

CONSTITUTION OF THE **SOUTH EASTERN DISCOTHEQUE ASSOCIATION**

(As Amended – March 2004)

1. The Association shall be called ‘**The South Eastern Discotheque Association**’ and shall use that title in full or the initials ‘**SEDA**’.
2. The objects and aims of the Association shall be to promote the arts and profession of Disc Jockeys and discotheques, whether mobile or otherwise.
3. Membership of the Association shall be limited to Disc Jockeys, mobile discotheque operators, promoters of discotheques and others whose membership would, in the opinion of the Committee, be beneficial to the promotion of the general aims of the Association.
4. All applications for membership shall be submitted to the Committee, as hereinafter described, and election to membership shall be at the sole discretion of the Committee. There shall be four categories of membership: Junior, Associate, Full and Veteran. Applicants for Associate Membership need only satisfy the Committee that their membership will be beneficial to the aims of the Association. Veteran Membership shall be granted, at the Committee’s discretion, to qualifying Full Members who are retiring from active DJ work. Veteran Members shall have been Full Members of the Association in good standing for a minimum of five years before transferring to Veteran Membership. Applicants for Full Membership will be active and practising DJs, in whatever field. A Junior Member shall be anyone under the age of eighteen who wishes to practise as a DJ outside the criteria of Associate Member. A Junior Member must be escorted at meetings by a competent adult who has the approval of the Committee. On attaining the age of eighteen a Junior Member shall be required to take up Full membership. This transfer shall normally be a formality as most of the Full membership criteria will have been met under Junior membership. An Associate or Veteran Member who becomes an active DJ must inform the Committee of the fact, and seek a transfer to Full Member status. Transfer of a Veteran Member back to Full Member status shall normally be a formality. Applicants for Full Membership or Junior Membership working as DJs will be required to satisfy the Committee that, so far as such conditions may apply to them:
 - 4.1 All audio and visual equipment used is reliable, safe and of good quality.
 - 4.2 A fire extinguisher is carried that conforms to current standards as suitable for electrical fires, together with a mains tester.
 - 4.3 Presentation is both professional and of such a standard as would bring repute to Disc Jockeys in general.
 - 4.4 An adequate collection of recorded music is carried.
 - 4.5 Safe and reliable transport is used.
 - 4.6 If he/she operates a disco he/she carries suitable Public Liability Insurance (PLI) and can produce proof of this to the Committee.
 - 4.7 The declaration accepting the SEDA constitution and Code of Practice has been signed.
 - 4.8 Anyone whose application is sponsored by two Full or Veteran Members is, notwithstanding, subject to acceptance by the Committee and to 28 days probation thereafter.
 - 4.9 Any applicant not sponsored must serve six months probation from the time of the first Committee meeting following receipt of the application.

- 4.10 All applications are to be published in SEDAmail to allow members to object if necessary. Reasons for any objection must be sent to the Committee in writing.
 - 4.11 Vetting of applicants may be carried out at the discretion of the Committee.
 - 4.12 Should the information supplied by an applicant on his/her application alter substantially, such changes must be notified to the Committee immediately in writing. The Committee may then re-assess the applicant should they wish to do so.
5. The Association shall be managed by a Committee of SIX Full Members, four of whom will take the Offices of the Association, viz: – Chairman, Vice Chairman, Hon. Secretary, Hon. Treasurer. The Committee shall be elected at the Annual General Meeting (AGM) of the Association each year and, subject to termination of office by resignation or otherwise, shall remain in office until their successors are elected at the AGM next following their election.
- 5.1 The retiring members of the Committee shall be eligible for re-election.
 - 5.2 The Committee may co-opt onto the Committee such additional members as it deems necessary for the effective running of the Association, such co-opted members not to exceed six in number.
 - 5.3 Co-opted members are not eligible for re-election, but must be co-opted each year if their services are required.
 - 5.4 Co-opted members must retire from the Committee if requested to do so by a simple majority of the elected Committee.
6. The Annual General Meeting (AGM) will be held in the first quarter of each year, and may form part of an ordinary Meeting of the Association. Notice convening the AGM shall be sent to members not less than 14 days prior to the meeting and shall specify the matters to be dealt with. Nominations for Chairman, Vice Chairman, Hon. Treasurer and Hon. Secretary must be received in writing by the Association Secretary not less than seven days prior to the AGM. The AGM will transact the following business:
- 6.1 To receive and, if approved, adopt the minutes of the previous AGM.
 - 6.2 To receive and, if approved, adopt the Chairman's Report.
 - 6.3 To receive and, if approved, adopt the Hon. Treasurer's Statement of the Accounts of the Association to the end of the preceding calendar year.
 - 6.4 To consider and, if approved, sanction any change to the SEDA constitution as recommended by the Committee.
 - 6.5 To elect Officers and other members of the Committee.
 - 6.6 To consider and resolve any special matter which the Committee wishes to bring before the members, and for the Committee to receive any suggestions concerning the management of the Association to be considered by the Committee.
 - 6.7 To elect an auditor, who shall not be a Committee member.

The Chairman for the time being shall preside at Committee, Annual General and Extraordinary General Meetings and shall have a casting or additional vote in the event of an equality of votes. Should the Chairman not be present the Chair for that meeting will be taken by the Vice Chairman and thence by a Committee member elected by the Committee members present. If no member of the Committee is present at an Ordinary or General meeting of the Association the Chair will be taken by a Full Member elected by the members attending. At any meeting a quorum (see Section 8.) must be present for any voting or other business transacted to be valid.

7. An Extraordinary General Meeting (EGM) of the Association may be convened at any time by the Committee giving members 14 days notice of their intention, and within 21 days of receipt of a requisition signed by not less than three members, specifying the objects of the meeting for any of the following purposes:

- 7.1 To consider and, if approved, sanction any change to the SEDA constitution as recommended by the Committee.
 - 7.2 To deal with any special matter that the Committee may desire to place before the members, including the expulsion of a member or other disciplinary matter. (Note that an EGM may be convened at any ordinary meeting by a member who is dissatisfied with the decision of the Committee regarding any disciplinary action.)
 - 7.3 To receive the resignation of the Committee or to remove any members thereof from office and to fill by election any vacancy or vacancies created thereby.
 - 7.4 To deal with any special matter which the members requiring the meeting may desire to place before the Association.
8. A Full Member of the Association shall have full voting rights from the time of his/her admission to membership of the Association. An Associate Member shall become entitled to voting rights following 12 months membership. Junior Members have no voting rights. Full Members transferring to Veteran Membership shall retain their full voting rights, and their right to stand for election to the Committee should they wish to do so.
- 8.1 At any meeting a voting quorum may not consist of less than 51% Full Members.
 - 8.2 At Committee meetings three members shall be a quorum.
 - 8.3 At Ordinary and General meetings six members shall be a quorum.
9. Only Full Members of the Association shall be permitted to publicise any connection with SEDA in their personal DJ publicity material.
10. The annual subscriptions for all grades of membership shall be as recommended by the Committee and ratified by the membership at the AGM, or at an EGM called specifically for the purpose.
- 10.1 Membership is renewable on 1 January each year. Subscriptions are payable 14 days prior to this date.
 - 10.2 No member shall be entitled to any rights of membership without having first paid his/her subscription for the current year.
 - 10.3 Any membership fees paid will be refunded should an application for membership be unsuccessful.
 - 10.4 Any member whose subscription remains outstanding following the expiration of fourteen days from the time he/she shall have received notice of default from the Committee in writing (proof of posting shall be sufficient proof of notice) shall be deemed to have resigned from the Association.
11. The Committee shall have the power to nominate a President and/or Honorary Life Members of the Association. Any such nominations shall be approved and confirmed by not less than two-thirds of those voting members present at a meeting at which such nominations are put forward. Nominees approved and confirmed will hold their appointments without any subscriptions becoming due.
12. The Committee shall have the power to expel or otherwise censure any member of the Association who offends against the Constitution of the Association or whose conduct, in the opinion of the Committee, renders him/her unfit for membership or brings the Association into disrepute.
- 12.1 Before any such member is expelled or censured the Secretary shall give him/her seven days written notice to attend a meeting of the Committee, and shall thereby inform him/her in detail of the complaints made against him/her.
 - 12.2 No member of the Association shall be expelled without first being given an opportunity of appearing before the Committee to answer the complaints made against him/her, nor unless at least two-thirds of the Committee then present vote in favour of the expulsion.

- 12.3 Note that Section 7.2 allows for a member dissatisfied with the decision of the Committee to refer the matter for ratification or rejection to the whole membership at an EGM which, for this purpose, may be convened at any ordinary meeting of the Association.
- 12.3 An expelled member shall forfeit all rights and privileges of membership, but shall remain liable for any dues or debts to the Association which became payable or were incurred before the date of expulsion.
13. A Member using or defacing a third party's stationery (business cards, letterheads, promotional pamphlets, etc.) without their prior knowledge and approval shall be deemed to be bringing the Association into disrepute and be subject to the disciplinary procedures laid down in Section 12.
14. Where a member undertakes the booking/hiring of more than one disco/roadshow, it is the clear responsibility of the member concerned to:
- 14.1 Make it plain to all clients that he/she will not necessarily be the DJ appearing at their particular function.
- 14.2 Ensure that only the disco/roadshow personally operated by the member displays the name by which the member DJ is known.
- 14.3 When a member hires equipment to others, the member must ensure that the name by which he/she is known is not displayed by the hirers.
15. The Association will at no time act as an employment agency for any of its members. However, in the event of an enquiry being made by a member of the public for the services of a Disc Jockey, the Association will reply to the enquirer by providing a list of all full members – together with a statement of the aims and objectives of the Association.
16. The Association will attempt to combat bad treatment of, and bad treatment by, anyone involved in the discotheque industry.
17. The financial year of the Association shall terminate on 31 December each year.
18. The Committee shall have the power to alter the Constitution of the Association, but no such alteration shall have effect until the same has been confirmed at the AGM or at an EGM convened for the purpose.
19. The Association shall be a non-profit making organisation, and in the event of the winding up of the Association's affairs all goods owned by the Association shall be auctioned and sold to the highest bidder – following which all monies in hand, less reasonable expenses incurred during the winding up process, will be distributed to a charity of the Committee's choice.

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To whom note of any errors or omissions may be addressed