-committees consisting of three or more members of the Core Team or membership for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Core Team would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Core Team.

J. Receipts and expenditure.

1. The funds of Norwich Hackspace, including all income sources, shall be paid into an account operated by the Core Team in the name of Norwich Hackspace at such bank as the Core Team shall from time to time decide.

2. The funds belonging to Norwich Hackspace shall be applied only in furthering the objects as agreed by the membership.

3. Spending of Hackspace funds shall be by consensus of the members and for the general benefit.

K. Property

If a corporation entitled to act as custodian trustee has not been appointed to hold the property of Norwich Hackspace, the Core Team may permit any investments held by or in trust for Norwich Hackspace to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Core Team, and may pay such a nominee reasonable and proper remuneration for acting as such.

Property such as equipment will be purchased on behalf of the club and remain the property of the club. Equipment and tools may be donated or loaned by agreement of terms.

Property may be sold by agreement and the proceeds returned to club funds.

L. Accounts

1. To be kept by the Core Team and available if required. All accounts to be open and above board.

M. Annual Report.

1. There shall be an annual general meeting of Norwich Hackspace (which may be physical or virtual) and shall be held in the September each year or as soon as practicable thereafter

2. The Core Team shall present to each annual general meeting the report and accounts of Norwich Hackspace for the preceding year.

N. Special Meetings

The Core Team may call a meeting of Norwich Hackspace at any time. If at least 3 members request such a meeting stating the business to be considered the Admin Team will call such a meeting.

Preferably at least 21 days' notice must be given. The notice must state the business to be discussed.

O. Emergency meetings

Emergency meeting may be called at short notice if necessary, with advance notice if possible

P. Dissolution

If the core team decides that it is necessary or advisable to dissolve Norwich Hackspace it shall call a meeting of all members of Norwich Hackspace, of which not less than 21 days notice (stating terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two thirds majority of those present and voting the Core Team shall have power to realise any assets held by or on behalf of Norwich Hackspace. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of Norwich Hackspace as the members of Norwich Hackspace may determine or failing that shall be applied for some other charitable purpose.

