

## Constitution

(Approved 11<sup>th</sup> October 2021)

### **1. Title**

- 1.1 The organisation is The Charmouth Local History Society, also known as the Pavey Group of Charmouth, the original name; hereinafter referred to as The Society.

### **2. Objects and Aims of The Society**

- 2.1 The Society acts to promote interest in the local history of the village of Charmouth and its immediate surroundings and to make this history available to the wider community.
- 2.2 The Society collects, preserves and ensures access to an archive of documents, photographs and artefacts relating to Charmouth's social and architectural history so that residents, visitors and future generations can use these for research and educational purposes.
- 2.3 The Society publicises aspects of Charmouth's history through its website, talks, exhibitions and publications designed to increase understanding and encourage public participation.
- 2.4 No amendment shall be made to the Constitution which would have the effect of making the charity cease to be a charity at law.

### **3. Membership**

- 3.1 Membership shall be open to those who agree with the objectives and aims of the Society.

### **4. Committee**

- 4.1 The Society shall be run by a Committee of not fewer than four and not more than nine members. All members of the Committee must be over eighteen years of age and members of The Society. Committee members who wish to stand down should let it be known prior to the AGM.
- 4.2 The Officers shall consist of Chairman, Treasurer and Secretary. They and the remainder of the Committee shall be elected at the Annual General Meeting and shall remain in office until the conclusion of the next AGM. The Chair will preside over all meetings; in his/her absence a temporary chair will be selected.
- 4.3 The Committee shall have the power to fill any vacancy that may arise on the Committee during the year, and they may co-opt additional Committee members as appropriate.
- 4.4 Three members of the Committee present at a scheduled meeting shall constitute a quorum.
- 4.5 All matters at Committee meetings shall be decided by a simple majority of those present; In the event of a tie the chairman has a casting vote (in addition to his/her 'ordinary' vote).
- 4.6 The Secretary shall take minutes and keep a record of Committee and Annual General Meetings and shall present a record of the year's proceedings at the AGM.
- 4.7 The Treasurer shall keep The Society's books of accounts and financial records and each year shall present a statement of accounts for the preceding financial year to the AGM. The accounts are to be audited each year by a suitably qualified individual who is not a Committee member. The Treasurer or another Committee member will maintain records of members and their details.

- 4.8 Expenditures over £50 must be approved by the Committee. Expenditures of less may be approved by any Officer acting with at least one other member of the Committee; any such decisions shall be ratified by the Committee at the next Committee Meeting.
- 4.9 All income is to be applied to the aims and objectives of the organisation.
- 4.10 The Society may not distribute any income or property to its members during its lifetime.

## **5. General Meetings**

- 5.1 The Annual General Meeting shall be held in September each year. An Extraordinary General Meeting may be convened at any time on the written request of ten members, stating their reasons.
- 5.2 Details of general meetings and their agendas shall be notified to all members two weeks in advance. Details should be included on how to nominate or self-nominate for the Committee.
- 5.3 All questions and motions at a general meeting, save any which would affect a change in the Constitution, shall be decided by a simple majority vote of those present. In the event of a tie, the motion shall be deemed defeated. A motion which would effect a change in the Constitution shall require a two-thirds majority of those present and entitled to vote. A proxy vote may be handed to a Committee member prior to a meeting.
- 5.4 Three members of the Committee and seven other members present at a general meeting shall constitute a quorum.

## **6. Subscriptions**

- 6.1 The subscription payable by members shall be decided by the Committee and approved at the AGM.
- 6.2 All subscriptions shall become payable on 1st September of each year.

## **7. Dissolution**

- 7.1 If at any general meeting a resolution for the dissolution of The Society shall be passed by a majority of the members present and at a special meeting held not less than six weeks later (of which not less than two weeks' notice has been given to each member) and at which not less than half the members shall be present, that resolution shall be confirmed by a resolution passed by a majority of two-thirds of the members voting on such resolution, the Committee shall immediately, or at such future date as shall be specified in such resolution, proceed to realise the assets of The Society and after the discharge of all liabilities (including the repayment, pro rata and as far as is practicable, of any funding received from other bodies) distribute such assets to one or more local charities as decided by those present at the special meeting. On completion of such division The Society shall be dissolved.

Constitution adopted on 11<sup>th</sup> October 2021

Signed by the Membership Secretary