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The purpose of this document is to record the amended constitution for the establishment of the UK TLC User group following discussions and decisions made at the first User Group meeting held on the 25th May 2004. This constitution needs to be formally adopted at the next user group meeting to be held in September 2004.

The TLC User Groups are volunteer, not for profit organisations that represent communities of people who use The Local Channel.

The aims of The Local Channel User groups are to:

- Advance the effective use of the products and services of The Local Channel and related partners by promoting the free interchange of information and education concerning their use.
- Establishing methods and providing channels to facilitate the exchange of relevant information among members.
- To provide input to The Local Channel and related partners on proposed and existing products and services.

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Constitution of UK TLC User Group

1. Name of the Group:

1.1. The name of the Group shall be the **UK TLC User Group**.

2. Objectives:

2.1. The objective of the Group is to assist members to get the maximum benefit from their use of The Local Channel through:

- Regular meetings, events, promotions, workshops, and presentations, that provide an opportunity for members to share experiences and exchange ideas, information, data, techniques, applications, hints, and tips.
 - A Web-site to include details about the group, its members, and its functions and activities; member's "news and views"; forthcoming events; a discussion and technical issues forum; and a means for gathering member's views on development priorities and "hot" topics.
 - A communication channel between members and The Local Channel, its business partners and agents, and other TLC Users Groups, which will be used to;
 - a) Update members with product news and development programmes of The Local Channel and its business partners and agents.
 - b) Represent member's views and thereby influence the evolution of The Local Channel and related products, applications and services available in the UK.
 - c) Obtain supplier guidance on best-practice use of The Local Channel products and related applications and to highlight and seek resolution of technical issues arising from their use.
 - d) Share best practice on the use of The Local Channel, by exchanging information on promotional activities, innovative, original or popular content or other success stories.
- Any other appropriate means or medium.

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3. Membership:

3.1. Membership is open to any individual who is both a registered user and a Web Editor or a Parish Administrator (i.e. People who add content to The Local Channel) of The Local Channel, at the discretion of the Group's elected Board and on payment of the appropriate subscription(if implemented). This permits the named subscriber to participate fully in the Group's events, activities, and web-based services.

3.2. There is no other grade of membership.

4. Conduct of Affairs:

4.1. A Board of elected members shall conduct the affairs of the Group. The Board shall comprise of;

- Chairperson
- Secretary
- Treasurer
- Membership Secretary
- Events Co-ordinator
- Publicity Officer
- up to four other territorial or functional officers.

4.2. The roles and responsibilities of these Offices are set out in the Terms of Reference at the end of this Constitution.

4.3. In the event of positions becoming vacant the Board shall have the power to co-opt members to serve as Officers until the following Annual or Extraordinary General Meeting, and also to appoint sub-committees or individuals to perform specific tasks compatible with the objectives of the Group.

4.4. No one individual shall hold more than one office at any time.

4.5. In the absence of the elected Chairperson, the Board shall appoint one of its number to chair an event or Board meeting.

5. Election of Officers:

5.1. Officers shall be elected by membership poll or at the Annual general Meeting, for a term of office of two years.

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- 5.2. Retiring Officers shall be eligible for re-election.
- 5.3. No employee of The Local Channel or any of its business partners shall be eligible for election to the board, although they may be members of the User group if they fulfill the requirements of membership detailed in section 3.1.
- 5.4. No employee or member of an organisation shall be eligible for election while there is a non-retiring Officer on the Board currently associated with the same organisation, Council or Business.
- 5.5. If an event occurs that leads to conflict with the above restrictions, the Officer who has served the shorter term shall be required to resign from the Board.
- 5.6. The Board shall be the final arbiter on the application of these rules.

6. Annual General Meeting:

- 6.1. An Annual General Meeting shall be held each year for the purpose of;
 - election or confirmation of Officers and Board for the forthcoming year,
 - approving the Board's Report on the Group's activities over the preceding year and discussion of plans and programmes for future activities,
 - approving Treasurer's Report and financial statements,
 - consideration of motions notified to the Secretary no less than one calendar month before the published meeting date,
 - noting any other matter requiring consideration by the Board.
- 6.2. The Annual General Meeting shall normally be incorporated with the Group's regular event.

7. Extraordinary General Meeting:

- 7.1. The Board shall have the power to call an Extraordinary General Meeting.

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7.2. Notice of such a meeting must be given to members at least one calendar month in advance giving details of time, venue, and purpose of the meeting.

7.3. No other business other than that detailed in the notice shall be transacted at an Extraordinary General Meeting.

8. Quorum:

8.1. No matter of policy shall be decided at an Annual or Extraordinary General Meeting, nor any Board meeting unless a quorum is present.

8.2. The quorum of a General Meeting shall consist of 10% of the membership and for a Board meeting it shall be four Officers.

9. Voting:

9.1. Voting at meetings shall be by show of hands.

9.3. Elections and matters of policy may alternatively be decided by a member's poll conducted by e-mail.

9.4. It is each member's responsibility to ensure that the Membership Secretary has up-to-date e-mail contact details for this purpose.

9.5. Member's guests and non-members attending events may not vote at any General Meetings.

10. Subscriptions:

NOTE – The User Group Meeting on May 25th 2004 voted that there should be no subscription to join the User group for at least the first year.

10.1. The annual subscription rate shall be decided by the Board and published on the Group's Web site.

10.2. Subscriptions are payable in advance and shall be due on the 1st January this being the start of the subscription year.

10.3. New members joining within three months of the end of a current subscription year will be deemed to have paid a subscription up to the end of the next subscription year.

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10.4. No person shall be entitled to vote on Group matters unless their subscription has been paid in full.

10.5. In the event that a subscription remains unpaid three months after the due date that person will cease to be a member and will be deleted from the membership list.

10.6. It is the member's responsibility to ensure the Membership Secretary has up-to-date contact address details for subscription communications.

11. Other Revenues:

11.1. The Board shall have the power to seek sponsorship and/or raise other monies in support of events and other Group activities.

12. Attendance at Events:

12.1. A rolling programme of events will be planned throughout each year. Member's feedback on the format and content of events will be continuously sought, reviewed, and used to plan future programmes.

12.2. A fully subscribed member shall be entitled entry to any Group events normally without further charge.

12.3. Members shall also be entitled to bring up to two guests to an event on payment of the appropriate a "guest" fees.

12.4. Non-members and further guests may attend the Group's events on payment of a "public" fee.

12.5. The Board shall have the power to levy an additional charge on members if expenditure on a specific event warrants it, and to determine the "guest" and "public" fee rates for events.

12.6. All event fees and charges will be published in advance and detailed in the Groups event programme.

13. Financial Matters:

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13.1. The Groups Financial year shall end on 31st December.

13.2. All subscriptions and other monies shall be paid into the Group's bank account and notified to the Treasurer.

13.3. All cheques drawn on the Group's account shall be signed by two of the three nominated Officers.

13.4. The funds of the Group shall be used solely to further the objectives of the Group and only in ways sanctioned by the Board.

13.5. Speaker and Officer's expenses shall only be paid where authorised in advance.

13.6. An Auditor shall be selected to audit the Group's accounts prior to the Annual General Meeting.

13.7. No Board member shall be eligible to act as Auditor.

14. Alteration of the Constitution:

14.1. The Constitution may be only be amended at an Annual or Extraordinary General Meeting, or by membership poll, and then only if a notice of the proposed amendment has been notified to the membership not less than one calendar month before the Meeting or the closing poll date.

15. Other Matters:

15.1. Any matters for which provision is not made within this constitution shall be dealt with by the Board at its discretion and reported to the next Annual General Meeting for endorsement or further direction by members.

16. Winding Up or Disaggregation:

16.1. A decision to wind-up the Group shall only be taken by majority vote at an Annual or Extraordinary General Meeting attended by at least 50% of the current membership or a membership poll with at least 50% of current members responding.

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16.2. In this event the Board will appoint a sub-committee of three Officers to ascertain the wishes of the membership regarding the disposal of any remaining Group assets and to carry out such instructions.

16.3 In the event of such disaggregation, no share of the Groups current assets would be transferable except at the discretion and unanimous vote of the existing Board.

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UK TLC User Group Board - Terms of Reference:

1. Chairperson

The Chairperson shall;

- Preside over and direct all meetings of the Group and Board.
- Resolve disputes regarding procedure and determine the course of action.
- In the event of a tied vote, to have the final and deciding vote.
- Act as the spokesperson for the Board in all dealings with The Local Channel and other organisations except where this duty is delegated to other Officers.
- Act as Secretary in the case of absence.
- Address the AGM with an overview of the Group's activities over the previous year and its future direction and development.

2. Secretary

The Secretary shall;

- Keep records of all proceedings of the Board and its affairs.
- Inform the Group's members of all matters which may concern them.
- Deal with all correspondence to and from the Board except where this duty is delegated to other Officers.
- Take action on the decisions of the Board.

3. Treasurer

The Treasurer shall;

- Be responsible for the management of the Group's funds and its bank account.
- Maintain accounting records of all revenues and disbursements.
- Ensure that accounts are audited at the end of the financial year and prior to the AGM.
- Prepare a summary statement of accounts for the AGM.
- Provide budgetary guidance in the planning of Group events and activities.
- Issue subscription and other invoices as appropriate.

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4. Membership Secretary

The Membership Secretary shall;

- Be responsible for maintaining records of member's details, associated organisations and subscriptions status.
- Monitor overall membership trends.
- Ensure compliance with current Data Protection legislation.

5. Events Co-ordinator

The Events Co-ordinator shall;

- Be responsible for the preparation of an outline events programme each year.
- To manage and co-ordinate all aspects of event delivery except where delegated to other Officers.
- Manage the events programme within the budgetary guidelines set by the Treasurer.
- Provide guidance and support to territorial Officers and local groups in the delivery of regional events and activities.
- Liase with The Local Channel and its business partners in the programming and delivery of events.

6. Publicity Officer

The Publicity Officer shall;

- Manage and maintain the Groups Web site and services.
- Be responsible for all publicity materials produced on behalf of the Group.
- Prepare and conduct surveys of membership opinions and priorities.
- Liase with The Local Channel and its business partners on matters concerning membership recruitment and event advertising etc.

7. Territorial & Functional Officers

Territorial & Functional Officers shall;

- Form the liaison focus for regional membership groups.
- Promote and monitor interest in the Group's activities countrywide.
- Assist and support the Events Co-ordinator in the planning and delivery of events.
- Assist with other Officer functions as directed by the Board.

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UK TLC User Group - Schedule of Fees

NOTE – The User Group Meeting on May 25th 2004 voted that there should be no subscription to join the User group for at least the first year.

These subscription rates are those proposed to the first User Group meeting.

1. Members based in the UK

1.1 Membership subscription: £25.00 per person

1.2 Non-member attendance at events:

- as a member's guest: £10.00 per person

- all other visitors: £50.00 per person (excluding invited presenters and contributors to events).