

# Constitution

## 1. Name

The name of the group shall be **Knowle and Totterdown Local History Society** (K&TLHS)

## 2. Aims

To promote interest in the history of Knowle and Totterdown and of Bristol, and historical matters in general.

To initiate and encourage research into the history of Knowle and Totterdown and to publish results as and when necessary.

## 3. Membership

Membership is open to any adult applicant, although the Society reserves the right to refuse membership in individual cases.

Membership is dependent upon payment of the appropriate subscription, at a rate determined by the Society's committee and ratified at a Public Meeting.

Members may bring young people (under the age of 18) as non-paying guest-members.

Members will normally be prioritised over others if space is limited.

Subscriptions for membership shall normally be due at the start of each "Season".

Subscriptions may be waived at the discretion of the Committee

Members may raise issues for consideration by the Committee in writing by email or hand-delivered note to the welcome desk at a Public Meeting.

Membership contact will be via email. In rare cases where a member is unable to use email a suitable alternative will be established in accordance with the member's wishes.

### 3.1 Ceasing to be a member

Members may resign at any time by email to the Society's email address.

Any member who has not paid their membership fee six months after its due date will be deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or not acting in accordance with our equal opportunities principles may be asked to leave and may have their membership withdrawn if an apology is not given or if the behaviour is repeated. The individual concerned shall have

the right to be heard by the committee, accompanied by a friend, before a final decision is made.

### 4. Equal Opportunities

K&TLHS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

### 5. Officers and committee

The business of the Society will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary but not less than three times a year.

The Committee shall consist of a minimum of 3 members.

Any member will be eligible for election to the committee. Nominations should be made with the knowledge of the nominee and must be proposed and seconded either at the AGM or by email beforehand.

The officers' roles are as follows:

- Chair, who will chair both general and committee meetings
- Secretary, who will be responsible for keeping records of members, the taking of minutes, communication to members via email and setting meeting agendas in co-operation with the Chair
- Treasurer who will be responsible for maintaining accounts

There is no restriction as to the length of service of a committee member, each being eligible for re-election for as many years as they care to offer their services.

In the event of an officer standing down during the year a replacement will be co-opted temporarily, and may be one of the existing officers doubling up their role as long as the committee continues to have at least 3 members. Any such appointment will be ratified by members at the next AGM. Any officer temporarily assigned to two roles will be asked to choose which they will continue to stand for at the next AGM.

### 6. Meetings

#### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will usually be held in October, but at least within 15 months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary at least 2 weeks before the meeting

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The quorum for the AGM will be 20% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the activities of The Society over the year.
- The Committee will present the accounts of The Society for the previous year.
- The officers and Committee for the next year will be elected and that committee will be in place for a declared period of up to three years.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

## 6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least five other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place at the following public meeting which may involve the cancellation of the planned speaker and talk.

All members will be given at least 7 days' notice of such a meeting via email

The quorum for the Special General Meeting will be 20% of the membership or 10 members, whichever is the greater number.

## 6.3 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

Committee meetings must be attended by at least 3 committee members and must include 2 of the 3 officers.

## 7 Rules of Procedure for Meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## 8 Public Meetings / Events

Members will be informed of relevant details and visitors will be welcomed on payment of the appropriate fee.

The Committee can propose changes outside of this Constitution eg. subscription charges; visitor fees; format of meetings; funding choices etc.

### 9. Finances

An account will be maintained at a banking organisation agreed by the committee. At least two cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor be members of the same household.

All payments will be signed by two of the signatories.

- For cheque / online payments, the signatories will sign the cheque / authorise the transaction.
- For cash payments, a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer who will bring any financial issues to the attention of the Committee.

All money raised by or on behalf of The Society is only to be used to further the aims of the group, as specified in item 2 of this constitution.

### 10. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

### 11. Dissolution of the Society

If a meeting, by simple majority, decides that it is necessary to close down the Society it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Society.

If it is agreed to dissolve the Society, all remaining money, once outstanding debts have been paid, will be donated to another local group with objectives in sympathy with K&TLHS: this may be another local group or to a conservation organisation with aims to maintain and protect a local building, artefact or document. The Society will be allowed 3 months to find a suitable financial beneficiary after which time, if none has been identified or agreed, all funds will be donated to the Bristol Archives. All property (books, artefacts, photographs, digital materials etc.) from the Society's archive will be deposited with Bristol Archives.

# Knowle & Totterdown Local History Society Constitution

This constitution was agreed at the Annual General Meeting of The Knowle and Totterdown Local History Society on :-

Date

Chairperson - .....

Signed .....

Treasurer - .....

Signed .....

Secretary - .....

Signed .....