

Ward End and Hodge Hill Local History Society

Constitution

1. NAME

The Society shall be called the **Ward End and Hodge Hill Local History Society**

2. AIMS

- 2.1. To promote public interest in local heritage and history.
- 2.2. To increase understanding and encourage research into the history of the local area.
- 2.3. To pursue these ends by fieldwork, lectures, workshops, research and visits.
- 2.4. To publish findings of research.

3. MEMBERSHIP

- 3.1. Membership is open to anyone over 16 years of age.
- 3.2. All members are to pay a yearly subscription.
- 3.3. Non-members can pay a monthly contribution of a fixed amount. They can also become members at any time during the year.
- 3.4. The Society consists of a general membership and an elected Management Committee, herein referred to as the "Committee".

4. COMMITTEE AND OFFICERS

- 4.1. The members of the Committee shall consist of:
 - Chair
 - Secretary
 - Treasurer
 - Members
- 4.2. Other positions may be created as deemed necessary by the committee; such as vice chair, vice treasurer etc. New roles and additional people may be co-opted, particularly to support special working parties or projects. Such members will not have voting privileges.

4.3. New nominations from members who wish to be considered for election should be submitted in writing to the Chair no later than 21 days before the Annual General Meeting.

4.4. A quorum shall consist of at least three members of the Committee, at least one of whom must be the Chair, Secretary, or Treasurer.

5. DUTIES OF THE COMMITTEE

5.1. To properly manage the affairs of the Society.

5.2. To keep accurate accounts of the Society's finances.

5.3. To maintain a bank account or accounts, the signatories for which shall be any two of the Treasurer, Secretary, and another member of the Committee, as may be agreed by the Committee.

5.4. To make decisions by consensus or on the basis of a simple majority vote.

5.5. To agree the date for and call an AGM.

5.6. To plan and/or co-ordinate a programme of events for the membership of the Society.

6. POWERS OF THE COMMITTEE

6.1. To raise funds and invite and receive contributions.

6.2. To buy, rent, or lease any property necessary for the achievement of the aims of the Society.

6.3. To sell or otherwise dispose of any part of the property belonging to the Society.

6.4. To work with and/or affiliate to other organisations with similar aims of the Society.

7. ROLES OF THE COMMITTEE

7.1. The Chair is responsible for running meetings of the society and liaising with whoever is required to manage such meetings.

7.2. The vice-chair supports the chair.

7.3. All the officers will agree the planning of each meeting in advance.

7.4. The Secretary is responsible for:

- Producing the agenda in consultation with the Chair and Vice-Chair.
- Taking the minutes, these need to be prepared at least ten days before any meeting.
- Booking speakers.
- Arranging special events and outings.

- The treasurer must:
- Liaise with other officers at least monthly.
- At each meeting give a brief summary of accounts.
- Ensure arrangements for speakers, outings, events etc are discussed at these meetings.
- Be responsible for all the funds of the society and for banking and paying bills
- Be available to give accounts of the society's funds on request, and to produce a yearly balance of accounts at the A.G.M.

8. FINANCE

The Society is a not-for-profit group.

- 8.1. Any funds received from donations, membership fees or sale of items created by the Society will be used to sustain the work of the Society and meet direct operational costs.
- 8.2. The amounts of annual subscriptions shall be recommended by the Committee and approved by the membership at the first General meeting and then reviewed annually.
- 8.3. Subscriptions will be due within a month after the initial or subsequent General Meetings.
- 8.4. The Society may organise events which incur extraordinary expenses and may need to charge for these events as deemed appropriate by the Committee.
- 8.5. Extraordinary expenditure must be approved by the membership.
- 8.6. Regular financial reports will be presented by the Treasurer to meetings of the Committee.
- 8.7. The accounts will be examined before, and be available at the AGM.

9. ANNUAL GENERAL MEETING

- 9.1. The Society's year end shall be the last day in April.
- 9.2. An AGM must be held within 14 months of the adoption date of this constitution.
- 9.3. The AGM must be held in each subsequent year and not more than 14 months may elapse between successive AGM's.
- 9.4. The Committee may call a general meeting at any time, subject to 28 days notice.
- 9.5. The quorum for General Meetings shall be ten members entitled to vote, or one tenth of the total membership at the time, whichever is the greater.

9.6. Members may submit proposals relating to the Society's activities to the AGM. At least 21 days notice of any such motion and the reasons behind them must be given to all members of the Society.

9.7. The (position) of Chair shall have a casting vote in the event of a tied vote.

10. AMENDMENTS TO THE CONSTITUTION

The constitution of the Society may be amended by members at any General Meeting provided that:

10.1. Twenty one days notice of any intended changes and the reasons why have been given to all members of the Society and that at a General Meeting.

10.2. Two thirds or more of these voting support the amendments.

11. DISSOLUTION OF THE SOCIETY

In the event of winding up, after satisfactory resolution of our debts and liabilities:

11.1. Any remaining funds and assets will be transferred to an organisation with similar purposes to the Society.

11.2. All heritage records including notes, photographs, maps, finds, and drawings will be donated to appropriate organisations.

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This constitution was adopted by those named below on/...../2014
at the meeting held at Ward End Community Fire Station, Birmingham.

Name (Print)

Signature
