



International Data Links Society

UK Chapter

Chapter Handbook

Issue 3

Copyright

This document has been prepared by the IDLSoc UK Chapter committee. The contents may not be copied or disclosed to a third party without permission in writing from the IDLSoc UK Chapter, nor may it be used for any purposes other than for which it has been supplied.

Document History

Issue:	1
Amendment:	0
Disc Ref:	-
Date:	-
Author:	Alistair Powell
Date Incorporated:	N/A
Description:	First issue
Issue:	2
Amendment:	0
Disc Ref:	99927ChHBk020
Date:	30 November 2006
Author:	Mark Chappell
Description:	Reissue to cater for position of Vice Chairman, incorporate minor editorial errors/changes and to simplify/clarify procedures.
Issue:	3
Amendment:	0
Disc Ref:	-
Date:	25 April 2019
Author:	Kevin Farquhar
Description:	Complete review and reissue.

Table of Contents

1.	Goals of the Chapter	1
2.	Chapter Activities.....	2
2.1	Routine Meetings	2
2.2	Annual General Meeting	2
3.	Chapter Administration	3
3.1	Chapter Committee.....	3
3.1.1	Chapter Committee - Composition	3
3.1.2	Officers of the Committee	3
3.2	Conduct of Election to the Committee	4
3.3	Chapter Website.....	4
3.4	Chapter Membership	5
3.5	Chapter Finances.....	5
3.5.1	Chapter Financial Year.....	5
3.5.2	Chapter Funding.....	5
3.5.3	Chapter Accounts.....	5
3.6	Indemnity and Public Liability	5
3.6.1	Indemnity	5
3.6.2	Public Liability	6
3.7	Chapter Privacy Policy	6
3.8	Insurance.....	6
4.	Chapter Committee Roles and Responsibilities.....	7
4.1	Duties of the Chapter Chair	7
4.2	Duties of the Chapter Vice Chair	7
4.3	Duties of the Chapter Secretary.....	7
4.4	Duties of the Chapter Treasurer	8
4.5	Duties of the Chapter Events Secretary	8

1. **Goals of the Chapter**

The International Data Links Society (IDLSoc) is a membership body and a not-for-profit mutual benefit organisation incorporated in the state of California, United States of America and therefore operates within California law, and the UK Chapter is a sub set of the society.

The IDLS UK Chapter¹ is a sub-group of the International Data Link Society (IDLSoc) with its own committee and organisation. It is run in accordance with the goals and regulations of the IDLSoc, amended as necessary (and without conflict) to satisfy the requirements of the UK Tactical Data Link (TDL) community.

The Chapter shall be conducted for the benefit of the whole UK TDL community. As a group, it will provide a forum for its members to share information for the benefit of all its members.

The Chapter shall have a membership drawn from the operational and requirements communities, MOD Defence Equipment and Support and related defence industries. An aim of the group is to encourage the equal and full participation of representatives of all the UK armed services.

The Chapter shall provide an opportunity for industry and users to discuss current TDL issues and to highlight subjects for future development or exploration. The focus will primarily be on matters that affect the UK (within the construct that most TDL issues have some international implications).

The Chapter shall collate and promote issues of relevance to the UK TDL community and present them, when relevant, to the main IDLS organisation. The Chapter shall seek feedback from other national chapters on their activities.

The Chapter shall, as appropriate to the interests of the Chapter, promote issues with and to other industry and corporate bodies.

The Chapter shall be run with minimal overheads, process and internal bureaucracy.

¹ Referred to hereafter for simplicity, as “the Chapter”.

2. Chapter Activities

The Chapter, through the service it facilitates for its members and the wider TDL community, is an important element of the TDL activities within the UK. It provides a forum at which current and future TDL activities and issues which are relevant to the UK can be discussed in an open and frank manner.

As a guide, the Chapter is expected to meet twice a year (Spring and Autumn). With one iteration being a combined AGM and routine Chapter meeting. All meetings shall be conducted in support of the Chapter's goals and aims.

2.1 Routine Meetings

Each routine meeting shall have an agenda or theme of pertinence to the bulk of members and as set by the Chair. Members are encouraged to offer suggestions for the subject of routine meetings.

A programme shall be published approximately four weeks prior to a routine meeting, detailing the subjects and presenters. The programme shall contain time for open discussion of issues and networking between members.

The location of routine meetings will be varied and may be influenced by the core theme of the meeting. Use shall be made of the most cost effective venues.

2.2 Annual General Meeting

An Annual General Meeting shall be held covering the following mandatory agenda items:

- a. Election or confirmation of the committee members for the next year.
- b. Presentation of the accounts.
- c. Review of the year's activities.
- d. Plans for the next year.

Any member wishing to raise an issue or resolution at the AGM can do so. It would be preferable if the committee were informed of such matters prior to the AGM.

Where possible, the AGM will be held following a routine meeting towards the end of the financial year (see 3.5.1).

3. Chapter Administration

The administration of the Chapter shall be focussed on achieving the Chapters' goals and aims.

3.1 Chapter Committee

A committee has been set up to run the Chapter. All day-to-day issues and activities of the Chapter will be governed by this committee, led by the Chair. The committee will meet on a regular basis to review previous activities, plan future activities and carry out Chapter administration.

3.1.1 Chapter Committee - Composition

The Committee shall consist of at least the following officers:

- a. Chair.
- b. Vice Chair.
- c. Secretary.
- d. Treasurer.
- e. Events Secretary.

Other officers may be appointed as deemed necessary for the smooth and efficient running of the Chapter.

Replacement officers may be appointed in year by consensus of the other committee members to act in lieu of an officer who is, for any reason, prevented from carrying out the duties of their elected post.

3.1.2 Officers of the Committee

3.1.2.1 Chair

The Chair shall serve for a period of at least one year. The position shall be filled by a Crown Servant, preferably Military.

3.1.2.2 Vice Chair

The Vice Chair shall be a volunteer from either industry or Military and shall serve for a period of at least one year. However, as the Chair is Military a representative from industry would be preferred. This term may be extended at each AGM by a vote of the membership if the individual is content to remain in post. If the individual holding a post wishes to step down, an announcement calling for volunteers shall be issued and an election shall be held at the next AGM. Any member of the Chapter may volunteer to fill a vacancy or challenge an incumbent for the position of Vice Chair.

3.1.2.3 Action on Disestablishment of Chair's Post

If the Chair stands down or moves to a non TDL related post, the Vice Chair would stand in until a suitable replacement was found. The selection of replacement post shall be subject to confirmation at the next Annual General Meeting (AGM).

3.1.2.4 Treasurer and Secretary

The Treasurer and Secretary shall be a volunteer from either industry or Military and shall be elected by a vote of the membership to serve for a minimum period of one year. This term may be extended at each AGM by a vote of the membership if the individual is content to remain in post. If the individual holding a post wishes to step down, an announcement calling for volunteers shall be issued and an election shall be held at the next AGM. Any member of the Chapter may volunteer to fill a vacancy or challenge an incumbent for the position of Treasurer or Secretary.

3.1.2.5 Events Secretary

The Events Secretary shall be a volunteer from either industry or Military and shall be elected by a vote of the membership to serve for a minimum period of one year. This term may be extended at each AGM by a vote of the membership if the individual is content to remain in post. If the individual holding a post wishes to step down, an announcement calling for volunteers shall be issued and an election shall be held at the next AGM. Any member of the Chapter may volunteer to fill a vacancy or challenge an incumbent for the position of Events Secretary.

3.2 Conduct of Election to the Committee

Should an election be necessary, either through vacancy or challenge, the vote will predominantly take place at the next AGM. If the election is pre-planned and at least one member has volunteered, members may register their vote with the Chapter Secretary if they are unable to attend the AGM.² Those members attending the AGM will be offered the opportunity to vote in person. If the need for an election becomes apparent at the AGM, only those eligible members present shall be able to cast a vote.

3.3 Chapter Website

As far as possible and legal, all records of the Chapter will be maintained electronically. The Chapter website will be the central repository for all data including records of previous meetings, presentations and information about future meetings. The Chapter website is accessed through the IDLSoc website at www.IDLSoc.com.

² Such registration shall be in an auditable form, e.g. by letter or e-mail. A phone call is not sufficient.

3.4 Chapter Membership

Membership of the Chapter shall be automatic for those persons who meet both the following criteria:

- a. Member of the main IDLSoc society.³
- b. UK based. In this use, defined as having a UK home address⁴ or being a member of the UK armed services or being employed in the defence industry within the UK.

The IDLSoc will tell the Chapter which members (of the IDLSoc) meet the criteria.

3.5 Chapter Finances

The Chapter shall hold an independent bank account for management of all Chapter monies.

3.5.1 Chapter Financial Year

The Chapter financial year is aligned with the IDLSoc International Headquarters Fiscal Year and is October to October in line with the Chapter's AGM.

3.5.2 Chapter Funding

The Chapter is a non-profit organisation. All projects will be planned to be self-supporting. Any surplus funds shall be used to maintain an adequate financial reserve, provide for proper management expenses and support membership programmes and services.

3.5.3 Chapter Accounts

The accounts shall be audited by the Chairman on an annual basis and presented to the members at the AGM for approval.

3.6 Indemnity and Public Liability

3.6.1 Indemnity

The Chapter does not (and cannot) take any responsibility for the accuracy of data or information imparted during Society events. It is assumed that such data or information is supplied in good faith. No liability shall be accepted by the Chapter should any member or organisation or other third party incur costs or damages (or believe that it has done so) as a result of inaccurate or misleading information.

³ There is no mechanism to only be a member of the Chapter.

⁴ Includes UK overseas territories.

3.6.2 Public Liability

The Chapter shall assume no public liability during any of its events. Facilities and locations for meetings will be chosen that wherever possible have their own Public Liability cover.

3.7 Chapter Privacy Policy

The collection of information is essential in any modern web-based organisation – it helps the Chapter and supports its members. This is especially pertinent given that one of the major goals of the Chapter is information exchange.

The information Chapter Officers might have access to may include name, address, email address and phone number. This is stored within a secure Chapter area of the IDLSoc website. However, we will do our best to protect and respect your personal data. We take your privacy concerns very seriously and confirm to Chapter members that we will not pass on individual details to others. Personal data will not be disclosed to authorities except if required by law or other regulations.

3.8 Insurance

No insurance policies are held by the Chapter.

4. Chapter Committee Roles and Responsibilities

4.1 Duties of the Chapter Chair

The Chair is the principal point of contact between the Chapter and its members, the IDLSoc International Headquarters and the public at large.

The primary responsibility of the Chair is to ensure that the Chapter achieves its goals. To achieve that end, the Chair shall:

- a. Determine a schedule for meetings.
- b. Determine an agenda or theme for each routine meeting.
- c. Ensure that sufficient preparations have been made for each meeting.
- d. Open and close each routine meeting.⁵
- e. Forward issues of concern to the membership to the IDLSoc when required.
- f. Audit the Chapter's accounts.
- g. Conduct the AGM.
- h. Report, as required, on the Chapter's progress at the IDLSoc AGM.

4.2 Duties of the Chapter Vice Chair

The Vice Chair shall deputise for the Chair as required.

4.3 Duties of the Chapter Secretary

The primary responsibility of the Chapter Secretary is to offer a supportive administrative spine to the Chair and thus the Chapter. To achieve that aim, the Secretary shall:

- a. Create a Record of Decisions for committee meetings.
- b. Record the activities and results of routine meetings.
- c. Minute the AGM.
- d. Brief the Chair on membership status prior to each meeting.
- e. Liaise with the IDLSoc Communications Secretary about the Chapter element of the IDLSoc website.
- f. Carry out other duties as delegated by the Chair.

⁵ These duties provide an opportunity to introduce new individual and corporate members.

4.4 Duties of the Chapter Treasurer

The primary responsibility of the Chapter Treasurer is to collect, disburse and manage the Chapter's funds in support of the Chapter's goals. To achieve these aims, the Treasurer shall:

- a. Maintain a current, complete and accurate record of the financial status of the Chapter.
- b. Arrange for the registration of all participants at Chapter events, including receipt of payment where applicable.
- c. Pay the bills associated with the Chapter and its events.
- d. Ensure that at least one other committee member is an authorised signatory for Chapter cheques.
- e. Manage the Chapter bank account.
- f. Prepare an account for presentation at the AGM.
- g. Carry out other duties as delegated by the Chair.
- h. Endeavour to keep the account between £3000-£4000 in credit.

4.5 Duties of the Chapter Events Secretary

The primary responsibility of the Chapter Events Secretary is to coordinate Chapter events and activities. To achieve these aims, the Events Secretary shall:

- a. Collate suggestions and propose programmes and events to the Chapter Committee for consideration and approval.
- b. Provide a summary budget for each year and for each event.
- c. Coordinate with the Chapter Treasurer and Chair on all budgetary matters.
- d. Liaison with Committee members as necessary for assistance in planning and conduct of events.
- e. Carry out other duties as delegated by the Chair.