

# **BRIMINGTON & TAPTON LOCAL HISTORY GROUP**

## **CONSTITUTION**

1. The Group shall be known as the **Brimington & Tapton Local History Group**.
2. The aims and objects of the Group shall be:
  - (a) To encourage public interest in local history, particularly in the Brimington and Tapton areas.
  - (b) To initiate and encourage research by individuals or groups and to urge that any resultant work, whether published or not, be deposited in Local Studies Libraries for the benefit of the public.
  - (c) To publish books, pamphlets, leaflets, etc., and to organise, participate in or support any local exhibitions or other initiatives on local history topics.
  - (d) To encourage local residents, companies, societies and other bodies to deposit archives of potential interest to local historians in such appropriate repository as will ensure convenient accessibility to researchers.
  - (e) To encourage the recording by photography or other means for the benefit of future historians of the contemporary scene.
  - (f) To co-operate and liaise with other societies having similar aims and objects.
  - (g) To co-operate with individuals and appropriate corporate bodies in indexing and catalogue compilation etc., which will facilitate research.
3. Membership of the Group shall be open to all persons interested in the aims and objects of the Group. No member shall have power to vote at any meeting of the Group if their subscription is in arrears at the time. The subscription of a member joining the Group three months preceding 1<sup>st</sup> January in any year shall be regarded as covering membership for the Group's year commencing on the 1<sup>st</sup> January following the date of joining the Group. There shall be no life members of the Group.
4. The annual subscription shall be decided at the Annual General Meeting and be due on the first day of January following.
5. The affairs of the Group shall be administered by a Management Committee consisting of: Chairman, Vice-Chairman, Secretary, Membership Secretary and Treasurer (the Officers) and five further members, all of whom shall be elected at the Annual General Meeting of members and all of whom shall have voting rights at committee meetings. The Management Committee shall have power to fill any vacancies arising during the year and to co-opt additional members, in order to ensure the availability of members having particular qualifications. Nominations for

election to the Management Committee shall be made in writing to the Secretary at least seven days before the Annual General Meeting. All nominations must be proposed and seconded by fully paid up members of the Group, and the consent of the proposed nominee must be obtained and signified. If more than one nomination is received for an office a ballot shall take place in such manner as shall be determined by the meeting. The election of the Officers shall be completed prior to the election of further Committee members. Members of the Management Committee shall be elected annually at the Annual General Meeting of the Group, outgoing Members may be re-elected. The Management Committee shall meet not less than twice a year and the Honorary Secretary shall give all members of the Committee not less than seven days notice of each meeting.

6. The Management Committee may appoint sub-committees as may be considered desirable.
7. The Group shall be non profit-making. The Management Committee shall receive income from subscriptions, donations or other sources and shall pay all proper expenses of administration and management and otherwise apply funds in furtherance of the aims and objectives of the Group. All funds in excess of day to day cash needs shall be properly held in a bank account maintained by the Officers in the name of the Group. The Officers of the Group shall be de facto trustees of the assets and funds of the Group.
8. The Financial Year of the Group shall run from 1<sup>st</sup> December to 30<sup>th</sup> November.
9. The Annual General Meeting of the Group shall be held in December, the precise date being decided by the Management Committee and advised to all paid-up members not less than 14 days prior to the date of the meeting. The business of the meeting shall consist of:
  - (a) Adoption of the Management Committee's Annual Report and Accounts.
  - (b) Election of Officers and Committee Members (as rule 5).
  - (c) Determination of annual subscription rates.
  - (d) Amendments to Constitution, providing such proposed amendments were notified in the notice of the meeting.
10. An Extraordinary General Meeting of members may be called by the Management Committee or by written request to the Secretary of not less than ten members of the Group; in such case 21 days notice of the date of meeting shall be given, and the notice shall include an agenda and details of any proposed resolution.
11. At all meetings voting shall be by a show of hands unless determined otherwise by the Chairman and a simple majority shall be required to pass any resolution. In the event of an equality of the votes cast the Chairman shall have a second or casting vote.

12. The management Committee shall, out of the funds of the Group, pay all proper expenses of the administration and management of the Group. After the payment of the administrative and management expenses and the setting aside to reserve of such sums as may be deemed expedient; the remaining funds of the Group shall be applied by the Management Committee in furtherance of the purposes of the Group.
13. At General Meetings a quorum shall consist of five members, including at least one officer, entitled to attend; at Committee and Sub-Committee meetings a quorum shall consist of one half of those entitled to attend but must include at least one officer.
14. If in the event of dissolution of the Group there shall remain after satisfaction of all debts and liabilities any property or funds, the same shall be given or transferred to such other Group or Groups having similar objects or to such charity or charities as the members may determine at an Extraordinary General Meeting.
15. This constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Extraordinary General Meeting of the Group, providing that 14 days notice of the proposed amendment has been given to all members, notwithstanding that amendments are made and carried to the original proposal at the Annual General or Extraordinary General Meeting, provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Group at any time to cease to be a charity in law.