

Lowick Heritage Group

Constitution 2021

1. TITLE

The name of the Society shall be Lowick Heritage Group

2. OBJECTIVES

The Society is established for charitable purposes only and in particular:

- a) To identify the heritage of Lowick and the surrounding area and to encourage the preservation and appreciation of this heritage.
- b) To research and record the history of Lowick and the surrounding area and to promote life-long learning by talks, publications, visual displays and other information and communication technologies.

3. MEMBERSHIP

Membership of the Society shall be open to all irrespective of age. The annual subscription shall be decided at the Annual General Meeting and will become due on first of September each year.

4. ANNUAL GENERAL MEETING

(1) There shall be at least one general meeting of the membership each year which shall be the Annual General Meeting. For the Annual General meeting and any other General meeting at least fourteen days notice shall be given, together with information of what is to be discussed.

(2) The business to be transacted at the Annual General Meeting shall include:

- a) Consideration and adoption of the work and activities of the Society prepared by the Committee.
- b) Consideration and adoption of the audited financial accounts of the Society prepared by the Honorary Treasurer.
- c) Election of Honorary Chairperson, Vice-Chairperson, Secretary, Treasurer and such other honorary offices as may be decided.
- d) Election of a Committee which shall comprise the above honorary officers plus three general members.

(3) Other General Meetings of the Society shall be called as necessary by the Committee or by any six members making a written requisition for an extraordinary General Meeting to the Chairperson of the Committee who shall act on such requisition. The Chair at all general meetings shall be

taken by the Chairperson of the Committee. A quorum for General Meetings shall be ten members

5. COMMITTEE

(1) The Committee shall come into office at the end of the Annual General Meeting at which they were elected and shall hold office until the end of the subsequent Annual General Meeting. Committee members may be re-elected

(2) The Committee shall be responsible for the governance of the Society subject to the authority of the Annual or other General meeting. The Committee shall have the power to :

- a) raise funds and receive grants and donations
- b) apply funds to carry out the work of the Society
- c) co-operate with and support other organisations with similar purposes
- d) do anything which is lawful and necessary to achieve the Society's objectives

(3) The Committee shall meet at least twice in every year and shall have power to appoint sub-committees and fix their terms of reference. The Committee shall have power to co-opt not more than three persons. A quorum shall be three persons.

(4) If a Committee member has a conflict of interest in relation to any matter being considered by the Committee, they must declare it at the meeting and, if appropriate, leave the meeting while that matter is discussed.

(5) The Committee may remove a person's membership of the Society if they believe it is in the best interests of the Society, provided that the member shall have the right to be heard by the Committee before the decision is made and to be accompanied or represented at such a hearing.

6. MINUTES

Proper minutes of the proceedings of General Meetings and Committee meetings shall be kept by the Honorary Secretary.

7. FINANCE

(1) Proper accounts shall be kept by the Honorary Treasurer. All money raised by or on behalf of the Society is to be used only to further the aims of the Society. No officer or member may receive any money or property from the Society, except to refund reasonable out of pocket expenses supported by receipts.

(2) The Treasurer shall maintain a bank account in the name of the Society. Cheque signatories will be nominated by the Committee (one to be the Treasurer). All cheques and instructions to the Society's bankers shall require two of the agreed signatures. The Treasurer shall have the accounts checked by a suitable independent person at the end of each financial year which shall be from 1 September until 31 August.

8. VOTING AND AMENDMENTS TO CONSTITUTION

(1) At all General Meetings of the Society or at its Committee, questions shall be decided by a simple majority of those members present and voting; save that any alteration to this Constitution shall require a two-thirds majority at a General Meeting.

(2) Notice of any proposed addition, alteration or amendment of the Constitution must be included in the agenda for the meeting and must be forwarded to the Secretary in writing at least 21 days in advance of the said meeting. No addition, alteration or amendment shall be made so as to cause the Society to cease to be a charity in law.

9. DISSOLUTION

The Society may be dissolved by a resolution supported by two-thirds of those members present and voting at an Annual General Meeting or a General Meeting called for the purpose. Any remaining assets shall not be distributed to the members but shall be given or transferred to such other charitable or not-for-profit organisation(s) having objectives similar to those of the Society as the meeting shall determine.

March 2021