



Redditch History Society

Constitution

As agreed at Annual General Meeting 16th November 2020

Name

The Society's name is 'Redditch Local History Society', also known as 'Redditch History Society', and herein after referred to as the Society in this document. We define 'local' as the town of Redditch and its surrounding areas, including all parts of the West Midlands.

Aims of the Society

The aim of the Society is to provide a range of monthly local history presentations by knowledgeable experts and to encourage members to investigate, document and promote the history of Redditch and the surrounding area.

- **Investigate**

To encourage members to pursue local history research and to support them in sharing it with members.

- **Document**

To produce a regular newsletter for members and others which promotes our local history.

- **Promote**

To encourage members to provide talks/presentations for the Society and local community groups

To create an effective presence on the web to communicate information on Redditch history.

To encourage members, willing to mount exhibitions, to promote local history.

To encourage interest in all aspects of the town's historic history.

To collaborate with other societies/organisations involved in local heritage matters.

To communicate our activities through local media resources.

Management Committee

Membership of Committee

The Society shall be managed by a committee of members who are appointed at the Annual General Meeting of the Society (AGM). The Management Committee will consist of three Principal Officers, namely the Chairman, Secretary and Treasurer, and at least two other members, elected at the AGM.

Where vacancies occur during the year the Management Committee can co-opt members onto the Committee. The Committee may also create and appoint members to non-executive roles as necessary to execute the aims of the Society. They may be invited to attend committee meetings.

The Society may elect an Honorary President as appropriate to further the aims of the Society.

The Honorary President has no vote on Society business, except in their capacity as a member.

Management Committee Meetings

The Management Committee must hold, physically or digitally, at least two meetings each year. The Management Committee may act by a majority decision. In the event of a tied vote the Chairman has the casting vote.

To form a quorum there must be three members present including one Principal Officer.

Minutes shall be kept for every meeting.

If a Committee member is in a conflict of interest, they must declare it and leave the meeting while the matter is discussed or decided.

The Management Committee may make reasonable additional rules to help run the Society.

These rules must not conflict with this constitution or the law and must be approved at the next AGM.

Purposes of the Management Committee

To run the Society, the Management Committee have the power to:

Collect membership subscriptions.

Raise funds, receive grants and donations.

Apply funds to carry out the work of the Society.

Co-operate with and support other organisations with similar purposes.

Do anything which is lawful and necessary to achieve these purposes.

Membership and Subscriptions

Membership shall be open to all persons interested in local history on payment of an appropriate subscription.

Visitors are welcome to attend Society meetings on payment of an appropriate charge.

Membership subscriptions and visitor charges will be decided at the Annual General Meeting.

Subscriptions will be renewable from the date of the Annual General Meeting and last for one year. Membership lasts while subscriptions are received.

The Society will keep an up-to-date membership list. The data collected will only be used for membership administration and for distributing news and information related to the Society and will be held by the Treasurer and the Secretary. It will not be issued to any other member except, when agreed by the Executive Committee, for a specific one-off task.

We will not share Personal Data with any third party without having obtained permission and a member can request, obtain, or remove details of the Personal Data we may hold about them by contacting an officer of the Redditch Local History Society.

The Management Committee may remove a person's membership if they believe it is in the best interests of the Society. The member has the right to be heard by the Management Committee before the decision is made and can be accompanied by a friend.

Finance

The Treasurer shall prepare a draft Income and Expenditure Account for the year to present at the Annual General Meeting. The accounts will be examined annually by an independent account examiner.

Bank account(s) shall be maintained in the name of the Society and shall be operated by the Treasurer, Chairman and Secretary. Cheques must be signed by two of the Principal Officers.

The Treasurer shall receive all subscriptions, entry charges, donations, bequests, and grants.

All income from whatever source shall be paid into the Society Bank Account(s).

All items of expenditure by any member of the Committee shall be strictly within the context of the aims of the Society. All such expenditure over the value of £25 shall be subject to the prior approval of the Treasurer who will consult with at least one other Principal Officer. No Officer or other Committee member shall unilaterally make any commitment or enter into any agreement to purchase supplies or equipment or take any action that will incur expense to the Society without consulting the Treasurer. Failure to observe the above principles may result in a Committee member not being reimbursed.

Assets

The maintenance and safe custody of all assets of the Society is the responsibility of the member holding those assets. A register of all electronic and other equipment will be kept.

Annual General Meetings

The Annual General Meeting (AGM) of the Society must be held every year, with at least 14 days' notice given to all members.

Members must be informed of what is on the agenda.

Minutes of the AGM must be kept.

There must be at least 10 members present to form a quorum.

Every member has one vote.

The Management Committee shall present the annual report and accounts.

Any member may stand for election to the Management Committee.

Members shall elect the Management Committee to serve for the next year. They will retire at the next AGM but may stand for re-election.

General Meetings

If the Management Committee consider it is necessary to change the constitution or wind up the Society they must call an Extraordinary General Meeting or present such actions to the AGM so that the membership can make the decision. The Management Committee must also call an Extraordinary General meeting if they receive a written request from most members i.e. more than 50% of paid up members.

All members must be given at least 14 days' notice and told the reason for the meeting. All decisions require a two-thirds majority of the membership.

Changes to the Constitution – can be made at AGMs or Extraordinary General Meetings.

No change can be made that would make the organisation no longer a Society.

The Management Committee may also call an Extraordinary General Meeting to consult the membership on any matters it considers important to the members.

Winding up – any money or property remaining after payment of debts must be given to one or more organisations chosen by most of the membership.

Ownership Issues

All research and associated materials remain in the ownership of the individual member.

The Society website will be managed by a Website Administrator who will be responsible for its maintenance.

Comments and opinions

Any comment or opinions given to the press, media, official bodies or to the public by a member of the Management Committee or by a Society member can only be deemed to be that of the individual concerned unless the matter has been discussed within the Management Committee and agreed by them. Any written communication to such bodies should be written on Redditch Local History Society headed paper.