

THE HAMSTER SOCIETY CONSTITUTION 1/11/94

1 TITLE

The title of the organisation shall be THE HAMSTER SOCIETY (HAMSOC). The Hamster Society shall run a Junior Section entitled The Junior Hamster Club (JHC).

2 OBJECTS

The objects of the society will be:

- 2.1 To encourage the keeping, breeding and exhibiting of hamsters, to a standard, or standards defined by the British Hamster Association (BHA).
- 2.2 To educate the public on all aspects of hamster care and welfare.
- 2.3 To organise activities for the Hamster Fancy in Scotland, the Northern and Midland counties of England and Wales.
- 2.4 To positively encourage the setting up of localised groups/circles to co-ordinate activities in their area
To assist in the achievement of these objectives, the Society shall affiliate to the British Hamster Association.

3 MEMBERSHIP/SUBSCRIPTIONS

There will be four types of membership:

3.1 FULL membership

There shall be an annual subscription payable. The payment of the annual subscription entitles the subscriber to a copy of each of the following:

- i) The Constitution of the Hamster Society
- ii) The British Hamster Association Articles of Association
- iii) The British Hamster Association Show Rules and Exhibition Standards booklet
- iv) The quarterly BHA magazine
- v) 8 monthly newsletters/journals
- vi) Details of shows and displays held by the Society

Full adult members are entitled to vote in Society ballots and meetings.

3.2 INTERMEDIATE membership

There shall be an annual subscription payable. The payment of the annual subscription entitles the subscriber to a copy of each of the following:

- i) 8 monthly newsletters/journals
- ii) Details of shows and displays held by the Society

Intermediate members are *not* entitled to vote in Society ballots and meetings.

3.3 ASSOCIATE membership

There shall be an annual subscription payable. The payment of the annual subscription entitles the subscriber to details of all shows and displays held by the Society. Associate members are not entitled to vote in Society ballots and meetings.

3.4 JUNIOR HAMSTER CLUB Membership

There shall be an annual subscription payable. The payment of the annual subscription entitles the subscriber to a copy of the following:

- i) A starter / renewal pack
- ii) Bimonthly newsletters including details of shows
- iii) 6 information leaflets

Junior members are not entitled to vote in Society ballots and meetings

3.5 The level of the annual subscription shall be recommended by the Society's Treasurer and approved at the annual general meeting. It shall be sufficient to cover the projected annual cost of membership.

3.6 One membership subscription can be used to cover an individual, a partnership or a family. One copy of the relevant publications only will be provided. If additional copies are required, an additional charge will be made.

3.7 The maximum number of votes per full membership is 2.

4. MANAGEMENT

4.1 **OFFICERS** - The Officers of the Hamster Society shall be:

Chairperson, Committee Secretary, Membership Secretary (HAMSOC), Membership Secretary (JHC), Treasurer, Show Manager, Information/Publicity Officer, Editor (HAMSOC), Editor (JHC).

The Committee Secretary shall be one of the representatives on the BHA. Other representatives if required, shall be elected by and from the Hamster Society Committee.

The Chairperson shall not have a vote except where a casting vote is required. This includes the case where a full membership ballot has been held.

4.2 **COMMITTEE** - The above Officers, together with 4 ordinary committee members, of which one will ideally be a junior member, constitute the Hamster Society Committee.

4.3 Officer and Committee posts can only be filled by FULL members of the Hamster Society.

4.4 **DECISION** - the committee shall be empowered to make all decisions regarding the day-to-day running of the Society. Decisions can be made at a meeting or by a postal ballot. However, a minimum of 60% of the full committee must vote for a proposal for the motion to be carried.

4.5 Where a ballot of the full adult membership of the Society is required, this shall be organised by the Committee Secretary. Ballots shall be restricted to BHA official ballots, votes for the Hamster Society officials and votes on the restriction of membership. All ballots will be issued at the same time as the posting of the Society's monthly journal, and shall give at least 28 days for return of votes, excepting where a deadline external to the Society must be met.

4.6 The Hamster Society reserves the right, with valid reason, to exclude individuals from participating in the business and / or activities of the Society. Where a majority of the Committee or 25 adult members (individually signed) have requested restriction of membership for any member, then that member will be notified of the proposed restriction and given 14 days to appeal in writing to the Hamster Society Committee Secretary. If an appeal is made, then a ballot of the full adult membership of the Society must be held. The appellant must supply sufficient copies of their case to the Committee Secretary to be forwarded to the adult membership along with the reason for the proposed restriction at the time of the ballot.

5. COMMITTEE SECRETARY

The Committee Secretary shall:

- 5.1 Keep a record of all Society meetings.
- 5.2 Inform other officers of the Society of matters affecting general business.
- 5.3 Ensure that all Hamster Society members are given 35 days notice from date of posting of any General Meeting and call for any items for the agenda for that meeting and, in the case of the AGM, nominations for office. Agendas are to be sent out to all Hamster Society members at least 7 days before any General Meeting. Minutes shall be provided to all members within 45 days of any general meeting including the AGM.
- 5.4 All decisions made by the Committee shall be notified to the membership within 45 days.

6. THE MEMBERSHIP SECRETARY (HAMSOC)

The Membership Secretary shall:

- 6.1 Receive and receipt all subscriptions.
- 6.2 Supply all full members of the Society, upon joining, with copies of the Hamster Society Constitution, BHA Articles of Association, Show Rules and Exhibition Standards and on a monthly basis the relevant newsletter / journal / magazine / show schedule(s) together with ballot papers as appropriate.
- 6.3 Deal with enquiries from members.

7. MEMBERSHIP SECRETARY - JUNIOR HAMSTER CLUB

The Membership Secretary shall:

- 7.1 Receive and receipt all subscriptions.
- 7.2 Supply all Junior Hamster Club Members with a starter pack upon joining and, on a bimonthly basis, copies of the Junior Hamster Club newsletter and other information as appropriate.
- 7.3 Deal with enquiries from members.

8 TREASURER

The Treasurer shall:

- 8.1 Have charge of all monies belonging to the Society which shall be deposited within a bank or building society. The bank or building society chosen shall be one in which account charges may be kept to an absolute minimum. A small petty cash float will be retained by the Membership Secretary for his / her duties.
- 8.2 Produce Annual Audited Accounts for the AGM.
- 8.3 Give brief Financial Statements for any General Meeting.
- 8.4 If a Treasurer resigns, be this at the end of, or during the period of office, an Audited Financial Statement must be provided within the subsequent 28 days.
- 8.5 All cheques to be countersigned by one other Officer, who shall not be related to, or reside in the same household as the Treasurer.

9 SHOW / TROPHY MANAGER

The Show / Trophy Manager shall:

- 9.1 Be responsible for the arranging of Show Venues and displays, together with Show Secretaries, Judges, Book Stewards, Pen Stewards and other officials for these shows.
- 9.2 Furnish Show Secretaries with the necessary stationery for the show.
- 9.3 Maintain a stock of show stationery, and arrange for reprinting as required. These should be obtained at a reasonable price and quality.
- 9.4 Arrange trophies and rosettes for all Society Shows as appropriate, be responsible for keeping a record of all persons who win trophies and ensure that they are returned on or before the day on which they are going to be used again.
- 9.5 Maintain a register of qualified and trainee judges, together with a training procedure approved by the Committee and positively encourage the training of new judges.

10 INFORMATION / PUBLICITY MANAGER

The Information / Publicity Officer shall:

- 10.1 Arrange publicity for all the activities of the Society.
- 10.2 Ensure that information leaflets are available at all Society events.
- 10.3 Actively promote the existence of the Society and encourage the holding of events throughout the region.

11 EDITOR - HAMSOC

The Hamsoc Editor shall:

- 11.1 Collect, collate and organise articles and material for the Hamsoc magazine.
- 11.2 Ensure the typing / word processing of the above so that the magazine meets the publication deadlines.
- 11.3 Ensure the appropriate number of copies of the magazine are forwarded to the Membership Secretary (ies) for distribution in accordance with the issue deadlines.

12 EDITOR - JUNIOR HAMSTER CLUB

The JHC editor shall:

- 12.1 Collect, collate and organise articles for the Junior Hamster Club Newsletter.
- 12.2 Ensure the typing / word processing of the above such that the magazine fulfils the Junior Hamster Club publication deadlines.
- 12.3. Ensure that the appropriate number of copies of the magazine are forwarded to the Membership Secretary (ies) for distribution in accordance with the issue deadlines.

13 GENERAL MEETINGS

- 13.1 These shall be called through the Committee Secretary, by the Committee Secretary, or by written request to the Committee Secretary from not less than 8 adult members of the Hamster Society. Notice of such a meeting will be published by the Committee Secretary with at least 35 days notice between its despatch and the date of the meeting.

14 ANNUAL GENERAL MEETING

- 14.1 The AGM shall be held during the month of October. The Officers will give written reports of the year's activities and the Treasurer shall submit Audited Accounts.

15 ELECTIONS

- 15.1 Nominations for Officers, Committee Members & BHA representative(s) shall be received by the Committee Secretary on, or before 31st July. All such nominations must be accompanied by a note from the nominee that he / she is willing to accept office if elected.
- 15.2 All Officers, Committee Members and representative (s) will be elected by a simple majority vote of adult full Hamster Society Members.
- 15.3 The Committee Secretary shall organise a postal ballot of adult full Hamster Society Members to be sent out during August. Ballot papers must be returned by 30th September and the AGM notified of the result.
- 15.4 Officers and Committee Members shall take up office on 1st November.

15.5 In the event of a resignation during the term of office, the Committee has the right to co-opt to the vacant position.

16 EXHIBITION SHOWS

16.1 All shows will be run according to BHA rules.

16.2 Hamsters shall be exhibited in standard show pens. Longhaired hamsters shall be shown on wood-based cat litter, shorthaired varieties on wood shavings or sawdust. All floor coverings shall be as white as possible.

16.3 Society members can sell surplus stock at Society shows, subject to there being sufficient space for exhibition activities. A minimum levy of 10% of sales must be paid to the Hamster Society, however certain shows may be subject to a greater percentage levy if determined by the AGM.

16.4 The official Show Secretary has the right to refuse entries to the show or space for sales and is in charge of all activities on the day.

17 APPEALS AGAINST AN OFFICER DECISION

17.1 Appeals should be made in writing, signed by the appellant and forwarded to the Committee Secretary with sufficient copies for circulation to all members of the Hamster Society Committee. The copies of the appeal should be circulated by the Committee Secretary to all members of the Committee within 14 days of receipt, together with ballot papers with a 21 day return date, asking whether the appeal should be upheld. The decision of the Committee shall be final.

18 APPEALS AGAINST A COMMITTEE DECISION

18.1 Appeals should be made in writing to the Committee Secretary within 60 days of the date of the decision being published, and should be signed by 25 full adult members of the Society. If appeals are made in the correct manner, then the decision shall be reversed and the Society returned to its former state.

19 DISSOLUTION

19.1 In the event of the number of subscribers falling below 20 members, the assets of the Society shall be divided and refunded to those remaining members in direct relation to the number of whole months their subscriptions have to run. The maximum sum payable is the full membership subscription, and all the Society's debts and Officers' expenses must be cleared before the refund to members is made. Any remaining assets shall be donated to the RSPCA.