

Shrivenham Heritage Society

Constitution

1 Purposes of the Society

To research, collect, collate, catalogue, maintain and publish historical records of the locality and its peoples.

2 Trustees

The Society shall be managed by a committee of Trustees who are appointed at the Annual General Meeting (AGM) of the Society.

3 Carrying out the Purposes

In order to carry out these purposes, the Trustees have the power to:

1. raise funds, receive grants and donations
2. apply funds to carry out the work of the Society
3. co-operate with and support other bodies with similar purposes
4. do anything which is lawful and necessary to achieve the purposes

4 Membership

People who support the work of the Society can apply to the Trustees to become a Member on payment of the annual Membership Fee (see para 6.5). Once accepted by the Trustees, Membership lasts for one year and may be renewed. The Trustees will keep an up-to-date Membership list.

The Trustees 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 Trustees before the decision is made and can be accompanied by a friend.

5 Annual General Meeting - AGM

5. The AGM must be held every year, with 14 days notice given to all Members telling them what is on the agenda. Minutes must be kept of the AGM.
6. There must be at least 15 Members present at the AGM.
7. Every Member has one vote.
8. The Trustees shall present the annual report and accounts.
9. Any Member may stand for election as a Trustee.
10. Members shall elect between 3 and 10 Trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.
11. The Chair, Treasurer and Secretary to be elected at the AGM.

6 Trustee Meetings

1. Trustees must hold at least three meetings each year. At their first meeting after the AGM they will elect a chair, treasurer and secretary. Trustees may act by majority decision.
2. At least three Trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
3. If Trustees have a conflict of interest they must declare it and if requested, leave the meeting while this matter is being discussed or decided.
4. During the year, the Trustees may appoint up to two additional Trustees. They will stand down at the next AGM.
5. The Trustees may set the Annual Membership Fee at such an amount as they agree is appropriate at their meeting next before the AGM.
6. The Trustees may make reasonable additional rules to help run the Society. These rules must not conflict with this constitution or the law.

7 Money and Property

1. Money and property must only be used for the Society's purposes.
2. Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.
3. Trustees cannot receive any money or property from the Society, except to refund reasonable out of pocket expenses.
4. Money must be held in the Society's bank account. All cheques must be signed by two Trustees.
5. The Chairman and Treasurer may arrange Internet Banking with themselves having sole access.

8 General Meetings

If the Trustees consider it is necessary to change the constitution, or wind up the Society, they must call a General Meeting so that the Membership can make the decision. Trustees must also call a General Meeting if they receive a written request from the majority of Members. All Members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.

1. Winding up - any money or property remaining after payment of debts must be given to a Society with similar purposes to this one.
2. Changes to the Constitution - can be made at AGMs or General Meetings. No change can be made that would make the organisation no longer a Society.
3. General Meeting - called on written request from a majority of Members.
4. Trustees may also call a General Meeting to consult the Membership

9 Setting Up The Society

This revised constitution was adopted on 28th September 2019 by the Trustees whose signatures appear below.

Signed	Print Name
_____	_____
_____	_____
_____	_____
_____	_____