

ORMSKIRK & DISTRICT HISTORICAL SOCIETY

CONSTITUTION

1: NAME:

The name of the organisation shall be the Ormskirk & District Historical Society herein after called 'the Society'.

2 OBJECTS:

The objects of the Society shall be to promote the benefit of the residents of Ormskirk and District without distinction of sex or political, religious or other opinions by associating the local authorities, voluntary organisations and residents.

The aims of the Society are to:

encourage the study of historical subjects in general with special reference to the history of Ormskirk and surrounding Districts

provide opportunities for learning, research and personal development

The Society shall be non-party in politics, non-sectarian and non-discriminatory. The Society shall have the power to affiliate to organisations with similar charitable objectives

3 MEMBERSHIP:

Membership of the Society shall be open, irrespective of nationality, religious opinion, disability, race, colour, political opinion, gender or sexual orientation; to all persons 16 years old and over having an interest in the Society, who shall be called Full Members.

Admission to the Society shall be by an annual subscription at the beginning of the lecture session in October or at any other time.

Lectures may be attended by non-members at a fee for each lecture. Fees will be reviewed and voted upon at the Annual General Meeting.

4 TERMINATION OF MEMBERSHIP:

The General Committee shall have the right, for good and sufficient reason, to exclude from meetings an individual member, provided that the individual member shall have the right too be heard by the General Committee before a decision is made.

5 GENERAL COMMITTEE:

(a) The General Committee shall consist of the Honorary Officers and representatives of individual members elected by and at the Annual General Meeting.

(b) in addition, the General Committee may co-opt further members, with a minimum age of 16 years, who shall not exceed one-third of the total membership of the Committee as defined above.

If vacancies occur among its members, the General Committee shall have the power to fill these from amongst the members of the Society.

6 HONORARY OFFICERS:

The Annual General Meeting shall elect the following Honorary Officers of the Society from amongst those eligible for election to the General Committee; President, Chair, Secretary, Treasurer and any other Officers as it may from time to time determine. The Honorary Officers shall serve in their respective capacities as Officers of the General Committee for a period of 12 months.

In the event of a vacancy occurring among the Honorary Officers, the General Committee shall have power to fill such vacancy from members of the Society,

7 ANNUAL GENERAL MEETING:

Once a year in the month of March or as soon as possible afterwards, the General Committee shall convene an Annual General Meeting for the purpose of receiving the Annual Report of the Officers and the audited or independently examined Statement of Accounts; of electing the Honorary Officers; of electing the representatives of individual

members to serve on the General Committee; of appointing auditors or independent examiners; and of considering, whenever necessary, proposals to amend this Constitution and other business of which due notice has been received.

Members shall be provided with 21 days notice of the Annual General Meeting.

8 SPECIAL GENERAAL MEETING:

The Chair, or the Secretary, of the Society may at any time at their discretion, and shall within 21 days of receiving a written request to do so, signed by not less than 10 members having the power to vote and giving reasons for the request, call a special General Meeting of the Society for the purposes of altering the Constitution in accordance with Clause 12 hereof or of considering any other matter which may be referred to it by the General Committee or for any other purpose.

9 RULES OF PROCEDURE:

(a) Voting: Subject to the provisions of Clause 12, all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat.

No member shall exercise more than one vote, but in the case of an equality of votes the Chair shall have a second or casting vote.

(b) Quorum: One-third of the members of the General Committee shall form a quorum at meetings of the General Committee.

© Minutes: Minute books shall be kept by the General Committee, and the Secretary shall enter therein a record of all proceedings and resolutions.

10 FINANCES:

(a) All monies raised by or on behalf of the Society shall be applied to further the objectives of the Society and for no other purpose.

(b) The Treasurer shall keep proper accounts of the finances of the Society and shall maintain a bank account in the name of the Society

(c) The accounts shall be audited or examined at least once a year by auditors or independent examiners appointed by the Annual General Meeting.

- (d) The signatories to the bank account shall be the Chair, Secretary and Treasurer. Any two Officers will be required to sign cheques, subject to the rules of the Bank.

11: DISSOLUTION:

If the General Committee by a simple majority, decides at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Society it shall call an Extraordinary General Meeting of all members of the Society who have the power to vote, of which meeting not less than 21 days' notice stating the terms of the resolution to be proposed thereat shall be posted in a conspicuous place or places in the area given in writing to the Charity Commissions for England and Wales and any national body to which the Society is affiliated. If such a resolution shall be confirmed by a simple majority of those present and voting at such a meeting the General Committee shall have power to dispose of any assets held by or in the name of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the residents of the community served by the Society as the General Committee may decide and, if relevant, as may be approved by the Charity Commissions for England and Wales.

12: ALTERATIONS TO THE CONSTITUTION

Any proposal to alter this Constitution must be delivered in writing to the Secretary of the Society not less than 28 days before the date of the meeting at which it is first to be considered. In order to be adopted an alteration will require the approval of a two-thirds majority of individual members and representatives of the Society present and voting at a General Meeting. Notice of each such meeting must have been given in accordance with the normal procedure, but not less than 14 days prior to the meeting in question. The wording of the proposed alteration must be included in the notice.