



## CONSTITUTION AND RULES

### 1. TITLE

The Society will be called **The Stoke Poges Society**, henceforth referred to in this document as the Society.

### 2. AIMS AND OBJECTIVES

The aim of the Society is the preservation and study of all matters relating to the history and development of Stoke Poges; to collate and preserve archive material and artifacts, and to make it available for members and other interested parties.

Means by which our aims will be achieved:

- a) The establishing of a programme of events, talks, displays and visits.
- b) By promoting the preservation and protection, as far as possible, of buildings, sites and objects of local, antiquarian or historical interest.
- c) By promoting the collection of ancient documents and records and ensuring they are referred to the appropriate authorities for preservation.

### 3. MEMBERSHIP

The Society shall consist of ordinary members and junior members under the age of 18.

In addition, the Committee of Management shall have the power to confer honorary membership on individuals holding key positions in the community or individuals who are considered to have given outstanding service to the Society. Honorary members are not required to pay an annual subscription, but, in all other regard, receive the same status and benefits as ordinary members. Honorary memberships will be reviewed annually by the Committee of Management and may be revoked at any time.

#### **4. SUBSCRIPTIONS**

Subscriptions and benefits for each level of membership shall be determined annually by the Committee of Management.

The subscription for membership of the Society shall be payable on September 1<sup>st</sup> of each year. Persons joining the Society after April 1<sup>st</sup> in any one year shall be permitted to pay one half of the current subscription rate until the next subscription falls due.

#### **5. VISITORS**

Visitors will be charged a fee, as determined by the committee, which will be payable for each attendance.

#### **6. CONSTITUTION**

At an annual general meeting of the society, held for that purpose, the ordinary members shall select and appoint from among themselves a Chairman, Honorary Secretary, Honorary Treasurer, Membership Secretary, Visits Organiser(s), Programme Secretary, Editor, and one ordinary member to serve on the committee of management.

The Committee of Management shall be empowered to form groups within the society as and when they deem it justified, such groups are empowered to elect a chairman and secretary for the running of all affairs of the group except that all membership records kept by the Treasurer and Membership Secretary of the whole Society and all financial transactions be agreed by the Committee of Management. The Chairman and Secretary of any such groups will automatically serve on the Committee of Management of the whole Society. The annual general meeting shall also appoint two honorary auditors.

The Committee of Management shall have the power to appoint an Honorary President and/or Honorary Vice-President. The tenure of these shall be determined by the Committee of Management at the time of appointment but this will be reviewed annually and may be changed at any time. Previous holders of these positions shall be eligible for reappointment. Individual in such positions shall be deemed honorary members.

## **7. GOVERNMENT**

The business of the Society shall be conducted by the committee elected under rule 6. The Committee of Management shall serve for one year and all members of the Committee of Management shall retire each year, but be eligible for re-election at the Annual General Meeting. The Committee of Management shall meet at such times and places as shall be deemed desirable and five members shall constitute a quorum. No business may be transacted with a lesser number.

## **8. POWERS AND DUTIES OF THE COMMITTEE OF MANAGEMENT**

The Committee of Management may make its own rules as to the summoning, conducting and time of the meeting, and may co-opt extra members as it sees fit, to assist or advise. The Committee of Management may be convened at any time on the request of the chairman or any three of its members.

The Committee of Management may exclude from the society any member, subject to confirmation at a general meeting.

## **9. PROPERTY**

All the property and effects of any description belonging to the Society shall be under the control and management of the Committee of Management which may be a majority of those present, and voting, acquire or dispose of books, maps, museum specimens, equipment etc., as may be deemed advantageous in the interest of the Society, provided that the proposal to dispose of such property has been placed on the agenda for the meeting at which any such decision is taken.

## **10. GENERAL MEETINGS**

The Annual General Meeting (AGM) of the Society shall be held at a date fixed by the Committee of Management and at least 10 days' notice shall be sent by email or post to each member. The meeting shall require and receive reports on the affairs of the Society, and a financial statement to date from the Committee of Management through the honorary officers and shall then elect officers for the ensuing year. A general meeting may be convened at any time by the Committee of Management, and must be summoned by the Chairman of the Committee of Management at the written request of five members specifying the reasons and the business.

### **11. LIST OF OFFICERS, RULES ETC.**

The Honorary Secretary shall issue, from time to time, to every member a copy of the rules and list of officers, and a copy of the audited financial statement of income and expenditure for the year.

### **12. MANAGEMENT OF ASSETS**

During the lifetime of the Society, no income received or property donated or purchased shall be distributed to its members.

### **13. DISSOLUTION**

In the event that the members resolve to wind up or dissolve the Society, then any assets held by the Society at that time will be distributed to another charitable or not-for-profit organisation. Such organisation to be agreed by the members at a general meeting convened for that purpose. In no event will the assets be distributed to the members of the Society.

### **14. ALTERATION OF THE RULES**

No new rule shall be passed and no alteration shall be made to any existing rule unless notice of the proposed new rule or alteration shall have been placed on the agenda of a general meeting of the Society, and such alteration or new rule shall be adopted by a two-thirds majority of those present and voting.