



Hampshire Health Safety and Environmental Group

HAMPSHIRE HEALTH, SAFETY & ENVIRONMENTAL GROUP

MEMBER of SAFETY GROUPS UK

CONSTITUTION

1 NAME

- 1.1 The Group shall be known as the Hampshire Health, Safety and Environmental Group and shall hereafter be referred to as 'the Group'.

2 STRAP LINE, MISSION STATEMENT, PRINCIPLES AND LOGO

Strap Line

- 2.1 The group's Strap Line shall be:

"Hampshire and surrounding area's focus on health, safety and environment"

Mission Statement

- 2.2 The group's Mission Statement shall be:

"To be recognised as the focal point for high quality, low cost mutual assistance, education and training in health, safety and environmental protection for local businesses".

Principles

- 2.3 All Group business will be conducted in a non-political, non-discriminatory manner.

Logo

2.4 The group's logo shall be:



2.5 The logo is the copyright of the Group. Members are not permitted to use the logo in any way without the written permission of the Executive Committee and in accordance with any conditions attached to such permission.

3 OBJECTIVES

3.1 The group is a non-profit making organisation which uses its income to support its objectives.

3.2 The objectives of the Group shall be:-

- 3.2.1 To develop, maintain and promote to best practice the management of occupational health, safety and the environment by assisting members within the Group with health, safety and environmental matters.
- 3.2.2 To study and discuss methods of improving and/or maintaining the standards of the management of occupational health, safety and environmental issues.
- 3.2.3 To foster and develop the spirit of co-operation between employer and employee in relation to managing occupational health, safety and environmental issues.
- 3.2.4 To promote methods and activities designed to encourage the continuance of training of members of the Group in respect of occupational health, safety and environmental involvements.
- 3.2.5 To pool and disseminate knowledge, information and experiences from members of the Group and other interested organisations.
- 3.2.6 To support and promote the activities of charitable organisations with similar objectives.

4 MEMBERSHIP

4.1 Membership of the Group shall be open to:

4.1.1 Organisations

4.1.2 Individuals.

4.2 The Group may also have Life Members and Honorary Members.

4.3 Members should be based in Hampshire or the surrounding area.

Organisation membership

4.4 Organisation Membership is open to any organisation such as:

4.4.1 Incorporated bodies;

4.4.2 Partnerships;

4.4.3 Sole traders ;

4.4.4 Charities;

4.4.5 Educational establishments;

4.4.6 Individual offices of government departments and agencies;

4.4.7 Local Authorities;

4.4.8 Emergency Services;

4.4.9 Military establishments.

4.5 Each Organisation Member shall, from time to time, nominate a "Lead Representative", for the following purposes:

4.5.1 The Lead Representative will be the liaison between the Group and the Organisation Member.

4.5.2 The Lead Representative may take such part in the activities of the Group as may an Individual Member.

4.5.3 Any notice or other communication from the Group to an Organisation Member's Lead Representative at his or her last known contact details will be deemed to have been given to the Organisation Member.

4.5.4 Any act or omission by a Lead Representative will be deemed to be that of the relevant Organisation Member.

- 4.6 An Organisation Member shall pay a single annual subscription, which, in addition to the normal benefits of membership to a member, shall give the following additional benefits:
- 4.6.1 Any number of an Organisation Member's employees (including the Lead Representative) shall be entitled to attend the Group's General Meetings;
 - 4.6.2 Any number of an Organisation Member's employees (including the lead representative) shall be entitled to attend Group events at the same rate as is applicable to members.
 - 4.6.3 Any employee of an Organisation Member, including the Lead Representative, shall be entitled to be elected or co-opted to be an Officer of the Group and each such employee shall have a single vote at meetings of the Executive Committee.
- 4.7 An Organisation Member shall have a single vote at general meetings and shall act only through its Lead Representative in:
- 4.7.1 Casting its vote; and
 - 4.7.2 Requesting an Extra-Ordinary General Meeting.

Individual membership

- 4.8 Individual Membership is available to any natural person.
- 4.9 Any Lead Representative of an Organisation Member who leaves the Organisation Member's employment shall become a Temporary Member without being liable for an Individual Member's subscription:
- 4.9.1 Until the Organisation Member's subscription becomes due under paragraph 4.18; or
 - 4.9.2 Such later date as shall be resolved by the Executive Committee.
- 4.10 Temporary Individual Members shall have the same rights under this Constitution as Individual Members

Life membership

- 4.11 In recognition of valued contributions to the Group over a period of years, any Individual Member or any current or former Lead Representative of any Organisation Member, or any current or former member of the Executive Committee may be proposed for Life Membership.
- 4.12 The proposal will be considered by the Executive Committee and if approved will be put to a vote of members at a Group General Meeting.

- 4.13 The maximum number of Life Members shall be twelve.
- 4.14 A Life Member may take such part in the activities of the Group as may an Individual Member, including being an Officer of the Group.

Honorary Membership

- 4.15 In recognition of outstanding contributions to health and safety or the environment in the course of their work or to the Group, non-members may be proposed for Honorary Life Membership.
- 4.16 The proposal will be considered by the Executive Committee and if approved will be put to a vote of members at a Group General Meeting.

Subscriptions

- 4.17 Payment of an annual subscription will be required from Organisation Members and Individual Members but not from Temporary Individual Members, Life Members or Honorary Members.
- 4.18 The annual subscription shall become due as follows:
- 4.18.1 For an Organisation Member or an Individual Member whose first year of membership commenced before 1st June 2017, annually on 31st January;
 - 4.18.2 For an Organisation Member or an Individual Member whose first year of membership commences on or after 1st June 2017, the first year's subscription is due when requested by the Group and in subsequent years annually on the anniversary of its or their membership becoming Active on the Membership Database.
 - 4.18.3 For a Temporary Individual Member who wishes to become an Individual Member, the first year's subscription is due on the day following the end of their Temporary Membership and in subsequent years annually on the anniversary of their membership becoming Active on the Membership Database.
- 4.19 The annual subscription from time to time shall be a sum recommended by the Executive Committee and approved by the Group at an Annual General Meeting or at an Extra-Ordinary General Meeting.
- 4.20 The rate of subscription recommended by the Executive Committee for Organisation Members may be different from the rate recommended for Individual Members.
- 4.21 The Executive Committee may recommend different rates for different classes of Individual Members according to their personal circumstances (e.g. waged, unwaged, retired etc.)

- 4.22 Subscriptions shall be payable as per Paragraph 4.18 above.
- 4.23 Members in arrears with their subscription will be reminded on a periodic basis by the Membership Secretary. However, if Members fail to pay their subscription to the Group after 18 months since their last subscription lapsed, they will be informed of their exclusion from the Group and their details removed from the Membership Database.

Privacy

- 4.24 Information held by the Group electronically or otherwise is subject to the Group's Privacy Policy from time to time in force as approved by the Executive Committee.
- 4.25 A membership list will be displayed in the "Members Only" area of the Group Web Site, subject to member's agreement.
- 4.26 Members passing the list to third parties, using the information for commercial gain or as recipients for advertising will be subject to censure or exclusion from the Group; subject to an Executive Committee decision. An appeal may be made to the Group President.

5 MANAGEMENT

- 5.1 The management of the Group shall be entrusted to Group Officers and an Executive Committee elected by members at the Annual General Meeting.
- 5.2 The Group shall be self-supporting and shall maintain close contact with Safety Groups UK.

6 OFFICERS

- 6.1 The Group Officers (with the exception of the Honorary Secretary) shall be elected at the Annual General Meeting and will comprise:

1	President	5	Honorary Secretary
2	Vice President	6	Honorary Treasurer
3	Chairman	7	Membership Secretary
4	Vice Chairman	8	8 Executive Committee members

- 6.2 Nominations for these positions are to be made and seconded in writing. Nominations are to be received no later than the General Meeting prior to the Annual General Meeting,
- 6.2.1 The President shall normally be elected for office for a period of two consecutive years and then yearly in agreement with the President and Executive Committee. The retiring President shall hold the office of Immediate Past President during their successor's term of office.

- 6.2.2 The President will lend support to the Group by taking on a high-profile figurehead role whilst providing constructive challenge, strategic guidance, and specialist advice. They will also hold the Chair to account so that the Mission and Objectives of the Group are met and the Executive Committee is effectively managed.
- 6.2.3 The President will actively seek partnerships and collaborations with other organisations, agencies, or businesses, aiming to enhance the organisation's capacity and widen its reach. They may establish strategic alliances, joint initiatives, or collaborative projects to promote health safety and environmental objectives within the community.
- 6.2.4 The President will take an ambassadorial and leadership role at the HHSEG Conference.
- 6.3 The Chairman shall not be eligible for office for more than four consecutive years.
- 6.4 The Honorary Secretary shall normally be appointed by the Executive Committee for a period of four years and then annually thereafter.
- 7 EXECUTIVE COMMITTEE**
- 7.1 The Executive Committee shall consist of:
 - 7.1.1 The Officers of the Group as stated in paragraph 6.1 and
 - 7.1.2 Any Group Members co-opted temporarily to the Executive Committee for a specific purpose.
- 7.2 The total membership of the Executive Committee, whether elected, appointed or co-opted, shall not exceed 18.
- 7.3 Officers (with the exception of the Secretary) shall be elected annually, subject, in the case of the President) to paragraph 6.2.1.
- 7.4 The Executive Committee shall be responsible for the management of the Group, the appointment of an independent auditor the organisation and arranging of meetings, speakers, visits and any other such duties as a General Meeting or AGM may decide.
- 7.5 The Executive Committee may create such sub-committees as are deemed necessary to undertake particular tasks e.g. Public Relations.

8 MEETINGS

Voting

- 8.1 Each Organisation Member, Individual Member, Temporary Individual Member and Life Member shall be entitled to vote at General Meetings and shall have one vote.

Group General Meetings

- 8.2 Group General Meetings will normally take place on the 4th Wednesday of each month with the following exceptions: August, December and the month in which the Group's biennial Conference is programmed.

Executive Committee and Sub-Committee Meetings

- 8.3 The Executive Committee will determine when, where and how often it will meet, but shall meet on a minimum of four occasions during the year.
- 8.4 Sub-Committees will meet as and when necessary.

Annual General Meeting

- 8.5 The Annual General Meeting shall take place in February of each year, normally before the February Group meeting.
- 8.6 The business of the AGM will include:
- 8.6.1 Receiving reports from:
 - (a) The Membership Secretary.
 - (b) The Treasurer;
 - (c) The Executive Committee Member responsible for the Website
 - (d) The Chairman;
 - 8.6.2 Hearing an address from the President;
 - 8.6.3 Electing for the following year those Officers and Executive Committee Members who fall to be elected.

Extra-Ordinary General Meeting

- 8.7 An Extra-Ordinary General Meeting shall be called by the Honorary Secretary on receipt of a request signed by 10% of the total of members entitled to vote at a General Meeting under paragraph 8.1, and accompanied by a motion or at the Chairman's request.

- 8.8 Fourteen days notice must be given to all members for the Extra-Ordinary General Meeting to take place.

Quorum

- 8.9 A quorum at any General Meeting shall be not less than 10% of the total of members entitled to vote at a General Meeting under paragraph 8.1.
- 8.10 At a meeting of the Executive Committee a quorum shall be not less than three members of the Executive Committee.

9 FINANCIAL YEAR

- 9.1 The financial year of the Group shall end on the 31st December each year.

10 DISSOLUTION

- 10.1 If the Executive Committee decides it is necessary or advisable to dissolve the Group e.g. falling membership lack of meeting attendance etc the Executive will call an Extra-Ordinary General Meeting (as 8.8) stating the terms of the resolution to be proposed.
- 10.2 If the proposal is accepted the Executive Committee shall have the power to realise any asset held by the Group.
- 10.3 Any asset remaining after completing financial obligations, debts and liabilities shall be donated as para 3.2.6 or failing that shall be donated in the support of occupational health, safety or the environment as deemed suitable.

11 CONSTITUTIONAL CHANGES

- 11.1 This Constitution cannot be altered or varied other than at the Annual General Meeting or an Extra-Ordinary General Meeting.

Signed on behalf of the Group

Chairperson:

 Dated 26/2/25

Vice Chairperson:

 Dated 26/2/25