

# CONSTITUTION

Adopted on 24th March 2001

**A. Name of Association:** NUCLEAR INFORMATION SERVICE.

## **B. Administration**

The Company and its property shall be administered and managed by the members of the Executive Committee constituted by Clause G of this constitution.

## **C. Objects**

The Company's objects are to advance education, to promote public awareness and foster informed debate on defence and disarmament issues for the public benefit, in particular knowledge of the safety of nuclear transport, the environmental impact of nuclear emissions and the verification of disarmament measures.

## **D. Powers**

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

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

(ii) power to buy, take on lease or in exchange any property necessary for the achievement of 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 the Company;

(iv) power to employ such staff (who may be a member of the Executive Committee) as necessary for the proper pursuit of the objects;

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

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

(vii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

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

## **E. Membership**

(1) Membership of the Company shall be open to:

(i) individuals (over the age of 18 years) who are interested in furthering the work of the Company and who have paid any annual subscription laid down from time to time by the Executive Committee, and

(ii) any body corporate or unincorporated association which is interested in furthering the Company's work and has paid any annual subscription (any such body being called in this constitution a "member organisation").

(2) Every member shall have one vote.

(3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Company; and may appoint an alternative to replace its appointed representative at any meeting of the Company if the appointed representative is unable to attend.

(4) Each member organisation shall notify the name of the representative appointed by it and of any alternative to the secretary. If the representative or alternative resigns from or otherwise leaves the member organisation, she or he shall forthwith cease to be the representative of the member organisation.

(5) The Executive Committee may unanimously and for good reason terminate the membership of any individual or 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 Executive Committee, accompanied by a friend, before a final decision is made.

## **F. Honorary Officers**

At the annual general meeting of the Company the members shall elect from amongst themselves a chairperson, a secretary and a treasurer, who shall hold office from the conclusion of that meeting.

## **G. Executive Committee**

(1) The Executive Committee shall consist of not less than three members nor more than 10 members being:

(a) the honorary officers specified in the preceding clause;

(b) not less than one and not more than seven members elected at the annual general meeting who shall hold office from the conclusion of that meeting;

(2) The Executive Committee may in addition appoint not more than two co-opted members but so that no-one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive Committee would be co-opted members. Each appointment of a co-opted member shall be made at a special meeting of the Executive Committee called under clause J(1) and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant.

(3) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

(4) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

(5) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

(6) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing in the minute book of the Executive Committee a declaration of acceptance and of willingness to act in the trusts of the Company.

#### **H. Determination of Members of the Executive Committee**

A member of the Executive Committee shall cease to hold office if she or he:

(1) becomes incapable by reason of mental disorder, illness or injury of managing and administering her or his own affairs;

(2) is absent without permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that her or his office be vacated; or

(3) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

#### **I. Executive Committee Members not to be personally interested**

(1) No member of the Executive Committee shall acquire any interest in property belonging to the Company (otherwise than as a trustee for the Company) or receive remuneration or be interested (otherwise than as a member of the Executive Committee) in any contract entered into by the Executive Committee

## **J. Meetings and proceedings of the Executive Committee**

(1) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the Chairperson or by any two members of the Executive Committee upon not less than 4 days notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 10 days' notice must be given.

(2) The chairperson shall act as chair at meetings of the Executive Committee. If the chairperson is absent at any meeting, the members of the Executive Committee present shall choose one of their number to be chair of the meeting before any other business is transacted.

(3) There shall be a quorum when at least one third of the number of members of the Executive Committee for the time being or three members of the Executive Committee, whichever is the greater, are present at a meeting.

(4) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chair of the meeting shall have a second or casting vote.

(5) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.

(6) The Executive Committee may from time to time make and alter the rules for the conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

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

## **K. Receipts and expenditure**

(1) The funds of the Company, including all donations, contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Company at such bank as the Executive Committee shall from time to time decide, all cheques drawn on the account must be signed by the appointed member of the Executive Committee.

(2) The funds belonging to the Company shall be applied only in furthering the objects

### **L. Property**

(1) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause title to:

- (a) all land held by or in trust for the Company
- (b) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustees or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

(2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Company, the Executive Committee may permit any investments held by or in trust for the Company to be held in the name of a clearing bank or trust corporation as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

### **M. Accounts**

The Executive Committee shall comply with their obligations:

- (1) the keeping of accounting records for the Company;
- (2) the preparation of annual statements of accounts for the Company
- (3) the auditing or independent examination of the statements of account of the Company; and
- (4) the transmission of the statements of account of the Company to the Commissioners.

### **N. Annual Report**

The Executive Committee shall comply with their obligations with regard to the preparation of an annual report and its transmission to the Commissioners.

### **O. Annual Return**

The Executive Committee shall comply with their obligations with regard to the preparation of an

annual return and its transmission to the Commissioners.

## **P. Annual General Meeting**

- (1) There shall be an annual general meeting of the Company, which shall be held in the month of March in each year or as soon as practicable thereafter.
- (2) Every annual meeting shall be called by the Executive Committee. The secretary shall give a least 21 days' notice of the annual general meeting to all the members of the Company. All the members of the Company shall be entitled to attend and vote at the meeting.
- (3) Before any other business is transacted at the first annual general meeting the persons present shall appoint a chair of the meeting. The chair shall be the chair of subsequent annual general meetings, but if she or he is not present, before any other business is transacted, the persons present shall appoint a chair of the meeting.
- (4) The Executive Committee shall present to each annual general meeting the report and accounts of the Company for the proceeding year.
- (5) Nominations for election to the Executive Committee must be made by members of the Company in writing and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be ballot.

## **Q. Special General Meetings**

The Executive Committee may call a special general meeting of the Company at any time. If at least ten members request such a meeting in writing stating the business to be considered, the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

## **R. Procedure at General Meetings**

- (1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Company.
- (2) There shall be a quorum when at least one tenth of the number of members of the Company for the time being or ten members of the Company, whichever is the greater, are present at any general meeting.

## **S. Notices**

Any notice required to be served on any member of the Company shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at her or his last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

## **T. Alterations to the Constitution**

(1) Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms or the alteration proposed.

(2) No amendment may be made to clause A, clause B, clause C, clause I(1), clause U or this clause without the prior consent in writing of the Commissioners.

(3) The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

## **U. Dissolution**

If the Executive Committee decides that it is necessary or advisable to dissolve the Company it shall call a meeting of all members of the Company, of which not less than 21 days' notice (stating the 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 Executive Committee shall have power to realise any assets held by or on behalf of the Company. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such charitable institutions or institutions having objects similar to the objects of the Company as the members of the Company may determine or failing that shall be applied to some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Company must be sent to the Commissioners.

## **V. Arrangements until the first Annual General Meeting**

Until the first annual general meeting takes place, this constitution shall take effect as if reference in it to the Executive Committee were references to the persons whose signatures appear at the bottom of this document.