

## CHESTERFIELD AND DISTRICT LOCAL HISTORY SOCIETY CONSTITUTION

Originally constituted February 2022.

1. **NAME.** The name of the Society shall be “Chesterfield and District Local History Society”, afterwards referred to as “*The Society*”.

2. **AIMS & OBJECTIVES.** The aims and objectives shall be the study of the local history of Chesterfield and the surrounding district, publication of original documents, the holding of public meetings, and the promotion of interest in the recording, research, investigation, of the local history of the area, to improve the general awareness and education of others

3. **POWERS.** In furtherance of the aims and objectives but not otherwise, the Committee may exercise the following powers:

**3.1** To raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law

**3.2** Power to cooperate with other voluntary bodies, charities and statutory authorities operating in furtherance of the aims and objectives or of similar purposes and to exchange information and advice with them

**3.3** Power to appoint and constitute such advisory committees as the Committee may think fit

**3.4** Power to do all such other lawful things as are necessary for the achievement of the aims and objectives.

4. **MEMBERSHIP.** The Society consists of its Members, who pay a membership subscription. It is open to anyone who has interest in its aims. A Member may retire at any time by giving notice to the Secretary. The Society may at the discretion of the Committee cancel the Membership of any Member who is in breach of the rules of the Constitution. Except where such cancellation occurs by the ordinary lapse of payment of the annual subscription, written notice shall be given to the Member who shall be entitled to attend a subsequent meeting of the Committee to discuss any particular concerns before a final decision is made. Members are required to fill in a membership form and a membership list shall be maintained in order that members may be notified of meetings.

**4.1** Where a member and partner residing at the same address wish to become Members, they shall be allowed to do so as joint Members, subject to payment of the appropriate rate of subscription. Joint Members will only receive one copy of the Society’s publications but both Joint Members shall be entitled to attend its meetings and vote as if they were in separate membership.

**4.2** Associate Membership is a special grade of Membership open to other Societies, academic organisations, learned bodies and other groups. Associate Members will receive regular Newsletters and details of meetings, but this grade of membership does not entail voting rights

5. **SUBSCRIPTIONS.** All subscriptions are due on the first day of February in each year. The level of Subscription shall be proposed by the Committee and agreed by the Annual General Meeting. The Subscriptions, and any other monies received by the Society, shall only be used for the furtherance of the aims and objectives of the Society.

6. **COMMITTEE and OFFICERS.** A Committee, consisting of a Chair, Vice-Chair, Treasurer, Secretary, and a Membership Secretary together with not more than six additional members, shall conduct the affairs of the Society; in the event of an equality of votes the Chair of a meeting shall have an additional casting vote. These officers shall be Members of the Society. Other Members of the committee may be coopted as necessary because of their particular skills or knowledge. Officers and Members of the Committee shall be elected at the Annual General Meeting to serve for a period of one year. Nominations for Committee together with the nominee's written consent shall be delivered to the Honorary Secretary not less than 14 days before the Annual General Meeting.

7. **MEETINGS.** The Society shall hold regular meetings during the year at which speakers may be invited to present research and reviews of interest, and to which Members, friends and other interested persons may be invited. In addition:

7.1 Annual General Meetings shall be held not later than 15 months after the last Annual General Meeting, not less than 14 days notice being given in writing. A quorum for the Annual General Meeting shall consist of not less than ten percent of the Society's paid-up members but in any event not less than a quorum of its Committee.

7.2 Committee Meetings shall be held at such times and places as may be deemed necessary; they shall be called by the Chair or Secretary giving at least 7 days notice. A quorum for its meetings shall consist of not less than five members. The number of Committee Meetings shall be at least three per year.

7.3 Special General Meetings may be called by the Committee to deal with extraordinary business. All members will have at least 21 days notice of the meeting. The notice of the meeting shall give details of the business to be discussed at the meeting.

7.4 The secretary shall call a Special General Meeting within 28 days of receiving a written request to do so signed by no less than 20 Members. The notice of the meeting shall give details of the business to be discussed at the meeting.

8. **RULES of CONSTITUTION.** The Committee shall be the sole authority for interpretation of the rules of Constitution. The Constitution may be altered or amended only by consent of the Members at the Annual General Meeting; request for alteration or amendment shall be given in writing to the Honorary Secretary at least 28 days prior, so that notice of amendment may be embodied in the Notice of the AGM. In those areas not covered by the Constitution and where direction is required, the Committee shall determine the policy.

9. **FUNDS & PROPERTY.** The Honorary Treasurer shall be responsible for keeping the Accounts of the Society, and shall submit an audited or examined statement to the Annual General Meeting. Together with the Membership Secretary, they will be responsible for

collecting the Subscriptions of Members and keeping necessary records. The Treasurer shall pay those accounts approved by the Committee.

**9.1** The opening of Bank Accounts shall be approved by the Committee and maintained by the Treasurer. Payments from the Accounts, whether by cheque, bank transfer or other means, shall be authorised by the signatures of any two persons from a group of four consisting of the Chair, Treasurer, Secretary and one other Committee member approved by the Committee. The authorised signatories shall not be related nor live at the same address.

**9.2** Each year, the Committee shall nominate and the Annual General Meeting shall approve the appointment of the auditor (or examiner, depending upon prevailing guidelines of the Charity Commission) for the next year. The person appointed shall not be a member of the Society, nor a spouse, partner or direct relative of a member of its Committee.

10. **TERMINATION or DISSOLUTION of the SOCIETY.** The Society shall only be dissolved by a vote at the Annual General Meeting or Special General Meeting. In the event of such termination or dissolution, the assets of the Society after the satisfaction of all debts and liabilities shall be given or transferred to a local organisation with similar aims.

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