

COMBE DOWN HERITAGE SOCIETY CONSTITUTION

- 1 **NAME**
 - 1.1 The name of the Society shall be "Combe Down Heritage Society".
- 2 **OBJECTS**
 - 2.1 To advance the education of the public in the heritage of Combe Down
 - 2.2 To record, protect and preserve heritage within Combe Down
- 3 **ACTIVITIES**
 - 3.1 To foster an interest and research into all aspects of Combe Down's past, to record and interpret it and to keep an archive of all heritage information. 'Heritage' is to be understood as consisting of man-made and natural heritage.
 - 3.2 To support and promote accessibility of, communication of and education in heritage matters. We will promote community sustainability and have a policy of equal opportunity and support for members and volunteers as detailed in the Addendum to this Constitution.
 - 3.3 To encourage a wide range of membership as to age, ability, interest and expertise. To support equal opportunities and universal accessibility.
 - 3.4 To raise funds and invite or receive contributions from any person, persons or organisations whatsoever by way of subscription, donation and otherwise.
- 4 **MEMBERSHIP**
 - 4.1 Membership shall be open to all those who are interested in furthering the objects of the Society. Membership shall run for a calendar year, 1st April to 31st March.
 - 4.2 The subscription of any member joining the Society in the three months preceding 31st March in any year shall be regarded as covering membership for the Society's year commencing 1st April following the date of joining the Society.
 - 4.3 All members of all ages and within family membership are permitted to vote. No member shall have power to vote at any meeting of the Society if his/her subscription is in arrears at the time.
 - 4.4 Members or non-members giving exceptionally valuable service to the Society should be eligible, at the Committee's discretion, for Honorary Life membership. This would absolve them from subscriptions in perpetuity but not carry any other privilege.
- 5 **SUBSCRIPTION**
 - 5.1 The annual subscription shall be advised by the Committee and agreed at a General Meeting of the Society.
 - 5.2 The Subscription shall be payable on or before 1st April in the year ending 31st March to which it relates. Corporate and Business membership will be welcome.
 - 5.3 Membership shall lapse if the subscription is unpaid after 1st Jun that year.
- 6 **GENERAL MEETINGS**
 - 6.1 An Annual General Meeting shall be held in the first three months of each year to receive the Committee's report and accounts and to elect Officers and Members of the Committee. Twenty eight days notice shall be given of the Annual General Meeting.
 - 6.2 The Committee shall decide when its own meetings and public events of the Society shall take place.
 - 6.3 Special General Meetings may be held at the written request of members representing not less than ten per cent of the existing membership and whose subscriptions are paid up.
- 7 **OFFICERS**
 - 7.1 The Officers of the Society shall consist of :
 - Chair
 - Honorary Secretary / Deputy Chair
 - Honorary Treasurer
 - 7.2 All officers shall relinquish office every year and shall be eligible for re-election at the Annual General Meeting.
 - 7.3 Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least fourteen days before the Annual General Meeting.
 - 7.4 Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained.
 - 7.5 The elections of Officers, who will be Committee members, shall be completed prior to the election of further Committee Members.
- 8 **THE COMMITTEE**
 - 8.1 Four further members of the Committee will be elected from the membership, these being eligible for re-election at the Annual General Meeting.
 - 8.2 The Committee shall have the power to co-opt up to two other members of the Society and also to co-opt members to fill vacancies occurring among the elected members between General Meetings.
 - 8.3 The Committee shall meet at intervals of not more than four months and the Honorary Secretary shall give all Committee members not less than seven day's notice of each

meeting. The quorum for meetings of the Committee shall be five which must include two Officers.

- 8.4 The Committee members will be the Trustees of the Society and will be expected to be formally registered with the Charity Commission. Retiring members will be removed from the Charity Commission register.

9 SUB-COMMITTEES

- 9.1 The Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as may be thought fit.
9.2 The Convenor of each sub-committee shall be appointed by the Committee and all actions and proceedings of each sub-committee shall be reported to and confirmed by the Committee.

10 THE PRESIDENT

- 10.1 The appointment of President is decided by a two thirds majority of the Committee and ratified at a General Meeting. The President is ex officio a full member of the Committee with no commitments or responsibilities other than those of other committee members.

11 FINANCE

- 11.1 All monies will be held in the Society's bank account.
11.2 All cheques will be signed by two of the three authorised members of the Committee.
11.3 The Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. No member of the Society shall receive any remuneration or other benefit except for the payment of reasonable expenses. No payment of more than £100 shall be made without the consent of the Committee.
11.4 The Treasurer shall keep accounts of all financial transactions and prepare annual accounts to 31st March for presentation at each Annual General Meeting.
11.5 After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Committee in furtherance of the objects of the Society.

12 PUBLIC EVENTS

- 12.1 The Committee has power to set up a programme of events with presentations either from within the Society or outside it.
12.2 These may be lectures, discussions, outside events or any other format decided by the Committee.
12.3 Visitors will be welcome subject only to space being available and a charge, determined by the Committee, shall be made.

13 OTHER ORGANISATIONS

- 13.1 The Society shall communicate or collaborate with other organisations in pursuance of its objects.

14 AMENDMENTS TO THE CONSTITUTION

- 14.1 This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that twenty eight days' notice of the proposed amendment has been given to all members.

15 WINDING UP

- 15.1 The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society confirmed by a simple majority of members voting at a Special General Meeting held not less than fourteen days after the previous Meeting.
15.2 If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given.
15.3 In the event of the dissolution of the Society the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.
15.4 On dissolution all records of the Society shall be deposited with appropriate archives.

The above revised Constitution was accepted at a Special General Meeting of the Society on 27th September 2006

Roderick Simmons

R Simmons (Chairman)