

Laindon and District Community Archive Constitution

1. **The name of the group is the Laindon and District. Community Archive, hereafter referred to as the 'Group'**
2. **The objectives of the Group;**
 - a) Facilitate and encourage the collecting and archiving of the group's heritage.
 - b) Preserve and disseminate through a virtual archive, pictures, images, video and oral histories and memories of the groups heritage past and contemporary
 - c) Provide electronic storage and establish and develop a website for worldwide internet access to the archive.
 - d) Promote and encourage a wider audience and understanding of the heritage of the group.
 - e) Encourage active participation through membership of the group.
 - f) Promote the website to schools and educational institutions and lifelong learner providers.

3. **Executive Committee**

Governance of the group is by elected Executive and Ordinary Officers; Executive Officers; Chairperson, Secretary, Treasurer, Membership Secretary, Web Master and Researchers (3). Hereafter known as the 'Executive Committee'.

The affairs of the Group will be governed by an Executive Committee, which will be elected annually at the Annual General meeting. Unless otherwise agreed by members at an Annual General Meeting no member shall serve as an officer in any one post for a period of more than five years. Any officer retiring after five years shall be eligible to stand as an officer in another post or as an ordinary member.

- a) The Executive Committee will have the power to appoint any member to an office, which has become vacant during the year and to co-opt any additional ordinary members to fill vacancies or to perform any special tasks.
- b) Meetings will be chaired by the Chairperson or in his /her absence by a elected member of the Executive Committee.
- c) The quorum for such meetings will be four of which two shall be Executive officers. The Executive Committee will meet no less than three times per year.

4. **Membership**

Membership of the Group will be open to all. Membership is by annual subscription set by the Executive Committee. Voting rights will be restricted one vote per member. Any member who has not paid the membership fee within a period of 3 months after the Annual General Meeting will be deemed to have automatically resigned.

Members shall conduct themselves in a proper manner whilst on Group business and will extend proper courtesy and manners to anyone interviewed or visited. Any member not complying with this requirement or commits any act or deed, which brings the name of the Group into disrepute, shall have his/her membership terminated. Before the termination of membership, the member shall be given the opportunity to be heard by the Executive Committee to advance a defence. The decision of the Executive Committee shall be final.

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5. Finances

The financial year shall commence on 1st April and end on the 31st March.

The bank account will be kept in the name of the (insert name). Cheques drawn on the account will require the signature of two officers, one of whom shall be the Honorary Treasurer.

The income and property of the Group shall be applied solely towards the promotion of the objective (as outlined in clause 2) and no part shall be transferred, directly or indirectly, by way of dividend bonus or otherwise by way of profit to members of the Group, and no member of the Executive Committee shall be appointed to any office of the Group paid by salary or fees or receive any remuneration or other benefit in money or money's worth from the Group.

The usual profession charges for business done by any member who is a solicitor, accountant or other person engaged in a profession, or by any partner of his/her, when instructed by the group to act in a professional capacity on its behalf, provided that at no time shall a majority of the trustees benefit under this provision and that a member shall withdraw from any meeting at which his/her appointment or remuneration, or that his/her partner, is under discussion. Or reasonable and proper remuneration for any service rendered to the Group by any individual or member of the Group who is not a member of the Executive Committee.

The Treasurer shall maintain financial records of the Group's affairs in accordance with established accounting principles and practises. A profit and loss account and a balance sheet shall be drawn up annually for presentation at the Annual General Meeting. Such accounts shall be audited by a non-member of the Group and appointed annually by the membership at the Annual General Meeting.

The accounts may be inspected at any reasonable time by a member of the Group.

6. Annual General Meeting

The Annual General Meeting for which the Executive Committee will provide not less than four weeks notice to be given in writing, by post or email, to all members, shall be held as soon as practical after the end of the financial year. The Chairperson will chair the meeting.

Nominations for elections shall be given in writing, by post or email, to the Secretary. Nominations shall have a proposer and a seconder and the agreement of the candidate shall be obtained.

In the event that the nominations received are less than the number of vacancies for election, the Chairperson in his/her discretion may call verbal nominations at the Annual General Meeting.

Not less than two weeks before the Annual General Meeting the Executive Committee shall publish detail of the agenda and any motions to be debated.

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In the event that sufficient members are not present to form a quorum, which will be no less than 20% of the membership, the Annual General Meeting shall be deemed to stand adjourned. The Executive Committee shall, as soon as possible, set a new date for the reconvened Annual General Meeting and shall notify members individually in writing, by post or email, providing no less than four weeks notice.

Voting shall, except for changes to the constitution, be determined by simple majority. In the event of equality the Honorary Chairperson shall have the casting vote.

7. Extraordinary General Meeting

An Extraordinary General Meeting may be called at any time by the Executive Committee or by requisition in writing to the Secretary by not less than 20% of the membership. Details of motions to be debated shall be provided.

The Executive Committee will notify members individually in writing, by post or email, providing no less than four weeks notice giving the time, date and place of the meeting and motions to be debated. The meeting shall discuss only the business for which it has been convened.

The quorum for the meeting shall comprise of not less than 20% of the membership. The meeting will be chaired by the Chairperson or in his/her absence the Honorary Vice Chairperson. Voting shall, except for changes to the constitution, be determined by simple majority. In the event of equality the chairperson shall have the casting vote.

8. Changes to the Constitution

The Constitution may be altered at an Annual General Meeting or Extraordinary General Meeting by a resolution passed at a quorate meeting by not less than two-third majority of the members present and voting thereat. Any resolution for the alteration of the Constitution shall be given in writing to the Honorary Secretary who will circulate in writing, by post or email, in not less than four weeks, to all members the alteration proposed and the time and date for the meeting.

9. Dissolution

If the Executive Committee decides it is necessary or advisable to dissolve the Group it shall call a meeting of all members of the Group, of which not less than 28 days notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by two-thirds majority of those present and voting the Executive Committee shall have the power to release any assets held by or on behalf of the Group. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having similar objectives of the Group as members of the Group may determine.

8th December 2010.