

# Constitution of Craigavon Historical Society

For adoption at AGM to be held on 22<sup>nd</sup> September 2010

## 1. Name and authority

The Society shall be known as "Craigavon Historical Society", hereinafter referred to as "the Society". Business of the Society shall be transacted by a committee of members which shall be known as "the committee of Craigavon Historical Society", hereinafter referred to as "the Committee"

## 2. Objects

- 2.1 The society is established for charitable purposes only, to advance public education through the promotion, encouragement, development and dissemination of knowledge of history in the Craigavon area. The objects will be furthered by:
- a. Preserving community history through the publication of an historical journal and other local history material
  - b. Sponsoring an annual historical lecture which shall be open to all members of the public.
  - c. Sponsoring other historical lectures primarily but not exclusively for paid-up members of the society
  - d. Working with other agencies concerned with the collection, conservation, interpretation and exhibition of artefacts relating to the history and local heritage of the Craigavon area

## 3. Annual General Meeting

- 3.1 The Society shall hold an annual general meeting, hereinafter referred to as "the AGM", each year, generally in September, at which the honorary secretary shall present an annual report and the honorary treasurer shall present the statement of accounts for the previous year.
- 3.2 The AGM shall elect a chairman, vice-chairman, honorary secretary, honorary treasurer, and committee members. In the event of multiple nominations for new committee members in excess of available places a secret ballot shall be held to determine which of the nominees shall be elected.
- 3.3 Extraordinary General Meetings may be called to discuss special business at the discretion of the Committee or the request of five members of the Society.

## 4. Membership

- 4.1 Membership of the Society shall be open to all, subject to payment of an annual membership fee. The amount of the fee shall be set annually by the Committee.
- 4.2 The Committee may invite individuals to become "honorary members" in recognition of services to the Society. Such honorary members shall be exempt from fees.

## 5. The Committee

- 5.1 The Committee shall be responsible for management of the Society, including arranging lectures, outings and other events to further the objects of the society. The Committee shall maintain adequate public liability insurance in respect of its activities.
- 5.2 Members of the Committee shall be elected from members of the Society each year at the AGM. Members and Officers may present themselves for re-election in subsequent years. The Committee shall have a minimum of seven and a maximum of seventeen members, excluding co-opted members.
- 5.3 The Committee shall meet at least three times between one annual general meeting and the next to conduct the business of the Society.
- 5.4 A minutes secretary shall record the proceedings of Committee meetings and this record shall be agreed and signed by the chairman at the next Committee meeting.

- 5.5 The Committee shall have the power to co-opt up to three members per year. Where co-opted members of the Committee are not also members of the Society they shall not have voting rights
- 5.6 The Committee may require the resignation of any of its members who is absent from three consecutive Committee meetings without tendering a reason acceptable to the Committee. The Committee may by co-option fill any resulting vacancy.
- 5.7 The Committee shall meet at least three times per year. Meetings shall be convened on two weeks' notice. A quorum of five voting members or at least one third of the full Committee (whichever is the greater) shall be required before material business may be transacted.
- 5.8 In the chairman's absence, the vice-chairman shall conduct the business of the meeting. In the absence of the chairman and vice-chairman, a chair will be agreed by those present.
- 5.9 Decisions of meetings shall be decided by a simple majority of those present and allowed to vote. In the event of a tie, the chairman shall have a casting vote.

## **6. Finance**

- 6.1 All funds held by or raised by the Society shall be used to further the objects of the Society and for no other purpose.
- 6.2 The Treasurer shall keep a record of all financial transactions and prepare accounts to be presented at the AGM. These shall be in a form suitable for independent witness examination if so required by the Committee.
- 6.3 For the signing of cheques, up to four signatories shall be appointed, two of whom must sign each cheque. These two signatories must not be related to each other.

## **7. Amendment:**

- 7.1 Any alterations to this Constitution shall receive the assent of not less than two-thirds of the members of the Society present and voting at the Annual General Meeting or a meeting specially called for the purpose provided that notice of any such alteration shall have been received by the Honorary Secretary in writing not less than 14 clear days before the meeting at which the alteration is to be brought forward.
- 7.2 At least 7 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Honorary Secretary to each member of the Society provided further that no alteration shall be made which would cause the Society to cease to be a charity at law.

## **8. Dissolution:**

- 8.1 If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Society they shall call a 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 given.
- 8.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Society.
- 8.3 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 Society as the Committee may decide.

**Date of Adoption:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Signed** \_\_\_\_\_