



# HMS Andromeda Association – Constitution

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This document sets out the structure, aims, and rules by which the Association operates, ensuring clarity, fairness, and continuity for all members.

## 1. Title

The title of the Association shall be the HMS Andromeda Association.

## 2. Aims and objectives

The aims and objectives of the Association are to:

- Bring together in mutual friendship those who served on HMS Andromeda.
- Assist each other as necessary.
- Keep members in contact through the HMS Andromeda Association Website and Facebook Group.

## 3. Membership

Membership is open to:

- Full members: Any person who served on HMS Andromeda and who upholds the name of the Association with honour.
- Associate members: Close relative (son, daughter, etc.) of any person who served in HMS Andromeda. Any person who served in the Royal Navy or Royal Marines and supports the aims of the Association. Associate membership is at the discretion of the Committee and full members. Associate members may not hold committee office or vote on Association matters.

## 4. Finance and subscription

- The financial year runs from 1 January to 31 December.
- Annual subscription rates are determined at the AGM each year.
- Subscriptions are due on 1 January each year. Members are encouraged to pay by BACS or Standing Order, although payment may also be made at the annual reunion.

- New members joining in October, November, or December will have their subscription waived until the following January.
- Members who have not renewed by 31st March will be deemed lapsed and will no longer receive communications or access to the Association's Facebook page.

## 5. Committee structure

The Association is managed by the following officers and committee members:

- **President:** Honorary position elected at the AGM. Represents the Association with honour and promotes its aims.
- **Chairman:** Elected by members and the Committee. Acts as senior committee member and holds a casting vote in case of a tie.
- **Secretary:** Manages correspondence, convenes meetings, issues notices and agendas, maintains records, and tracks subscriptions.
- **Treasurer:** Manages finances, collects subscriptions, and presents annual accounts. Payments over £200 require a committee approval.

## 6. Meetings

An Annual General Meeting (AGM) will be held every 12 months at a venue and date agreed at a previous AGM.

The AGM will include:

- Presentation and approval of the Treasurer's financial report.
- Reports from other committee members.
- Election of Chairman, Secretary, and Treasurer.
- AOB.
  - Only members present at the AGM may vote, with one vote per motion.
  - The secretary will draft the AGM agenda and produce minutes.

The committee may call additional meetings, either face to face or online.

## 7. Member data and privacy

- Members' contact details are held only by the Chairman, Secretary, and Treasurer.
- Personal information will not be shared without prior consent.
- If a committee member resigns, they must destroy any Association membership data.
- All member data must be securely stored and not shared with third parties.

## **Annex A – Committee roles**

- President: Hugo Stacey
- Chairman: Ian (Spoons) Spooner
- Secretary: Alan Eddie
- Treasurer: Mike (Taff) Croot