

# HELMDON LOCAL STUDIES GROUP

## CONSTITUTION

1. The Group shall be called the '**Helmdon Local History Group**'.
2. The aims and objectives of the Group are to encourage the interests of people in the local history of the Parish of Helmdon and the immediate surrounding areas. The Group shall undertake the following to achieve the aims and objectives:
  - a) To endeavour as a Group to provide and promote equal opportunities for the membership for activities undertaken by the Group whatever a person's race, colour, ethnicity or nation's origin, religion, beliefs, sex, age, sexuality, gender identity, HIV status, physical or mental disability, state of health, appearance, marital status or family circumstances.
  - b) To pursue research that is made available to all.
  - c) To share information amongst the members of the Group so as to add to the body of knowledge.
  - d) To organise talks and courses that will provide members and the general public with relevant information, knowledge or skills to pursue individual or group research.
  - e) To mount a programme of activities on topics relevant to the history of Helmdon and the immediate locality.
  - f) To build a local archive of documents (or photocopies of documents), illustrations and artefacts relating to the local history of Helmdon and the surrounding area.
  - g) To arrange guided local history walks in Helmdon.
  - h) To gather oral histories.
  - i) To mount 'local history' exhibitions.
  - j) To maintain a website for the group and its activities and research
  - k) To publish a range of books, leaflets and resource materials relating to the local history of the area.
  - l) To act as a resource for material and information for schools, libraries, media, museums etc.
  - m) To extend any of the above and develop additional activities as opportunities arise.
2. **Management of the Group.**
  - a) The Committee shall consist of not less than five and not more than seven people. The Committee shall have the option of co-opting further members as is deemed necessary.
  - b) The Chair, Secretary, Treasurer and Committee will be elected at the Annual General Meeting by the membership.
  - c) The Annual General Meeting of the Helmdon Local Studies Group will take place annually during October. The date of the Annual General Meeting shall be notified to members not less than thirty days prior to it being held.

- d) Resolutions for discussion at the Annual General Meeting and nominations for election to the Committee must be forwarded to the Secretary at least fourteen days prior to the date of the Meeting.
- e) The Constitution of the Group may only be changed at the Annual General Meeting or at an Extraordinary General Meeting requested in writing by at least 50% members of the Group.
- f) Rules relating to the Constitution of the Group may only be changed by a two thirds majority of the members present at the Annual or Extraordinary General Meeting. The proposed alteration(s) submitted in writing and seconded, shall be sent to the Secretary thirty days prior to the date of the meeting.
- g) The Committee shall meet as often as it deems necessary for the good administration of Group business. Resolutions discussed by the Committee shall be passed by a simple majority. The Chair shall exercise a casting vote should this be necessary.
- h) Committee meetings shall require a quorum of three Committee members to take place.
- i) Any comment or opinion given to the press, media, official bodies or to the public by a member of the Helmdon Local Studies Group committee or by a Helmdon Local Studies Group member can only be deemed to be that of the individual concerned unless the matter has been discussed within the Committee and agreed by them. Any written communication to such bodies should be done on Helmdon Local Studies Group headed paper.
- j) The administration and management of the Group's affairs shall be conducted in a manner that is transparent, accountable, efficient, and effective. Members of the Group may request information or clarification of the Group's affairs by writing to the Committee. The matter will be considered at the next scheduled Committee Meeting and a response will follow.

### **3. Membership and Subscriptions**

- a) Membership shall be open to all persons interested in the local history of Helmdon and the immediate surrounding areas on payment of an appropriate subscription.
- b) Guests are welcome to attend the Group's meetings and open events on payment of an appropriate charge.
- c) Membership fees and guest charges will be decided at the Annual General Meeting. Subscriptions will include individual or family membership. The amount of each type of membership shall be recommended by the Committee and agreed at the Annual General Meeting for the following year. Annual subscriptions will be renewable from the date of the Annual General Meeting.

### **4. Finance**

- a) The Treasurer shall prepare a draft Income and Expenditure Account for the year to present at the Annual General Meeting. The accounts shall be audited annually by an independent auditor.
- b) Bank Account(s) shall be maintained in the name of the Group and shall be operated by the Treasurer, Chair and Secretary.

- c) The Treasurer shall receive all donations, contributions, bequests, and grants. All income from whatever source shall be paid into the Helmdon Local Studies Group Bank Account.
- d) The three principal Officers are responsible for the maintenance and safe custody of the property of the Group.
- e) All items of expenditure by any member of the Committee shall be strictly within the context of the aims and objectives of the Group. All such expenditure shall be subject to the prior approval of the Treasurer, who may wish to consult with other Committee members. 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 Group without first consulting the Treasurer.
- f) Failure to observe the above principles may result in a Committee member not being reimbursed.

## **5. Ownership issues.**

Any resources or materials obtained and/or published by the Helmdon Local Studies Group will remain the property of the Group.

## **6. Dissolution.**

- a) The Group shall be wound up only by a resolution of an Extraordinary General Meeting called for the purpose and on the approval given by not less than two-thirds of those present and entitled to vote as paid up members;
- b) Any assets remaining after the meeting once liabilities have been met shall be disposed of in such a manner as the meeting shall decide.