

SAWSTON VILLAGE HISTORY SOCIETY

CONSTITUTION

The Sawston Village History Society is responsible as the custodian of artefacts it holds on behalf of the people of Sawston for their future use in whatever form might be needed, and wherever a suitable building is provided for its safe keeping.

1. **Name**

The name of the Society shall be the "Sawston Village History Society".

2. **Objectives**

The objectives of the Society shall be:

- 2.1 To encourage an interest in and study of local history by all sections of the community.
- 2.2 To hold regular meetings with speakers on topics of local and wider historical interest.

3. **Membership**

Membership of the Society shall be open to anyone interested in the Objectives as set out in Rule 2.

4. **Subscription**

The annual subscription is due at the AGM, and is payable in advance. The rate shall be determined from time to time by the Society at a General Meeting. Members in arrears after the 30th November shall cease to be entitled to membership of the Society until such time as the current subscription is paid. New members who join the Society after 1st May will have a membership which lasts until the AGM of the following year.

5. **Officers and Committee**

- 5.1 The Officers shall be elected at an Annual General Meeting to serve until the next Annual General Meeting, and shall comprise: Chairman, Vice-Chairman, Secretary, Treasurer, and Webmaster.
- 5.2 The Committee shall be composed of Officers, ex officio, and Members up to a maximum of nine who shall be elected at the Annual General Meeting to serve until the next Annual General Meeting.
- 5.3 The Committee shall have authority:
 - 5.3.1 To act on behalf of the Society
 - 5.3.2 To open a banking account.
 - 5.3.3 To draw cheques upon the Bank Account, provided that these be signed by the Treasurer and by one of two other nominated members.
 - 5.3.4 To co-opt further members or fill vacancies to act until the next Annual General Meeting.
 - 5.3.5 To call a General Meeting of the Society whenever they deem advisable.
- 5.4 The Committee shall meet on at least four occasions annually and on other such occasions as it deems to be necessary or desirable. The quorum shall be five members, provided that this includes at least two of the Officers.
- 5.5 There shall also be elected two Trustees of the Society's Assets who shall serve for a period of four years, and every four years after this date, whose sole responsibility is as set down under rule 8.4.

6. **Use of Funds**

- 6.1 All funds, other than those donated for a specific purpose, shall be allocated as the committee shall determine in the furtherance of the Objectives of the Society.
- 6.2 The Treasurer shall keep statements of accounts, which shall be audited by a suitably qualified person and submitted to the Annual General Meeting. The Society's financial year shall be from 1st April to 31st March.

7. **General Meetings**

- 7.1 The Annual General Meeting shall be held during the month of September for the election of Officers and Committee, the appointment of an auditor who shall not be a member of the committee, the alteration and adoption of the Constitution, the presentation of reports and financial accounts, and for any other business.
- 7.2 Nominations for any Office or Committee membership may be made by the Committee, or duly proposed and seconded by any two members and with the consent of the nominee, made in writing to the Secretary not less than seven days before the Meeting. Nominations will not be acceptable at the meeting.
- 7.3 An Extraordinary General Meeting may be summoned by the Committee, or by the Secretary, within 21 days of receipt of a written request by at least ten paid-up members and giving the purpose for which the Meeting is to be convened.
- 7.4 A minimum of seven days' notice shall be given in writing for all General and Committee Meetings. Provided that it is a matter of urgency this period may be reduced with the consent of the Chairman and Secretary.
- 7.5 A quorum for a General Meeting shall be twelve eligible members.

8. **Dissolution of the Society**

- 8.1 A written proposal for the dissolution of the Society, signed by at least ten eligible members, shall be sent to the Secretary at least three months before the General Meeting at which it is to be discussed. The Secretary shall notify all members in writing at least two months before such a Meeting.
- 8.2 Any such proposal shall contain a provision for the disposal of the Group's Assets.
- 8.3 Such a proposal shall not be carried unless at least two-thirds in number of the members present at the Meeting and entitled to vote shall vote in favour of it.
- 8.4 Should it appear to the Trustees of the Society's Assets that the Sawston Village History Society has ceased to exist by reason of failing to hold any meetings (including an Annual General Meeting) and failing to engage in any activities during the period of one year then the Trustees shall have sole discretion as to disposal of the Society's Assets.

9. **Alteration of Constitution**

- 9.1 No alteration or addition to this Constitution shall be made except at a General Meeting. Notice in writing of any such alteration or addition shall be sent to the Secretary not less than 21 days before the Meeting, and the Secretary shall notify all members in writing not less than seven days before the Meeting.
- 9.2 No alteration or addition shall be adopted unless at least two-thirds in number of the Members present at the Meeting and entitled to vote shall vote in favour of it.