

Shepton Mallet Local History Group

Constitution October 2013

1 Aim

- 1.1 The Shepton Mallet Local History Group (**The Group**) has been set up to promote interest in the history of Shepton Mallet and the surrounding area and to encourage research and preservation of ephemera.
- 1.2 This shall be carried out by meetings, talks, visits, publications, exhibitions and any other suitable means.
- 1.3 Setting up of an archive or heritage centre **for** Shepton Mallet and District **to store** records and **objects of local interest for** public access.

2 Committee

- 2.1 The Committee shall be elected at the Annual General Meeting held in November each year.
- 2.2 The Committee shall consist of the following four officers: Chair (WHO MUST HAVE SERVED ON THE COMMITTEE DURING THE PREVIOUS YEAR), Vice-Chair, Hon. Secretary and Treasurer and four others. This Committee of eight can co-opt other members to be on Project **Teams**.
- 2.3 Nominations for the Committee can be taken from the floor at the AGM. Should an election be necessary it will be by a show of hands of members present. AT THE DISCRETION OF THE CHAIR OF THE AGM, A PAPER VOTE CAN BE USED.
- 2.4 There shall be at least three Committee meetings each year. There shall be a quorum of five Committee members for motions to be passed .
- 2.5 The financial year will run from 1st November to 31st October.
- 2.6 The Committee shall decide the annual subscription **and** attendance charges for both members and visitors.
- 2.7 The Committee shall decide whether to fund publications in line with 6.3c.
- 2.8 Officers may not hold a nominated position for more than four years in succession.
- 2.9 The Committee shall have the authority to propose the election of a non-officio President ANNUALLY.

3 Membership

- 3.1 Membership of The Group shall be effective on payment of the annual subscription, **subject to confirmation by the committee**.
- 3.2 The full annual subscription runs from AGM to the following AGM.

4 Meetings and Events

- 4.1 Meetings and events will normally be open to all members and visitors upon payment of appropriate fees.
- 4.2 Priority shall be given to members on a first come first served basis when there is a limitation on numbers who can partake.

5 Extraordinary General Meeting

- 5.1 If at least ten members request an EGM in writing to the secretary, all members will be notified of an EGM to happen after 14 and **before** 21 days.

6 Funds

- 6.1 The Treasurer shall manage the funds normally as a current account and a savings account.
- 6.2 There shall be two signatures on cheques. **At** least three committee members **shall be** registered with the bank to sign cheques.
- 6.3 The purpose of the funds to:
- a) Finance the cost of meetings, displays, exhibitions and speakers.
 - b) Cover reasonable administrative costs and insurance.
 - c) Cover the initial **printing** costs of publications – although all publications should be budgeted to be self-funding and aim to break even within twelve months. *Before publication a draft of the work shall be presented to the committee for initial approval who **may** make recommendations. The finished text must be checked by two Committee members and three quotes obtained from printers by the author, **before approval for funding can be given by the committee. The author shall have sole liability for any copyright infringement despite The Group being acknowledged as publisher.***

7 Cessation

- 7.1 Should at any time in the future **The Group** cease activities the disposal of any surplus funds and assets should be at the discretion of the committee to give to another suitable organisation or, as a default, to the Town Council.