

QUANTA

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MEMBER'S GUIDE

Incorporating

Welcome to QUANTA

QUANTA Constitution

&

Library Guide

QUANTA MEMBER'S GUIDE - CHANGE & REVISION STATUS

WELCOME GUIDE	Issue 0	1984
WELCOME GUIDE	Issue 1	1988
	Complete rewrite of all sections	
MEMBER'S GUIDE	Issue 2	02/2006
Rev. 0.	Renamed & Complete rewrite of Sections A & C	
	Section B reformatted and revised as at AGM 2005	
Rev. 1.	Correction of errors and omissions in Rev. 0.	04/2008
MEMBER'S GUIDE	Issue 3	04/2008
Rev. 0.	Complete rewrite of Sections A & C.	
	Update of Section B to include Amendments to constitution made by AGM 2008.	

SECTION A
Rev. 0 04/2008

SECTION B
Rev. 0 04/2008

SECTION C
Rev. 0 04/2008

QUANTA MEMBER'S GUIDE

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Section A

Welcome to QUANTA

Welcome to QUANTA, the Independent QL Users Group. This booklet is intended as a brief guide to members of the facilities we offer, and will be updated frequently. Additional and/or replacement copies will be sent out periodically with the QUANTA Magazine.

NOTE: Some pages in this booklet are intentionally blank. This is to allow room for expansion and member's notes.

WELCOME TO QUANTA

First, a short description of the subscription rules for new members:

The Annual Subscription is £14 for all full members and £5 for associate members including UK 2nd class postage where appropriate. Overseas members are asked to pay additional postage if they require a printed copy of the magazine sending to their home address. Email copies of the magazine are free to all members upon application. Subscription is by **MAGAZINE YEAR**, rather than **CALENDAR YEAR**, and runs from the previous January or July, whichever is nearest. You will receive six bi-monthly issues of the magazine during your subscription period. Members joining part way through a subscription period will receive back issues for the current subscription period. Other back issues are available at £3 per half year.

For example, if you join in April, your subscription will be back dated to January, you will receive a copy of the February/March issue, and your subscription will expire in the following December. If you join in September, you will receive a back issue for August/September, and your subscription will expire next June. If you join in January or July no back issues will be sent, and your subscription expires 6 issues (1 year) later.

Payment

All cheques should be made payable to QUANTA. Please **DO NOT** use any other acronym, and **DO NOT** send cheques made out to individual Committee Members.

Library

In addition to the Magazine, QUANTA has a large library of software, currently standing at over 900 programs written mostly by members. This is not Public Domain, as it is only available to members. Details of programs in the library are kept in a database. Copies of the database & Library Guide (LG01) are available from the librarian.

Workshops are run in various parts of the country where lectures, demonstrations, and "hands on" help are available. Assistance on most QL related matters is available via the Secretary. If the Secretary is unable to help he/she should be able to put you in touch with someone who can help.

THE QUANTA COMMITTEE

Clause 5.0 of the current QUANTA Constitution states:-

- 5.0** The affairs of QUANTA shall be managed by a committee selected from the membership and shall consist of three officers namely Chairman, Secretary and Treasurer and not more than six other members. These officers and committee members shall be elected at the Annual General Meeting.

As the Committee is therefore likely to change from time to time, the current list of committee officers and members can be found in the latest issue of QUANTA Magazine.

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WHO TO CONTACT

Magazine submissions and small ads to be on paper or magnetic media or by email to the editor. All contributions are welcome. Copy on Microdrive or floppy disk or CD to be accompanied by hard copy printout. Typed or hand-written submissions have to be typed in again to be of any use, and may be left out if time is short and may be subject to typing errors. For advertising rates – see inside front cover of QUANTA Magazine.

Contributions to the library should be sent to the Librarian for checking prior to inclusion (See library section).

Orders for library software, or the Library Guide (LG01) should be sent to the Librarian.

Any query relating to subscription periods, lost, damaged, or missing magazines should be sent to the Membership Secretary.

Copies of back issues of the magazine are available from the member responsible for back issues:

For up to date information, please see the latest QUANTA Magazine. Back Issues cost £3.00 per half year.

Queries relating to subscription payments, Standing Orders etc. should be sent to the Treasurer.

Requests for technical help, and any queries not covered by the above list should be sent to the current committee member designated with Helpline or Secretary.

Any member with information which may be of use to QUANTA or it's members should contact the Editor and/or the Secretary. This will enable us to keep members informed about developments in the QL scene.

From time to time QUANTA will arrange special purchases of goods of benefit to members at 'bargain prices'. A list of the currently available offers may appear in the magazine. Members who hear of similar offers which QUANTA may wish to obtain for the benefit of it's members are requested to contact the Secretary.

QUANTA SUBGROUPS

A number of regional QUANTA Subgroups exist across the UK. For current details please refer to the latest issue of QUANTA Magazine

WELCOME TO QUANTA

Section B

QUANTA Constitution

QUANTA Constitution

1 TITLE

1.0 The Association hereby constituted shall be known as QUANTA.

2 OBJECTS

2.0 The objects of QUANTA shall be:-

2.1 The dissemination of information in connection with the Sinclair QL and THOR computers and any other computer with an operating system compatible therewith (collectively referred to as the QL).

2.2 The promotion of the QL generally.

2.3 The provision of a software library for the use of its members.

2.4 The encouragement and assistance of members to establish independent regional subgroups.

3 AFFILIATION

3.0 If the members so decide, QUANTA shall be affiliated to the Association of Computer Clubs and to other QL associations abroad.

4 MEMBERSHIP

4.0 Except as provided in 4.2, 4.3 and 4.4 below membership shall be open to anyone with an interest in the QL on payment of an annual subscription the amount of which shall be determined by the members in general meeting.

4.1 Associate membership shall be open to any person whose spouse is an ordinary member. Associate members shall pay an annual subscription the amount of which shall be determined by the members in general meeting. They shall have the same privileges as ordinary members save that they shall not receive a copy of the QUANTA Magazine separate to their spouses.

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- 4.2 The Committee shall be empowered to elect up to ten honorary members of QUANTA who shall have the same privileges as ordinary members except that they may not vote at general meetings.
- 4.3 The Committee shall have the power to award complimentary membership to persons performing services to QUANTA.
- 4.4 The Committee shall have the power to refuse or cancel membership where they consider it to be in the best interests of QUANTA.
- 4.5 The subscription shall be for a full year commencing January or July. Members joining after January but before June will receive all the issues of QUANTA Magazine from February on. Members joining in June or later will receive one year's issues of QUANTA Magazine commencing July.

5 COMMITTEE

- 5.0 The affairs of QUANTA shall be managed by a committee selected from the membership and shall consist of three officers namely Chairman, Secretary and Treasurer and not more than six other members. These officers and committee members shall be elected at the Annual General Meeting.
- 5.1 Any member seeking election to the committee shall declare any commercial interest that he or his employer has in the activities of QUANTA or it's members.
- 5.2 Save as provided in clause 5.3 below, no member shall serve on QUANTA Committee continuously for more than six years without standing down for at least one year before seeking re-election.
- 5.3 Notwithstanding the provisions of clause 5.2 above, members elected to be one of the three officers namely Chairman, Secretary, and Treasurer shall, unless they themselves choose otherwise, be re-elected automatically and without challenge at the Annual General Meetings held in the years first and second next ensuing.
- 5.4 If, at the expiration of the third year of office, an officer shall have served continuously on the Committee for more than six years, then clause 5.2 shall apply.

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- 5.5 Not more than one officer shall stand down at the same time. In the event of more than one officer becoming so due then the officer to stand down shall be determined either by agreement between the officers concerned or else by the spin of a coin.
- 5.6 Not more than one other member shall stand down at the same time. In the event of more than one other member becoming so due then the other member to stand down shall be determined either by agreement between the other members concerned or else by the spin of a coin.
- 5.7 The Librarian and Magazine Editor by reason of their office shall be included in the six other members of the Committee.
- 5.8 The Committee shall have power to fill vacancies by co-opting ordinary members to the Committee. Such members shall have a vote in committee and shall serve until the next Annual General Meeting.
- 5.9 That all duties and responsibilities other than those residing with the Officers be determined by the Committee.

6 COMMITTEE MEETINGS

- 6.0 The quorum for a Committee meeting shall be two or half the number of Committee members (rounded down to the nearest whole number) whichever is the greater, including at least one Officer.
- 6.1 Committee meetings shall be held at the Chairman's call at seven days written or oral notice.
- 6.2 No Officer or other member of the Committee shall be entitled to payment for undertaking any task for QUANTA other than the reimbursement of properly incurred and authorised expenses.

7 FINANCIAL MATTERS

- 7.0 The accounting year shall run from 1st January to 31st December in each year.

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- 7.1 All money belonging to QUANTA shall be paid by the Treasurer into separate account or accounts in the name of QUANTA at a bank nominated by the Committee.
- 7.2 Proper books of account shall be kept and a Statement of Income and Expenditure and Balance Sheet made up to the preceding 31st December together with the report of the auditor thereon.
- 7.3 No contract or commitment of a recurring or onerous nature shall be incurred, entered into or made without the approval of the Committee except that in the event of an emergency such matters can be authorised by the Treasurer and either the Chairman or the Secretary.
- 7.4 The Treasurer, Chairman and Secretary, are authorised as Bank Signatories during their term of office. All cheques above one thousand pounds will require two signatories. The Librarian will sign for the Library account.
- 7.5 At each Annual General Meeting the members shall appoint an auditor to hold office until the close of the next Annual General Meeting. No member of the Committee shall be eligible for appointment as auditor.
- 7.6 The Librarian and Sub Librarians will keep records of their receipts and payments. Sub Librarians will account direct to the Librarian who will account for all librarians to the Treasurer at three monthly intervals.

8 ANNUAL GENERAL MEETING

- 8.0 The quorum for any general meeting shall be ten.
- 8.1 The Annual General Meeting shall take place on or before 30th April in each year. Ordinary business at such meeting shall be:-
 - 8.11 To receive the Annual Report of the Committee.
 - 8.12 To receive the annual accounts and auditor's report.
 - 8.13 To elect members of the Committee.
 - 8.14 To appoint an auditor and authorise the committee to fix his remuneration.

- 8.2** The agenda, annual report, accounts for the previous year and notice convening the meeting shall be circulated to the members at least twenty eight days before the date of the Annual General Meeting.
- 8.3** All nominations for committee posts and any proposition to be put at an Annual General Meeting other than the ordinary business stated in 8.1 above shall be signed by the intending proposer and seconder, be sent to the Secretary and be received before 1st February in each year so that they can be circulated with the notice convening the meeting.
- 8.4** Any proposition to change the Constitution shall be by Special Resolution. A Special Resolution requires to be sent with the notice convening a General Meeting giving twenty-one days notice and requiring a two-thirds majority of those voting.
- 8.5** The Committee is empowered to make emergency byelaws which must be submitted to the members for ratification at the following Annual General Meeting.

9 SPECIAL GENERAL MEETING

- 9.0** The Committee shall have the power to call a Special General Meeting when they think it necessary.
- 9.1** Members may requisition and the Committee shall convene a Special General Meeting within twenty-one days of receiving such a requisition. The said requisition must be signed by at least one hundred members, must state the objects of the meeting which must be in a form on which the members can vote and together with the sum of five hundred pounds sterling (£500) must be deposited with the Secretary. The Committee must give to all members entitled to attend and vote at least twenty-one days notice of the meeting.
- 9.2** The Annual General Meeting next ensuing shall determine whether the monies deposited with the requisition shall be retained as an offset against the costs of calling and holding the Special General Meeting or any part thereof shall be returned to the requisitionists.

10 VOTING

- 10.0** In the event of an equality of votes at a Committee or General Meeting the Chairman of the meeting shall have an additional or casting vote.
- 10.1** Any member shall have the right to appoint a proxy to attend and vote in the member's name at any general meeting. The proxy must be a member of QUANTA.

11 HONORARIA

- 11.0** Notwithstanding paragraph 6.2 the members may at any General Meeting award honoraria to any official or Committee member or to any appointed auditor for services carried out for QUANTA.

12 WINDING UP

- 12.0** In the event of there being no valid candidate presented for election as Chairman at an Annual General Meeting then the whole of the provisions of Clause 12, Winding Up, shall come into effect.
- 12.1** Clauses 5.2, 5.3, 5.4, 5.5, and 5.6 shall be suspended.
- 12.2** The outgoing Officers and other Committee Members shall be elected as the New Committee.
- 12.3** The New Committee shall use their best endeavours to find, within three calendar months of the date of the said Annual General Meeting, a member willing to take on the office of Chairman.
- 12.4** In the event of such a member being found then a Special General Meeting shall be convened, within a further period of three calendar months for the sole purpose of formally electing the said member as Chairman, and Clauses 5.2, 5.3, 5.4, 5.5, and 5.6 shall be reinstated as and from 1st February next ensuing.
- 12.5** If however no such member is found then, notwithstanding the provisions of Clause 9.1 (Calling Special General Meetings), three clear calendar months notice shall be given of a Special General Meeting at which members may by Special Resolution resolve to wind up QUANTA. In such case the assets shall be disposed of at

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open auction and after discharging all liabilities the proceeds together with all remaining funds and property shall be handed over to the British Red Cross Society or such other charity or charities as the members decide.

12.6 The term "winding up" shall not encompass the merging of QUANTA with another club and in the event of such a merger the Members will determine by Special Resolution the disposition of QUANTA net assets.

13 REVOCATION

13.0 This Constitution revokes and replaces any previous constitution of QUANTA.

AMENDMENTS TO ISSUE 1 OF THE QUANTA CONSTITUTION

Approved 14th August 1988
Amended 18th March 1989
Amended 24th March 1991
Amended 16th February 1992
Amended 26th April 1992
Amended 20th April 1997
Amended 27th April 1998
Amended 17th April 2005

AMENDMENTS TO ISSUE 2 OF THE QUANTA CONSTITUTION

Approved 9th April 2006
Amended 13th April 2008

Section C

QUANTA Library

Since the posts of all committee members are subject to annual changes, please see the latest issue of QUANTA Magazine for the contact details of the current Librarian.

QUANTA LIBRARY

The Library Guide (Disk LG01) uses BOOT and is a program using the DBAS files from the LIBRARY disk SP07.

The Guide has to be used with a minimum expanded memory of 192k.

The complete program will BOOT UP from FLP1_ and you will be easily introduced into the program. Some members may find that CONTROL 'C' will need to be entered to activate the cursor in the correct place.

The Guide has the facility to print a list of the Library programs on a selected disk / category etc, also the full listing.

Your **LIBGUIDE (LG01)** is updated **FREE** by sending YOUR LIBGUIDE DISK (or a blank formatted disk) to the Librarian as required, (say 6 monthly). You **MUST** enclose return postage & address label. If you live outside the United Kingdom please contact the Librarian first, preferably by e-mail.

The Library is written by members for you, the member. Its success depends on you. If you have a program that may be useful, send it to our Librarian for checking. If there are no problems he will pass it for inclusion.

PLEASE NOTE THAT PROGRAMS TYPED IN FROM MAGAZINES WHETHER ALTERED OR NOT CANNOT BE INCLUDED IN THE LIBRARY UNLESS PERMISSION IS GIVEN BY THE COPYRIGHT OWNER FOR THEIR INCLUSION. Please obtain permission before submitting such programs.

Please include a clear typed or written “_doc” file description of your program(s), it's memory requirements, and your name and address. We hope programs will be donated for unrestricted use by members.

Almost all programs since 1985 have been Q.C. tested, but we do realise bugs still sneak through. Should you find any, please will you advise the Librarian, preferably with your solution to correct it.

If you do not have a solution, try & describe how it was found, what part of the program is affected, the ROM version of your QL, details of any attached peripherals and if possible, what was being typed at the time.

Programs contained within the QUANTA Library remain the property of the AUTHOR (except where otherwise specified), and are loaned for the member's own personal use. They must not be copied, (except for backups/working copies), or passed on to others, without the express permission of the Author and/or Librarian. Your placing an order assumes you will accept this condition. Check whether the author has any other licensing arrangements. If so please abide by them.

HOW TO ORDER MATERIAL FROM THE LIBRARY.

Programs are obtained from the Librarian as detailed below.

You send a formatted disk for each Library disk ordered, in a jiffy bag with a self addressed label, along with proof of your current membership, (e.g.: the address label from your latest QUANTA Magazine envelope) with return postage (when weighing the bag at the P.O. put the same stamps **IN** the bag as on the **OUTSIDE** then seal it). You order complete disks not single programs, please send enough disks, extra disks sent & not used will be returned. Orders sent without return postage may **NOT** be returned by the Librarian.

If you do not have disks available they can be supplied by the Librarian. In this case you only need to send £1.00 for each 5 1/4" or 3 1/2 " disk. (These orders are POST FREE.)

Members are advised to contact the Librarian, by phone if possible, before ordering to ensure that he is available and that he can copy to the media required & has the disks you want copied.

Please do not make long, complex enquiries of the Librarian by letter. A query that takes seconds on the phone can take far longer by letter and at best may be put aside until time can be found to answer. If you don't put a stamp in for a reply, do not expect one.

Please phone the Librarian during reasonable hours that is NOT after 22.00 hrs.

Please consult the Librarian for disk formats prior to requesting programs.

If you live outside the United Kingdom please contact the Librarian, preferably by e-mail, before ordering discs.

All Library programs are distributed on an 'AS IS' basis without warranty in any shape or form whatsoever.

The whole library is now available on a single ROM which can be read by QCDEZE on an Aurora-Qubide QL, on QPC2 or QXL and several other emulators. Please e-mail for prices. Those requesting large numbers of discs will be persuaded to order the CD instead!
