

Nottingham Hackspace Constitution

Interpretation

Articles	refers to Nottingham's Articles of Association, and is in addition to them.
The Board	refers to the seven trustees of Nottingham
Nottingham	refers to the organisation Nottingham Hackspace Ltd
The Space	refers to the physical area, building or buildings leased or purchased by Nottingham
Trustee	refers to members elected to ensure the adequate running of Nottingham
Member	refers to any person currently a member of Nottingham as defined in section 2 of the Articles. The board maintains a list of all members.
Resolution	A resolution of the Board means at least 4 board members agree

1. Trustees

- 1.1 All trustees will be directors of Nottingham Hackspace Ltd
- 1.2 A trustee's term of office shall normally be two years
- 1.3 There is no limit to a trustee's number of terms
- 1.4 The Board shall consist of seven trustees
- 1.5 The Board can appoint an additional member to the board to act as Treasurer if they feel it is in the best interests of Nottingham
- 1.6 All other roles shall be decided between the Board as and when it becomes necessary

2. Annual General Meetings

- 2.1 An Annual General Meeting (AGM) must take place each calendar year, towards the end of May.
- 2.2 An Extraordinary General Meeting (EGM) can be called by a majority of the Board, or 5% of members.
- 2.3 An EGM shall only have one item on its agenda
- 2.4 All members must be given notice as per section 33 of Nottingham's Articles

2.5 Elections

- 2.5.1 During the normal business of an AGM, elections must be held for all trustees that have reached the end of their term of office
- 2.5.2 The board shall invite offers for a member to act as Returning Officer. This member must be agreed by six trustees and cannot stand for election
- 2.5.3 Any member can nominate themselves to stand for election by giving notice to the Returning Officer at least 72 hours before the AGM
- 2.5.4 All members will receive a number of votes equal to the number of trustee positions open, or the number of members standing for election, whichever is the lesser
- 2.5.5 Members may not vote for a candidate twice
- 2.5.6 Members may abstain from voting
- 2.5.7 Votes will be cast in secret by a method determined by the Returning Officer.
- 2.5.8 The Returning Officer must allow proxy voting for members who are not able to attend. Members accept that proxy votes cast by email will be known to the Returning Officer.

- 2.5.9 Proxy voting will be conducted during the 48 hours prior to the AGM.
- 2.5.10 In the event of a tie, a new election will take place amongst the tied candidates purely by proxy. Voting must happen within a 7 day window.
- 2.6 An AGM will be quorate if more than 20% of members attend.
- 2.7 Constitutional changes can only be carried by a 60% majority of AGM attendees
- 2.8 Any vote during an AGM may be conducted in secret at the request of any member

3. Board Meetings

- 3.1 The Board will hold regular meetings usually monthly, open to all current and potential members
- 3.2 Any member may submit items to the agenda
- 3.3 Meeting dates and times will be shown on the Nottinghack event calendar
- 3.4 Minutes are to be taken and are publicly available

4. Terminations

Membership may be terminated if:

- 4.1 the member dies or, if it is an organisation, ceases to exist;
- 4.2 the member resigns by written notice to the Board;
- 4.3 any sum due from the member to Nottinghack is not paid in full within six weeks of it falling due - a minimum of one reminder will be sent during that time;
- 4.4 the member is removed from membership by a resolution of the Board that it is in the best interests of Nottinghack that his or her or membership is terminated. A resolution to remove a member from membership may only be passed if:
 - a. the member has been given at least twenty-one days' notice in writing of the meeting of the trustees at which the resolution will be proposed and the reasons why it is to be proposed;
 - b. the member or, at the option of the member, the member's representative (who need not be a member of Nottinghack) has been allowed to make representations to the meeting.