



# Constitution of OGAE UK

## 1 NAME

The official name of the club is the "Organisation Générale des Amateurs de l'Eurovision - United Kingdom" hereafter referred to as OGAE UK or the "Club".

The Club is a member of OGAE International.

The Club may adopt a secondary local name for use within the United Kingdom, subject to approval by the membership.

OGAE UK is a not for profit organisation administered by, and for the benefit of, its members. Any cash surpluses generated by the Club's activities will be retained and used for the benefit of members.

This constitution governs the workings of OGAE UK and will become valid once approved by the majority of members participating in a vote to be organised in accordance with the procedure set out in the "resolutions" section below.

Changes to this constitution must be approved by the membership by way of resolution.

OGAE UK's registered address is 51 Greenfields Avenue, Totton, Southampton SO40 3LU.

## 2. OBJECTIVES

**The objectives of OGAE UK are:**

- To promote interest in and awareness of the Eurovision Song Contest within the United Kingdom.
- To support UK based fans of the Eurovision Song Contest by providing a means of communication and interaction.
- To support worldwide fans of the UK's participation in the Eurovision Song Contest.
- In conjunction with OGAE International, to create a global network that enables cross-national communication.

## 3. POWERS

**In furtherance of the above objectives, the Management Committee of OGAE UK has the power to:**

- Raise funds by means of membership fees, the staging of events, the solicitation of contributions or any other means so as to finance the activities of the Club.
- Open and maintain bank accounts to manage such funds.
- Determine the structure and level of membership fees, along with any related entitlements.
- Publish and distribute a magazine to members, or sell the magazine to non-members, providing information, news and views relating to the Eurovision Song Contest and related events.
- Publicise and promote the work of the Club, organising and participating in meetings, events and competitions etc.
- Work with other groups or organisations with similar objectives, exchanging information, advice and knowledge, as well as providing support whether financial or by way of assistance.
- Contract or retain services of staff, volunteers or service providers (who shall not be members of the Management Committee) as are necessary to conduct activities to meet the objectives.
- Maintain a website to support the activities of the Club.
- Take any form of action that is lawful and necessary to achieve the objectives of the Club.

## 4. MEMBERSHIP

OGAE UK membership is open to anyone with an interest in the Eurovision Song Contest. Individuals resident outside the UK should have a personal connection to the UK or a specific interest in the UK's participation in the Contest.

The Committee, as referred to in Section 6, has the right to refuse membership to a new applicant without providing an explanation.

Membership is dependent on payment of the applicable membership fees as set by the Committee. The Committee shall determine the acceptable methods of payment.

Failure to pay membership fees when they fall due may lead to the immediate termination of membership, and the individual concerned would then need to make a new application for membership.

OGAE UK will comply with all applicable laws and regulations relating to the protection of personal data.

In the event that a member is deemed to have brought the Club into disrepute or to have infringed Club rules, they will be given an opportunity to explain their actions to the Committee within 14 days. Having received representations from the member in question, the Committee may, by simple majority vote, suspend their membership for a period of up to nine months. Suspended members shall not be entitled to receive any of the benefits of membership for the duration of their suspension.

The Committee shall not have the power to expel members. A suspended member may only be expelled by a vote of the membership. The Committee may submit an expulsion order request to the membership at any time. The Committee must outline the case for expulsion in writing, and must allow the member concerned the opportunity to provide a written defence. Members must be given at least 30 days notice of an expulsion vote. A simple majority of those members voting shall be sufficient to authorise the expulsion of a member.

Any member may resign their membership, at any point in the year, by providing written notification to the Secretary. No refunds are given to cancelled memberships.

## 5. OFFICERS

**OGAE UK shall have the following elected officers:**

- The President
- The Secretary & Treasurer
- The Vision Editor-in-Chief
- The Vision Editor
- The Ticket Coordinator

These officers are elected by the membership. The terms of office shall be three years, commencing on 15th June in the year of election. No one individual may serve more than three consecutive terms as President.

The President may choose to separate the roles of Secretary and Treasurer but both shall be elected positions.

In the event that any position becomes vacant, either by resignation or other circumstances, an election must be held within three months.

When elections are required, the Committee shall appoint a Club member to act as Election Coordinator, overseeing the election process. This member need not be a member of the Committee but should not be standing for election themselves, and should act in an impartial and fair capacity.

The Election Coordinator shall organise elections so that the successful candidates can assume their responsibilities on 15 June, or, in the case of elections to fill vacant positions, with immediate effect.

The Election Coordinator shall provide at least two months' notice of elections by posting a notice on the OGAE UK website ([www.uk.ogae.net](http://www.uk.ogae.net)) and by sending an email to members using the addresses recorded in the membership database. Posting on the website alone shall be considered adequate notice.

Similarly, the Election Coordinator shall invite nominations by posting on the OGAE UK website and by sending an email to members using the email addresses recorded in the membership database. The Election Coordinator shall allow one month for the nomination process. Again, posting on the website shall be considered adequate notice.

## **Successful nominees must:**

- Have been members of OGAE UK for at least two consecutive years prior to the expected start of the term of office.
- Have been endorsed/seconded by at least two other members of OGAE UK.
- Provide a brief (less than 500 words) summary of their manifesto.

In the event that only one individual is nominated for a particular post, they will be deemed to have been elected, subject to the full agreement of the Committee.

Where there is more than one nominee, the Election Coordinator shall post their manifestos on the OGAE UK website.

The Election Coordinator shall determine the exact method of casting votes, ensuring that the method is fair and accessible. Where possible, votes will be cast electronically over the internet, although provision will be made for votes to be cast by post.

The Election Coordinator will count and verify votes, advise candidates of the results, and post details on the OGAE UK website.

## **6. MANAGEMENT COMMITTEE & OFFICERS**

OGAE UK is administered by a Management Committee (hereafter referred to as the Committee) comprised of the elected officers as per clause 5.

All Committee members must have been members of OGAE for at least two years prior to taking up office.

In the event of gross misconduct, the Committee may suspend any committee member by a unanimous vote (other than the officer in question). In the event that the Committee votes to suspend an elected member, the individual concerned should either be reinstated or an election for that position called within two months of the suspension.

Officers of OGAE UK are unpaid and may not derive any income from their role in relation to the Club. They may however reclaim any expenses incurred specifically and exclusively in relation to the Club. The Treasurer shall establish procedures for the review and payment of such expenses.

## **7. MEETINGS**

### **(a) Management Committee**

The Committee shall meet at least three times each year to discuss actions and developments, and current issues or concerns and to monitor progress of initiatives. Committee members may participate in such meetings electronically, by telephone conference call, or in person.

At least three Committee members, including the President and Secretary & Treasurer must participate in order for a meeting to take place.

All Committee members will be given at least five days' notice of a meeting.

The President or his designated deputy shall chair the meetings.

Meeting discussions will be minuted and the minutes retained.

### **(b) Annual General Meeting**

The Club will hold an Annual General Meeting (AGM) at least once every calendar year and within eight months of the end of the financial year which runs from 1st April to 31st March.

Members will be given at least 30 days' notice of an AGM. Notice shall be given by posting the details and agenda on the Club's website.

All members may attend and vote at the AGM by a simple show of hands.

The President or his appointed deputy shall chair the AGM and shall have the deciding vote in the event of a tie.

Members unable to attend the AGM may appoint a proxy by sending a signed, written instruction to the Secretary at least ten days prior to the AGM. Such proxies will only be valid if they arrive at the Secretary's designated address at least ten days prior to the AGM.

## **The following reports shall be submitted to the AGM for approval:**

- President's Report – summarising Club activities during the year.
- Secretary's Report – summarising membership numbers and related information.
- Treasurer's Report – an annual financial report.

## **(c) Resolutions**

The Committee may submit specific resolutions to a vote by the whole membership either at an AGM or at some other time during the year. Such resolutions shall include amendments to this constitution, applications to terminate individual memberships or other matters where the Committee requires guidance from the membership.

Any member who can secure the written endorsement of ten per cent of current paid up members (by way of a petition or similar) may submit their own request for a resolution. The Secretary will review the request and if the required endorsements can be verified, will ensure that the requested resolution is put to the membership within six months of receipt of the petition.

Resolutions should be published in OGAE UK's magazine and on the Club website at least two months prior to any vote.

The Committee shall determine the exact method for voting on resolutions, ensuring a fair and open process. Votes will generally be cast electronically over the internet although arrangements will be made to accept votes by post.

Results will be posted on the website and published in the Club's magazine.

## **8. FINANCES**

Any money acquired by OGAE UK, including donations, subscriptions and other contributions, shall be paid into a bank account operated by the Management Committee in the name of OGAE UK. All funds must be applied to the objects of the Club and for no other purpose.

Bank accounts shall be opened in the name of OGAE UK. Any deeds, cheques etc. relating to the Club's bank accounts shall be signed by at least two Committee members, except in relation to PayPal where the Treasurer will be authorised to operate the account alone but subject to the requirement to use funds solely in connection with the objectives of OGAE UK.

Any income/expenditure shall be the responsibility of the Treasurer who will be accountable to ensure that funds are utilised effectively and efficiently. Official accounts shall be maintained and the Committee may decide that they should be reviewed by an independent accountant who is not a member of the Club.

An annual financial report shall be presented to the AGM and distributed to all members (through the magazine).

The Club's financial year shall run from 1st April to 31st March.

The Club may not borrow money or incur debts.

## **9. AMENDMENT OF THE CONSTITUTION**

Proposed amendments to this constitution or a request to dissolve the Club must be conveyed to the Secretary formally in writing. The Secretary and Committee will then arrange for the relevant request to be submitted to the membership in accordance with the procedures outlined in section 7 above.

This constitution may be amended by a simple majority vote of members participating in the relevant vote.

## **10. DISSOLUTION**

OGAE UK may be dissolved if deemed necessary by the members. A dissolution request should be put to the members in accordance with the procedures set out in section 7 above.

Any assets remaining at dissolution, after all outstanding payments have been paid, shall be transferred to OGAE International or to a recognised charity at the discretion of the Management Committee.