

BARTON UPON HUMBER CIVIC SOCIETY CONSTITUTION

1. Name

The name of the Society shall be the Barton upon Humber Civic Society.

2. Aims & Objectives

The Society is established for the public benefit for the following purposes in the area comprising the Parish of Barton upon Humber, which area shall hereinafter be referred to as “the area of benefit”.

Aims

- (i)** To promote high standards of planning and architecture in the area of benefit.

- (ii)** To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

- (iii)** To promote and develop an awareness of, and involvement in, social, educational and cultural aspects of the area of benefit.

Objectives

In furtherance of the said purposes but not otherwise the Society through its Executive Committee shall have the following powers:

- (i)** To promote research, and to publish the results of any such research.

- (ii)** To act as a coordinating body and to co-operate with the Local Authority and all other local and statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.

- (iii)** To promote or assist in promoting activities throughout the area of benefit in furtherance of the cultural and artistic life of the inhabitants thereof.

- (iv)** To publish papers, reports and other literature.

- (v)** To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit, for public benefit.

- (vi)** To hold meetings, lectures and exhibitions.

- (vii)** To stimulate public interest in the area of benefit and educate public opinion and to give advice and information.

- (viii)** To raise funds and to invite and receive contributions from any person

or persons, organisation or charity whatsoever by way of subscription, donation and otherwise.

(ix) To take and accept any gifts of property, whether subject to any special trusts or not.

(x) To sell, let, mortgage, dispose or to turn to account all or any of the property or funds for its primary purposes.

(xi) To buy, lease or otherwise acquire buildings or land or any estate or interest therein.

(xii) To enter into and carry out contracts.

(xiii) To do all such things as are necessary for the attainment of the said purposes.

3. **Membership**

(i) Membership shall be open to all who are interested in actively furthering the purposes of the Society.

(ii) **Student Members** shall be those aged less than 21 years at the time their subscription is due.

4. **Subscriptions**

Annual subscription rates and categories of membership shall be agreed by a simple majority vote at the Annual General Meeting or Special General Meeting.

5. **Meetings**

(i) An **Annual General Meeting** shall be held in or about July of each year, to receive the Executive Committee's Report and Annual Accounts, duly examined in accordance with current Charity laws, and to elect Officers and Members of the Executive Committee.

(ii) **Special General Meetings** of the Society shall be held at the written request of members representing not less than ten per cent of the existing membership of the Society and whose subscriptions are fully paid up.

(iii) The Executive Committee shall decide when **Ordinary Meetings** of the Society shall be held, and shall give at least seven days notice of such meetings to all Members.

(iv) **Voting** No member shall have the power to vote at any meeting of the Society if his/her subscription is in arrears at the time.

(v) **The Quorum** for a General Meeting of the Society shall comprise 10% of the members of the Society whose subscriptions are fully paid up.

6. Officers

(i) **The Officers** of the Society shall consist of:

- Chairman
- Vice Chairman
- Honorary Secretary
- Honorary Treasurer
- Distribution Secretary

all of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

(ii) **Nominations** for the election of Officers shall be made in accordance with the Standing Orders Governing Elections.

(iii) The Executive Committee shall have the power to fill **Casual Vacancies** occurring among the Officers of the Society.

(v) **A President and Vice President** may also be elected at a General Meeting of the Society for periods to be decided at such meeting.

7. The Executive Committee

(i) The Executive Committee shall be responsible for the management and administration of the Society.

(ii) The Executive Committee shall consist of the Officers and not more than ten other members, elected at the Annual General Meeting.

(iii) The elected Members of the Executive Committee shall be the **Trustees of the Society**.

(iv) The Committee **shall have the power to co-opt** no more than six additional members (including Local Authority representatives).

(v) All Members of the Executive Committee shall relinquish their office each year and shall be eligible for re-election at the Annual General Meeting.

(vi) Any Committee member who, without submission of an apology or reasonable grounds, fails to attend three consecutive Committee Meetings shall be **deemed to have resigned** from the Committee, and be notified of this in writing.

(vii) Voting

(a) **The President and Vice President** may attend any meeting of the Executive Committee but shall not vote at any such meeting.

(b) In the event of an **equality in the votes cast**, the Chairman shall have a second or casting vote.

(viii) **Elections** to the Executive Committee shall be made in accordance with the Standing Orders Governing Elections, Annex B.

(ix) The Executive Committee shall **meet not less than six times a year** at intervals of not more than two months, and the Honorary Secretary shall give all Members not less than seven days notice of each meeting.

(x) **Minutes** shall be made and kept of the business conducted at each Meeting of the Executive Committee.

(xi) **The Quorum** shall comprise six elected members of the Executive Committee.

8. **Sub-Committees**

(i) The Executive Committee may constitute such Sub-Committees as shall be considered necessary.

(ii) A **Chairman** for each Sub-Committee shall be appointed by the Executive Committee.

(iii) **Members of the Executive Committee** may be members of any Sub-Committee and membership of a Sub-Committee shall be no bar to appointment to membership of the Executive Committee.

(iv) Sub-Committees shall be **subordinate to the Executive Committee** and may be regulated or dissolved by the Executive Committee.

(v) **All actions and proceedings** of each Sub-Committee shall be reported to and be confirmed by the Executive Committee as soon as possible.

9. **Standing Orders**

The Society shall adopt such Standing Orders as deemed necessary from time to time for the proper conduct of its business. These are in Annex A and Annex B.

10. **Expenses of Administration and Application of Funds**

(i) The Executive Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society.

(ii) After the payment of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Executive Committee in furtherance of the Aims & Objectives of the Society.

11. Investment

All monies at any time belonging to the Society and not required for immediate application for its Aims & Objectives shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent, whether by the Charity Commissioners or other body as may for the time being be required by law or by special trusts affecting any property in the hands of the Executive Committee.

12. Holding Trustees

(i) The Society shall have **at least three Holding Trustees**.

(ii) The power of **appointment and dismissal of Holding Trustees** shall be agreed by the general membership at the A.G.M. or an E.G.M..

(iii) Any **freehold and leasehold property** acquired by the Society shall be vested in the Holding Trustees; and, if the Executive Committee so directs, any **other property** belonging to the Society may be vested in the Holding Trustees who shall deal with such property as the Executive Committee may from time to time direct.

(iv) A Holding Trustee need not be a member of the Society.

(v) The Honorary Secretary shall from time to time notify the Holding Trustees in writing of any amendment hereto and the Holding Trustees shall not be bound by any such amendments in their duties as holding trustees unless such notice has been given.

(vi) The Society shall be bound to indemnify the Holding Trustees against all expense incurred by them in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

13. Amendments

This Constitution may be amended by a two thirds majority of members present at an Annual or Special General Meeting of the Society, provided that ten days notice of the proposed amendment has been given to all Members and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Society at any time to cease to be a charity in law.

14. Notices

Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by prepaid post addressed to the address of that member last notified to the Secretary.

15. Winding Up

(i) The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society, confirmed by a simple majority of Members voting at a further Special General Meeting held not less than fourteen days after the previous Meeting.

(ii) If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given.

(iii) In the event of the dissolution of the Society, the **available funds** of the Society shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.

(iv) On dissolution, the **Minute Books** and **other Records** of the Society shall be deposited in an appropriate Archive as shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.

Annex A – General Standing Orders

1. The **Financial Year** shall end on 31st March.
2. The **Accounts** should be completed by the beginning of May.
3. The **Newsletter** should be published by early June.

Annex B – Standing Orders Governing Elections

1. **A Circular** to all Members shall be issued with the Newsletter, requesting Nominations to the Executive Committee.
2. **Candidates shall be nominated** by two Members, and signify their acceptance of that nomination.
3. The **closing date for nominations** shall be one week prior to the Annual General Meeting.
4. Nominations may be accompanied by up to fifty words introducing each Candidate.
5. **Ballot forms** will be available, if required, at the Annual General Meeting.
6. Those unable to attend the Annual General Meeting can obtain a **Postal Vote**, on request, to the Hon. Secretary 2 weeks before the Annual General Meeting.
7. The **election of Officers** shall be completed prior to the election of further Members of the Executive Committee.

This Constitution was accepted by a General Meeting of the Society on **15th July 2016**