

THE BALDOCK SOCIETY

CONSTITUTION

Revision: 09 July 2007



1. Name:

The name of the organisation shall be **THE BALDOCK SOCIETY** (hereinafter referred to as "**the Society**").

2. Scope:

The Society is established for the public benefit for the objectives outlined in section 3 below within the Parish Boundary of Baldock (hereinafter referred to as the "**area of benefit**").

3. Objectives:

Within the area of benefit, the Society aims to:

- a. Stimulate public interest in Baldock's well being and development.
- b. Promote high standards of, and to monitor planning matters and applications.
- c. Secure the preservation, protection, development and improvement of features of historical and/or public interest.
- d. Achieve these aims by making representation to appropriate bodies and/or by undertaking such activities that the Society's Committee and members consider reasonable and appropriate.

4. Membership:

- a. Membership shall be open to all persons who are interested in supporting the objectives of the Society. Two grades of membership are available – Individual (for one person) and Group (for all people at one domestic address). Persons under school leaving age who are applying for either Individual membership or to be the main contact for a Group membership shall require consent from a parent or legal guardian. Such consent can be confirmed on the application form.
- b. A request for membership shall be taken as a completed application form together with appropriate remittance as a membership subscription fee.
- c. Membership entitles Individual members to one vote and Group members to two votes at formal meetings of the Society.
- d. Every member of the Society shall be entitled to a copy of the Constitution.
- e. In seeking and accepting membership, applicants agree to be bound by the rules of the Society, as detailed in the Constitution.

- f. Members may resign at any time by notice to the Honorary Treasurer. No refund of subscriptions already paid will be made.
- g. Honorary membership may be offered to any person who, at the discretion of the Committee, has given outstanding support to the Society.
- h. At its sole discretion, the Committee reserves the right to refuse or rescind an Individual or Group membership for any reason. Where a membership is rescinded, no refund of subscriptions already paid will be made.

5. Subscriptions:

- a. Shall fall due on the 1st January each year and shall be an amount proposed by the Committee and supported by members at the Annual General Meeting.
- b. Reduced introductory membership rates (for new members) may be offered from time to time at the discretion of the Committee.
- c. Members shall not have the power to vote at any meeting of the Society if their subscription is in arrears after 31st March.

6. Meetings and Quorum:

- a. The Annual General Meeting, as well as all General Meetings, will be recorded on the Society's programme as presented to members upon receipt of their subscription fee. Members are encouraged to attend meetings so that they may put forward their opinion on any topical issues raised, and to cast a vote if called upon to do so.
- b. Members may raise items at any General Meeting or at the Annual General Meeting, where they will be recorded for consideration and any relevant action by the Committee. Should the Chairman consider this to necessitate urgent action, he/she may convene a Special Committee Meeting or refer the subject to the next scheduled Committee Meeting and/or convene a Special General Meeting as per rule 6c. Such items may also be raised by written request to the Chairman.
- c. Special General Meetings of the Society may be convened by the Committee or at the written request of members. Such requisition must state the purpose of the meeting and contain a motion for consideration, which shall be the sole business of the meeting. Members will be given a minimum of 21 days' notice of any such meeting where practicable (28 days where the purpose of the meeting relates to an amendment to the Constitution, as per rule 11a).
- d. Meetings of the Committee shall be held at least six times a year at intervals of not more than two months. The Honorary Secretary shall give members of the Committee due notice of each meeting.
- e. At any Committee Meeting, a quorum of five Committee members shall be required, including a Chairman.

- f. Voting at any meeting shall be by show of hands and be decided by simple majority of members in attendance, except where a vote relates to a revision of the Constitution, where a two-thirds majority of members in attendance shall be required as per rule 11a. No vote may be taken at a Committee meeting unless a quorum is present as per rule 6e.
- g. In the event of a tie, the Chairman of the meeting shall have a second and casting vote.

7. Management Structure:

- a. The Society shall be managed by a Committee consisting of four Committee officers and a maximum of 10 ordinary Committee members.
- b. The officers of the Society shall consist of Chairman, Vice-Chairman, Honorary Secretary and Honorary Treasurer.
- c. Committee officers and ordinary Committee members shall relinquish their office each year but may become eligible for re-election at the Annual General Meeting.
- d. The Committee shall have power to co-opt further members if specialised knowledge of the proposed co-opted member is deemed to be of value to the Society. The co-opted member shall serve only until the matter of which he/she has been co-opted has been resolved.

Election of the Committee

- e. Nominations for the election of Committee officers and ordinary Committee members shall be made, in writing, at least 14 days before the Annual General Meeting. The consent of the proposed nominee must first have been obtained. Such nominations shall be supported by a seconder. The election of Committee officers shall be completed prior to the election of further ordinary Committee members.
- f. In the event that more than one nomination is received for a Committee officer post, or more than 10 nominations are received for ordinary Committee member posts, a ballot for the appointment of these posts shall be held.
- g. The Committee shall have the power to fill vacancies occurring among Committee officers and ordinary Committee members of the Society. In the event of too few nominations being received prior to the Annual General Meeting, the Chairman may accept nominations at the meeting.
- h. The election ballot shall be on a simple majority basis of members present at the Annual General Meeting that are eligible to vote as per rule 4c. In the event of there being a tie, the Chairman of the meeting shall have a second and casting vote. In the event of there being a subsequent resignation, the candidate having received the next highest number of votes shall be invited to join the Committee.

- i. Members elected to the Committee shall take office immediately at the close of the meeting at which they are elected.

Appointment of Sub-Committees

- j. The Committee may constitute such Sub-Committees from time to time as shall be thought fit and necessary for such purposes of the Society. The Chairman and Secretary of each Sub-Committee shall be reported and confirmed by the Committee as soon as possible and shall have power to co-opt onto the Sub-Committee until such time as it is dissolved.
- k. Sub-Committees shall be subordinated to the Committee and may be regulated or dissolved by the Committee.
- l. Minutes of Sub-Committee Meetings shall be submitted to the Committee.

8. Duties of the Committee:

Duties of Officers

Chairman

- a. To manage the affairs and funds of the Society and be ultimately responsible for the duties of all other members of the Committee.
- b. To co-ordinate and present the views of the membership and interests of the Society generally to appropriate bodies.
- c. To carry out instructions or assignments given to him/her by the membership or Committee.
- d. To plan and convene Committee Meetings, General Meetings and the Annual General Meeting of the Society.
- e. To call Special General Meetings and consult individual Committee members as and when deemed necessary.
- f. To make provision for the discharge of the duties of absent members of the Committee as and when necessary.
- g. To preside over all meetings of the Society and ensure that they are conducted in an orderly manner.
- h. To report on the Society's previous year and state of affairs at the Annual General Meeting.

Vice-Chairman

- i. To deputise for the Chairman in his/her absence.

Honorary Secretary

- j. To keep an accurate record of the proceedings of Committee Meetings and Special General Meetings, and to record items raised by members in accordance with rule 6b.

- k. To issue notices of meetings together with an agenda and minutes as appropriate.
- l. To be responsible for the correspondence of the Society.

Honorary Treasurer

- m. To manage the funds of the Society.
- n. To make payment for all goods and services.
- o. To make recommendations to the Committee on rates of subscription as per rules 5a and 5b, and handling of funds as per rule 9d.
- p. To hold in safe keeping all funds, keep accurate accounts of the monies and prepare end of year accounts.
- q. To have the accounts independently examined and to present the independent examiner's report to the Committee.
- r. To report on the financial status of the Society at the Annual General Meeting and update the Committee at Committee Meetings on the state of the accounts.
- s. To receive all requests for membership, subscriptions and maintain up to date mailing lists of members along with other relevant details.

Duties of ordinary Committee Members

- t. To assist the officers of the Committee in their duties as required and assist in the general running of the Society.
- u. To carry out assignments and tasks delegated to them by the Chairman.

9. Finance:

- a. Monies received by the Society shall be paid into an independent account held in the Society's name.
- b. Withdrawal of invested monies for payment of liabilities may only be by signature of two out of three authorised Committee members i.e. Treasurer/Chairman/Other nominated member.
- c. The Committee shall, out of the Society's funds, pay all expenses of the administration and management of the Society.
- d. The Committee shall set aside in reserve such sums as may be deemed expedient and/or invest any such sums as it may think fit.
- e. The Honorary Treasurer shall be responsible for all monies of the Society and shall keep proper books of accounts – these to be submitted for examination each year together with a balance sheet and statement of accounts for the year. These shall be submitted to the Annual General Meeting of the Society.
- f. The accounts shall be independently examined.
- g. The Committee reserves the right to make an additional charge for scheduled meetings and/or additional meetings/events when the expense of holding such a meeting/event leads the Committee to consider it necessary (for example, provision of cheese and wine at the

Annual General Meeting or costs incurred by hiring a specialist speaker). All members shall be given advance notice of any meeting/event where an additional charge is payable.

10. The Baldock Society Award:

The Baldock Society Award, which constitutes a framed certificate, may, at the discretion of the Committee, be awarded to any person who has made a meritorious contribution to the town of Baldock.

11. Amendments to Constitution:

- a. This Constitution may be amended by a two-thirds majority of members present at a General Meeting, Annual General Meeting or Special General Meeting of the Society provided that 28 days' notice of the proposed amendment has been given to all members.
- b. All questions as to the interpretation of the Constitution shall be referred to the Committee, whose decision shall be final.
- c. Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent prepaid post addressed to the address of that member last notified to the Honorary Secretary.

12. Dissolution:

- a. The Society may be dissolved by a two-thirds majority of members at a Special General Meeting of the Society and confirmed by a simple majority of members voting at a further Special General Meeting held less than 21 days after the previous meeting.
- b. If a motion for the dissolution of the Society is to be proposed at a Special General Meeting, this motion shall be referred to specifically when notice of the meeting is given.
- c. In the event of dissolution, the available funds and assets of the Society shall be transferred to one or more institutions having objectives similar or reasonably similar to those of the Society. The institutions shall be chosen by the Committee and approved at the Special General Meeting of the Society at which the decision to dissolve the Society is confirmed.
- d. On dissolution the available records of the Society shall be offered to Hertfordshire Record Office to be held in perpetuity on behalf of the Society.

ADDENDUM

Any noun, pronoun or other word included in this Constitution which implies the masculine, shall be deemed to include the feminine.