

# Dawlish Local History Group Constitution

7 April 2015. Para 10 agreed at AGM added 10 April 2018

## Name

1. **Dawlish Local History Group** (here after referred to as the Group) was formed in September 1993 and is a not-for-profit community interest group (essentially a small charity).

## Purpose

2. The Group aims:

- a) to provide social and learning opportunities for members and visitors through a programme of talks by invited speakers, visits to neighbouring places of historic interest and other activities;
- b) to encourage interest in and disseminate information related to the history of Dawlish through publications, providing talks to other interested groups and generally supporting educational activities;
- c) to conduct research into the history of Dawlish and district;
- d) working with Dawlish Museum, to collect and preserve documents and information relevant to Dawlish's history and to make these available to researchers;
- e) to provide assistance to anyone interested in making enquiries into local and family history.

## Executive Committee

3. The affairs of the Group shall be managed by an Executive Committee which must meet at least 4 times per year. Four Members of the Committee shall constitute a quorum. The officers of the Group are: Chairperson; Honorary Secretary; Honorary Treasurer. In addition a maximum of six other members of the committee shall support the roles of: Speaker Secretary; Newsletter Editor; Book Editor; Publications Secretary; Book Sales Manager; Website Editor; and Publicity Secretary. The officers and other members of the committee shall be elected at a General Meeting - usually the Annual General Meeting. The Committee shall have the authority to co-opt in-year an additional two members as required who must stand down at the next AGM unless formally elected at that AGM. Once elected, a member of the committee may remain in their elected role for a maximum of 3 years, unless subsequently re-elected at a General Meeting for a further term.

## General Meetings

4. The April meeting shall include the **Annual General Meeting**. The agenda, the previous year's AGM minutes, committee nomination forms and any committee proposals including amendments to the Constitution must be distributed to group members at least 14 days before the AGM. The agenda must include: approval of the previous AGM minutes; Chairperson's annual report; Treasurer's Report and Statement of Accounts - which should be presented to the members for formal approval; optional reports by other committee members; and the election of new members to the committee. Other matters or proposals from members may also be added to the agenda provided they are received by the Secretary in writing at least 7 days before the AGM. 25% of members shall constitute a quorum.

5. Additional General Meetings for specific purposes may be called by the Executive Committee or a written request from at least 10 members. The agenda must be distributed to members at least 14 days before the General Meeting. All proposed amendments to the Constitution shall be submitted to a General Meeting for approval. 25% of members shall constitute a quorum.

### **Financial Management**

6. The Honorary Treasurer shall maintain a Bank account in the name of the Group. Cheques issued shall be signed by two officers. The Honorary Treasurer shall ensure that the annual accounts are examined by a suitably qualified person approved by the committee. The Group's financial year shall end on March 31<sup>st</sup>.

7. Members of the Group shall pay an annual membership subscription due on the 1 May each year at a level agreed at the AGM. Members who have not paid their membership subscription by the end of July, in a given year, shall be deemed to have left the group, shall be treated as visitors at subsequent talks and shall not receive printed newsletters. Members who have not paid their subscriptions are not eligible to vote at General Meetings.

8. Visitors to Group talks and other activities are welcome and shall pay an attendance fee set by an AGM.

### **Group Dissolution**

9. The decision to dissolve the Group must be agreed by members at a General Meeting. Should the Group be dissolved, its assets, both money and property, shall be given to an organisation having similar purposes as agreed by the Executive Committee.

### **Data Privacy**

10. (General Data Protection Regulation 2018 – Legal basis consent.)

A membership list of every member containing name, address and contact details will be kept by the Membership Secretary or Treasurer. This information will be kept in a computer file and will only be used to send members the Newsletter and information about the group or associated activities via email or post. Each year members will be asked to give positive consent on the membership form to the use of their contact information for this purpose. At any time members can have their contact information changed by informing the Membership Secretary or any other member of the committee. Completed membership forms will be kept for the duration of the membership year and then be destroyed.

10 April 2018