

ELMSWELL HISTORY GROUP –CONSTITUTION

1. **Name and Object** The group, founded in 2000, shall be known as "Elmswell History Group" (formerly Elmswell Millennium History Group), hereinafter referred to as The Group, and shall have as it's objectives :-
 - a) To research, record and present information relating to the history and heritage of East Anglia, with Elmswell as a focus;
 - b) To provide a better understanding of the heritage of Elmswell and East Anglia;
 - c) To provide monthly talks (except August) and an annual outing to cover historical aspects of East Anglia, and related national perspectives when appropriate;
 - d) To encourage and support individual and community research into the heritage of Elmswell and its inhabitants;
 - e) To maintain and up-date the Group's website.
2. **Constitution and Rules** ' The management and conduct of The Group and all its members shall be in accordance with this Constitution and set of Rules (see below) established by the committee. The current Rules shall be provided to prospective new members on request. The Constitution may be amended by formal resolution at a Monthly Meeting, after approval by at least two- thirds of those present, only minor modification from the notified wording being permitted.

Rules

 - a) Age limit for Junior membership –under 18.
 - b) Annual subscriptions and meeting charges for members and non-members to be set by the committee and agreed upon at the Annual General Meeting.
3. **Membership**
 - a) Anyone may become a member of The Group, by submitting the current application form, together with the Entry Fee and the current Annual Subscription, to the Membership Secretary.
 - b) There shall be two classes of membership – Full Members, and Junior Members. The age limit(s) for Juniors shall be set out in the Rules (above).
4. **Officers and Committee**
 - a) The management of The Group shall be the responsibility of the Committee, consisting of six officers and as many ordinary committee members as deemed necessary (up to a maximum committee total of twelve) who may also be given appropriate designations indicating particular responsibilities. The quorum at a committee meeting shall be 50% of the total committee number and, in the event of a tied vote, the Chairman shall exercise a second (casting) vote. The committee shall meet at least four times per year.
 - b) The Officers of the Group shall comprise:- Chairman, Vice-Chairman, Treasurer, Secretary, Membership Secretary, Meetings/Programme Secretary, although any of these posts can be shared between two, if necessary.
 - c) All the committee shall be elected for one year at the A.G.M. In the event that an Officer post falls vacant during the year, the committee may appoint a temporary replacement from the ordinary committee members.
 - d) The committee shall be responsible for:-
 - I. Organising monthly meetings, annual outing, and occasional events;
 - II. Pooling of information contributed by members;
 - III. Setting the Group Rules; and
 - IV. Managing the finances of the Group.
5. **Finance**
 - a) The financial year shall run from 1st May to 30th April.
 - b) The Treasurer shall keep a record of all receipts and payments, and prepare annual accounts for the Annual General Meeting.
 - c) The annual accounts will be subject to an annual independent examination.

6. Monthly Meetings

Attendance at all monthly Meetings is open to all (including visitors/non-members who will be charged an agreed amount.)

7. Annual General Meetings

An Annual General Meeting (AGM) shall be held every year between 1st and 30th June inclusive, the date having been notified at least twenty-one days in advance. The quorum at an AGM shall be 20% of the current total membership. If that percentage is not reached, the AGM cannot go ahead but needs to be recalled within one calendar month, and members notified accordingly. Only full members (not Juniors) may vote; a decision by vote requires a simple majority of the voting members present, except for amendment of this Constitution (see Paragraph 2 above) or dissolution of the Group (see Paragraph 10 below). In the event of a tie, the Chairman shall have a second (casting) vote.

8. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting (EGM) shall be called either if the committee so decides or upon petition to do so; for this purpose a petition must state the purpose of the EGM and be signed by at Least ten full members, or at least 20% of the full members if this figure is lower. The meeting date shall be held within thirty-five days of receipt of such a petition, and fourteen days' notice of the date of an EGM shall be sent to all full members.

The business of an EGM is confined to that notified in advance, and may include the passage of formal resolutions as for an AGM. The quorum at an EGM shall be 20% of the current total membership. If that percentage is not reached, the EGM cannot go ahead but needs to be recalled Within one calendar month, and members notified accordingly.

9. Asset Use

No assets or funds of the Group shall be given to a member or any other person other than by way of reimbursement of proper reasonable expenses (preferably with receipts) incurred on behalf of the Group. The Group's equipment may be loaned occasionally to external organisations, but only With the express agreement of the Chairman or Secretary.

10. Dissolution of The Group

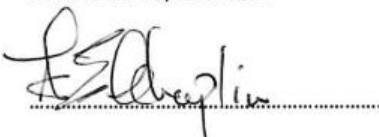
The Group shall be dissolved if a formal resolution to that effect is passed at an Extraordinary General Meeting, approval requiring a two-thirds majority of those present.

The existing committee

Shall wind up the affairs of the Group, including disposal of any remaining assets to the Suffolk Local History Council

This AMENDED Constitution was agreed unanimously by members present (70% of total membership), and adopted at the Extraordinary General Meeting of the Elmswell History Group on 11th February 2016, by the Officers whose signatures appear below.

TONY CHAPLIN, Chairman



GRAHAM MACK & PETER McGEE, Joint Vice-Chairmen



PHILIP BLISSETT, Treasurer



STELLA CHAMBERLIN, Secretary

