

# ELMSWELL HISTORY GROUP – C O N S T I T U T I O N

## **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 its 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 1<sup>st</sup> May to 30<sup>th</sup> 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.