

DRINGHOUSES LOCAL HISTORY GROUP

CONSTITUTION

Reviewed and reissued Autumn 2013

CONSTITUTION OF THE ASSOCIATION OF THE DRINGHOUSES LOCAL HISTORY GROUP

1 Name

The Association shall be called “Dringhouses Local History Group” but is referred to henceforth in this constitution as “The Association”.

2 Objects

- 2.1.** The Association aims to work in collaboration with others to promote knowledge, understanding and enjoyment of the history of Dringhouses in the City of York, from earliest times to the present day.
- 2.2.** The Association seeks to promote research into the history of Dringhouses and the publication of the results of such research.
- 2.3.** The Association seeks to establish an archive of Dringhouses.

3 Membership

- 3.1.** Membership is open to any person in sympathy with the objects of the Association.
- 3.2.** Applications for membership should be submitted to the Secretary of the Association and will be subject to acceptance by the Management Committee of the Association.
- 3.3.** Members of the Association will be liable to pay an Annual Subscription as determined by the Annual General Meeting of the Association. Membership will cease if the subscription has not been paid within the period of three months after the date of the Annual General Meeting.

- 3.4. The Management Committee shall have the power to suspend the membership of any person whose conduct is deemed contrary to or detrimental to the objects of the Association. At the request of the suspended member their membership will be considered at the Annual General Meeting, which shall determine whether to revoke the suspension or whether to terminate the membership of the person concerned.
- 3.5. Any member may at any time resign by written notice sent to the Secretary of the Association.

4 Meetings

4.1. Annual General Meeting.

- 4.1.1. An Annual General Meeting of the Association shall be held in May of each year or as soon as possible thereafter.
- 4.1.2. At least 21 days written notice of the time and place of the Annual General Meeting shall be given by the Secretary to each current member.
- 4.1.3. The business of the Annual General Meeting shall include:-
 - 4.1.3.1. Consideration of the Annual Report from the Management Committee.
 - 4.1.3.2. Consideration of the financial accounts of the Association for the year ending 31st. March.
 - 4.1.3.3. Appointment of Auditors or of an Independent Examiner of the accounts.
 - 4.1.3.4. Determination of the Annual Subscription.
 - 4.1.3.5. Election of the Officers of the Association.
 - 4.1.3.6. Election of the Management Committee of the Association.
 - 4.1.3.7. Consideration of any properly submitted motion submitted to the Secretary at least 14 days prior to the meeting. To be properly submitted, such a motion must be in writing and be signed by at least six members of the Association.

- 4.1.3.8.** Any other urgent business must be advised to the Secretary at least 72 hours before the Meeting. The Chairman of the Association shall then judge whether such business should be brought before the meeting.
- 4.1.4** Voting at the Annual General Meeting shall be by a show of hands of those members present save that at the discretion of the Chairman or if so requested by at least 20 members, voting shall be by written ballot to be counted by two members of the Association appointed by the Chairman at the meeting.
- 4.1.5.** Decisions shall be made according to a simple majority of the persons present and voting.
- 4.1.6.** In the event of an equality of votes the Chairman shall have a second or casting vote.
- 4.2. Extraordinary General Meeting.**
- 4.2.1.** An Extraordinary General Meeting must take place if so determined by the Management Committee or if requested in accordance with the next following sub-clause of this constitution.
- 4.2.2.** A request for an Extraordinary General Meeting must be made in writing to the Secretary of the Association and be signed by at least 5 Members of the Association who have held membership of the Association for a minimum of six months. The request shall set out the motion to be considered at the Extraordinary General Meeting.
- 4.2.3.** The Extraordinary General Meeting shall take place within 28 days of receipt of a request made in accordance with clause 4.2.2. or determination of the Management Committee in accordance with clause 4.2.1. Not less than 21 days before the date of the meeting, the Secretary shall give written notice to each member of the time and place of the meeting and of the business to be considered there.
- 4.2.4.** Voting at an Extraordinary General Meeting shall be by a show of hands of those members present save that at the discretion of the Chairman or if so requested by at least 20 members, voting shall be by written ballot to be counted by two members of the Association appointed by the Chairman at the meeting.

- 4.2.5. Decisions shall be made according to a simple majority of the persons present and voting. In the event of an equality of votes the Chairman shall have a second or casting vote.
- 4.3. Other General and Public Meetings may be held at the discretion of the Management Committee.
- 4.4. At all General Meetings there shall be a quorum when at least a tenth of the number of current members of the Association or ten members of the Association, whichever is the greater, are present.

5 Management

5.1 Officers of the Association

- 5.1.1. The Officers of the Association will be appointed annually by decision of the Annual General Meeting.
- 5.1.2. The Officers of the Association shall be a Chairman, Secretary and Treasurer.
- 5.1.3. Nominations for appointment as Officers of the Association should be submitted in writing to the Secretary of the Association at least 14 days before the Annual General Meeting. Nominations must be in writing and signed by at least three members of the Association and with the agreement of the nominee.
- 5.1.4. In the absence of any written nominations having been received, nominations may be sought and considered at the Annual General Meeting.
- 5.1.5. In the event of the resignation of any of the Officers, a temporary appointment until the conclusion of the next General Meeting may be made by the Management Committee.

5.2 The Management Committee shall consist of the Officers of the Association together with up to six members of the Association appointed by the Annual General Meeting in accordance with this constitution and up to three members co-opted by the Management Committee. Subject to the matters set out below the Association shall be managed and administered in accordance with this constitution by the Management Committee.

- 5.2.1.** Members of the Management Committee including the Officers of the Association shall resign if requested to do so by a majority vote at an Extraordinary General Meeting.
- 5.2.2.** Officers and Members may be re-elected save that no Officer or Member shall serve on the Management Committee for more than five consecutive years.
- 5.2.3.** Meetings of the Management Committee should take place at least once a quarter at a time and place determined by the Chairman. If so requested by written notice signed by four members of the Management Committee, the Secretary shall call an Emergency Meeting of the Committee of which at least three days written notice must be given by the Secretary to each member of the Committee.
- 5.2.4.** There shall be a quorum when at least one third of the current members of the Management Committee or three members of the Management Committee whichever is greater are present.
- 5.2.5.** Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question, but in the case of equality of votes the Chairman of the meeting shall have a second or casting vote.
- 5.2.6.** A minute of the decisions taken at each meeting of the Management Committee shall be taken and retained by the Secretary, confirmed by the Committee at the next following meeting and be available for inspection at any reasonable time by any member of the Association.

5.3. The Management Committee will have general conduct of the Association and may authorise any actions they deem appropriate to further the objects of the Association. The Management Committee may seek registration of the Association as a Charity and for that purpose may appoint some of their number as Charity Trustees.

- 5.3.1.** No member of the Management Committee shall receive remuneration or be interested (other than as a member of the Management Committee) in any contract entered into by the Management Committee.

- 5.4.** The Management Committee must submit an Annual Report to the Annual General Meeting of the Association.
- 5.5.** The Management Committee of the Association must ensure that adequate arrangements are made by the Treasurer for the safeguarding and proper expenditure of the funds of the Association.
 - 5.5.1.** Such arrangements may include the provision of bank accounts as authorised by the Management Committee, such authorization to include provision that no withdrawal may be made from such accounts without the signature of an Officer and one other member of the Committee.
 - 5.5.2.** The Treasurer shall be responsible for the finances of the Association and shall keep safe all monies received and held on account for the Association.
 - 5.5.3.** The funds of the Association must be used only for the furtherance of the objects of the Association and as authorised by the Management Committee.
 - 5.5.4.** The Treasurer must produce proper accounts for each financial year ending 31st. March, which accounts should be audited, or if the income of the Association is less than £10,000 be examined by an appropriate independent person, appointed by the Annual General Meeting. The audited or examined accounts should be presented to the Management Committee before the Annual General Meeting takes place.
 - 5.5.5.** The Treasurer shall at any reasonable time allow any member of the Management Committee to have sight of the financial records and of the statements relating to any bank account in which the funds of the Association are deposited.
- 5.6.** The Secretary of the Association shall be responsible for taking and retaining a record of the proceedings of any Annual General Meeting or Extraordinary Meeting of the Association.

6 **Alterations to the constitution**

The Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution setting out the terms of the alteration proposed.

7 **Dissolution**

If the Management Committee decides that it is necessary or advisable to dissolve the Association it shall call a meeting of all members of the Association, of which not less than 21 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, the Management Committee shall have power to release any assets held by or on behalf of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the members of the Association may determine, or failing that shall be applied for some other charitable purpose.

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