

TATHAM HISTORY SOCIETY CONSTITUTION

adopted on the 27th March 2009

PART 1

1 Adoption of the Constitution.

The association and its property will be administered and managed in accordance with the provisions in Parts 1 and 2 of this constitution.

2 Name.

(1) The association's name is Tatham History Society (and in this document it is called the Society).

3 The Objects.

The Society's objects (the Objects) are:

(1) To advance understanding and awareness of, and the education of the public in, the subject of the history and landscape of the parish and neighbourhood of Tatham in the county of Lancashire.

4 Application of the Income and Property.

(1) The income and property of the Society shall be applied solely towards the promotion of the Objects.

(2) Any member may be reimbursed by the Society in respect of his or her reasonable expenses incurred when acting on behalf of the Society.

(3) A Trustee may not receive any other payment from the Society except for professional services discharged under contract awarded by vote of the other Trustees at a meeting of the Trustees from which the Trustee concerned must be absent whilst the matter is determined.

5 Dissolution.

(1) If the members resolve to dissolve the Society, the Trustees must apply any property or money remaining after settling the liabilities of the Society:

(a) directly for the Objects;

(b) by transfer to any properly constituted organisation having purposes the same as or similar to the Society.

(2) In no circumstances shall the net assets of the Society be paid to or distributed among the members of the Society.

6 Amendments.

(1) Any provision contained in Part 1 of this constitution may be amended provided that any amendment is made by resolution passed by not less than two thirds of the members present and voting at a general meeting.

(2) Any provision contained in Part 2 of this constitution may be amended, provided that any amendment is made by resolution passed by a simple majority of the members present and voting at a general meeting.

PART 2

7 Membership.

- (1) Membership is open to individuals who support the Objects of the Society.
- (2) The Trustees must keep a register of names and addresses of the members.

8 General meetings.

- (1) The Society must hold a general meeting within twelve months of the date of the adoption of this constitution.
- (2) An annual general meeting must be held in each subsequent year and not more than fifteen months may elapse between successive annual general meetings.
- (3) All general meetings other than annual general meetings shall be called special general meetings.
- (4) The Trustees may call a special general meeting at any time.
- (5) The Trustees must call a special general meeting if requested to do so in writing by at least ten members or one tenth of the membership, whichever is the greater. The request must state the nature of the business that is to be discussed.

9 Notice.

- (1) The minimum period of notice required to hold any general meeting of the Society is fourteen days.
- (2) The notice must specify the general nature of the business to be transacted.
- (3) The notice must be given to all the members.
- (4) The notice may be given to a member either:
 - (a) by hand; or
 - (b) by sending it by post; or
 - (c) by leaving it at the address of the member; or
 - (d) by giving it using electronic communications to the member's address.

10 Quorum.

- (1) No business shall be transacted at any general meeting unless a quorum is present.
- (2) A quorum is;
 - 4 members; or
 - one tenth of the total membership,whichever is greater.
- (3) If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall be adjourned.
- (4) The Trustees must reconvene the meeting and must give at least seven clear days' notice of the reconvened meeting stating the date, time and place of the meeting.
- (5) If no quorum is present at the reconvened meeting within fifteen minutes of the time specified for the start of the meeting the members present at that time shall constitute the quorum for that meeting.

11 Chair.

- (1) General meetings shall be chaired by the person who has been elected as Chair.
- (2) If he or she is not present within fifteen minutes of the time appointed for the meeting, another

Trustee shall chair the meeting.

- (3) If no Trustee is present, the members present must choose one of their number to chair the meeting.

12 Votes.

- (1) Each member shall have one vote but if there is an equality of votes the person who is chairing the meeting shall have a casting vote in addition to any other vote he or she may have.

13 Officers and Trustees.

- (1) The Society and its property shall be managed and administered by a committee comprising the Officers and other members elected in accordance with this constitution. The Officers and other members of the committee shall be the trustees of the Society and in this constitution are together called "the Trustees".
- (2) The Society shall have the following Officers:
A chair,
A secretary,
A treasurer.
- (3) A Trustee must be a member of the Society.
- (4) A Trustee may resign as a Trustee by giving notice to the Society.
- (5) The number of Trustees shall be not less than three but shall not be subject to any maximum.
- (6) The first Trustees (including Officers) shall be those persons elected as Trustees and Officers at the meeting at which this constitution is adopted.
- (7) A Trustee may not appoint anyone to act on his or her behalf at meetings of the Trustees.

14 The Appointment of Trustees.

- (1) The Society in general meeting shall elect the Officers and the other Trustees.
- (2) The Trustees may appoint any person who is willing to act as a Trustee or Officer.
- (3) Each of the Trustees shall retire with effect from the end of each annual general meeting, but shall be eligible for re-election at that annual general meeting.

15 Powers of Trustees.

- (1) The Trustees must manage the business of the Society, and they have the power, in order to further the Objects (but not for any other purpose), to do all such lawful things as are necessary for the achievement of the Objects.

16 Proceedings of Trustees.

- (1) The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.

17 Delegation.

- (1) The Trustees may delegate any of their powers or functions to a committee of two or more Trustees but the terms of any such delegation must be recorded in the minute book.
- (2) All acts and proceedings of any committees must be fully and promptly reported to the Trustees.

18 Minutes.

The Trustees must keep minutes of all:

- (1) appointments of Officers and Trustees made by the Trustees;
- (2) general meetings of the Society;

- (3) meetings of the Trustees and committees of Trustees.

19 Annual Report and Return and Accounts.

- (1) The Trustees must:
 - (a) keep accounting records for the Society;
 - (b) prepare annual statements of account for the Society;
 - (c) transmit statements of account to the Society.

20 Rules.

- (1) The Trustees may make rules for the conduct of their business.
- (2) The rules may apply to the following matters but are not restricted to them:
 - (a) subscriptions and other fees or payments to be made by members;
 - (b) the procedure at general meetings and meetings of the Trustees;
 - (d) the keeping and authenticating of records.
- (3) The Society in general meeting has the power to alter, add to or repeal the rules.
- (4) No rule shall conflict with anything contained in this constitution.

Signatures