

Dymchurch and District Heritage Group

Constitution (amended November 2014)

1. Name

The name of the Group shall be Dymchurch and District Heritage Group, hereafter referred to as the Group.

2. Aims and Objectives

- To further local history research in Dymchurch and the surrounding villages on Romney Marsh.
- To build an archive accessible to the membership and interested members of the public
- To publicise the local history of the area.
- To raise funds, apply for grants and accept donations to acquire and preserve items of interest

3. Methods

The Group will organise bimonthly meetings for members and interested members of the public.

The Group will maintain a website to promote the wider interest of the Group.

The Group will seek to secure suitable premises for the storage of records, and to facilitate in-depth research.

4. Membership

4.1 Membership will be open to all, the only qualification being an interest and willingness to help in achieving the aims of the Group.

4.2 Every member shall subscribe to the Group such annual sum for the next financial year as shall be determined at the Annual General Meeting hereinafter mentioned, and the words 'financial year' shall mean the period 1st January to 31st December inclusive. Members shall be granted concessions on attendance fees at Group events.

4.3 The Committee shall have the right to approve or reject applications for membership; for good and sufficient reason to terminate the membership of any member provided that the member concerned shall have the right to be heard by the Committee before a final decision is made.

5. Honorary Officers

5.1 At the Annual General Meeting hereinafter mentioned, the Group shall elect a Chairperson, Vice-Chairperson, Treasurer, Membership Secretary and Minute Secretary, (hereinafter called 'the Honorary Officers') being persons who are members of the Group.

5.2 The Honorary Officers shall hold office until the conclusion of the next Annual General Meeting after their election but shall be eligible for re-election provided that no Honorary Officer shall hold office for more than ten years in the same post.

A further one year must then elapse before any Officer shall be eligible for re-election.

5.3 The Chairman and Honorary Officers shall be ex-officio members of the Group and Committee and any Sub-Committees.

6. Finance

6.1 All money raised shall be applied to further the objects of the Group, after allowing for the payment of such out-of-pocket expenses as shall be approved by the Group.

6.2 The Honorary Treasurer shall keep proper accounts of the finances of the Group, and these shall be audited annually by the Auditor appointed at the Annual General Meeting.

6.3 A bank account shall be opened in the name of the Group with such a bank as the Committee may from time to time determine. All cheques must be signed by not less than two out of four members, from the Chairman, Vice-Chairman, Treasurer and one other unrelated Officer, as the Committee may from time to time determine.

6.4 The committee shall be empowered to apply for grants towards securing suitable premises for the Group. And equipment to facilitate the work of the group. However, the Group will not in any circumstances enter into financial agreements resulting in the Group being in debt without a formal resolution of the Annual General Meeting with two thirds of those present voting in support.

7. Executive Committee

7.1 Subject as mentioned below the policy and general management of the affairs of the Group shall be directed by an Executive Committee (The Committee), which shall meet not less than four times a year and shall consist of the Honorary Officers and at least six other members. All members of the Committee must be full members of the Group.

7.2 The members of the committee shall be elected at the Annual General Meeting.

7.3 Election and re-election of Committee members shall be subject to the same rules as those for the Honorary Officers (5.2).

7.4 The Committee may co-opt additional members when necessary to serve until the next Annual General Meeting.

7.5 The Executive Committee may appoint such sub-committees as may be necessary, but all acts and proceedings of such sub-committees will require approval by the Executive Committee before being passed to a full meeting of the Association for members approval.

8. Meetings of the Group

8.1 The first Annual General Meeting of the Group shall be held in November 2011 and each year after that an Annual General Meeting shall be held no more than 13 months after the previous General Meeting. At least 21 days clear notice shall be

given in writing to each member. The business shall include the election of the Honorary Officers and Committee members, the consideration of an annual report by the Chairman, the audited accounts and any such other business as may be necessary.

8.2 The Chairperson may at any time at his/her discretion, or the Secretary shall within 21 days of a written request to do so signed by not less than ten of the members, and giving reasons for the request, call a special meeting of the Group.

8.3 Minutes: Minutes books shall be kept by the Committee and all Sub-Committees, and the appropriate Secretary shall enter in the minute book a record of all proceedings and resolutions.

8.4 Standing Orders and Rules: The Committee shall have the power to issue standing orders and rules and these shall come into force at such date as the Committee shall decide, providing that they shall be subject to review by the Group in a General Meeting.

9 Alteration to the Constitution

No alteration or addition to this constitution shall be made except at a General Meeting of the Group called for such purpose. Alterations or additions to the constitution shall receive the assent of not less than two-thirds of all members present and voting at a General Meeting. Notice of any such alteration must be received by the Secretary in writing not less than 21 days before the meeting. At least 14 days notice giving details of the proposed alteration shall be sent by the Secretary to each member of the Group.

10. Dissolution

The Group may be dissolved by a resolution passed by a two-thirds majority of those present and voting at a special General Meeting convened for the purpose, of which 21 days notice shall be given to all members. Such a resolution may give instructions for the disposal of any assets held by or in the name of the Group but provided that if any property remains after the satisfaction of all debts and liabilities, such property shall not be paid or distributed among other members of the Group, but shall be given or transferred to such other institution(s) having objects similar to the objects of the Group, as the Committee may determine.

September 2011