

Constitution of Marsden History Group

Agreed at an Annual General Meeting of Marsden History Group on 11th October 2017, and amended at the AGM on 9th October 2018, and replacing any earlier Constitution.

1. Name: Marsden History Group (MHG)

2. General Purpose

The group is a not-for-profit association of people who co-operate in order to study, research, record, disseminate and promote all aspects of the history of the Marsden area.

3. Membership and Equal Opportunities

Membership of MHG is open and accessible to all, on payment of any current membership subscription or joining fee.

4. Aims & Objectives

4.1 Collecting, researching and sharing information related to the history of the Marsden area.

4.2 Linking and working with individuals, groups and societies with similar aims.

4.3 Providing support and advising individuals, groups, public and other bodies on matters affecting local heritage.

4.4 Encouraging interest in and research into the history of the local area.

4.5 Acquiring and preserving all relevant local history materials and making them available to members and relevant other individuals or groups.

5. Control

Control of Marsden History Group ultimately rests with General Meetings of members.

6. General Meetings

6.1 Notice of meeting: the Secretary will be responsible for informing members of the date, time and place of General Meetings, together with an agenda or indication of the issues to be discussed, including details of important financial decisions.

6.2 The number and type of meetings will be decided by the Committee and approved by the members.

6.3 Minutes of meetings: the Secretary will ensure that minutes are taken of all General Meetings, recording attendance, apologies for absence and decisions taken.

6.4 Chairing of meetings: General Meetings shall be chaired by the current Chairperson of MHG. The Chairperson has the authority to appoint an alternative chairperson in his/her absence, otherwise the members must agree on a chairperson at the start of the meeting.

6.5 Quorum: the quorum, i.e. the minimum number of members required to be present before any valid decisions can be made, will be seven members.

6.6 Decision making: where possible, decisions shall be taken by consensus. By consensus is meant a situation where all members present are in agreement on an issue or where those not in agreement agree not to maintain an objection. In the event of consensus not being possible, the Chair will either defer the issue to the next general meeting or will put it to the vote. Every member present shall have one vote. When the numbers of votes are equal the Chair has a casting vote.

6.7 Annual General Meetings (AGM): an Annual General Meeting shall be held once each year, not later than 15 months after the previous AGM. A minimum of two weeks' notice will be given for the AGM.

6.8 The Annual General Meeting is responsible for electing the Committee of Honorary Officers who will administer Marsden History Group on behalf of members.

6.9 Extraordinary General Meetings: Extraordinary General Meetings (EGMs) may be held as circumstances dictate, and the Secretary will inform members of the reasons for the EGM and the date, time and venue, giving a minimum of two weeks' notice.

7. The Committee.

7.1 The Honorary Officers of the Committee must be members of Marsden History Group. They shall be responsible for overseeing the activities of the group between General Meetings in accordance with the aims and objectives of the group.

7.2 The Committee shall consist of the following honorary officers:

The Chairperson

The Secretary

The Treasurer

8. Accounts.

8.1 A bank account will be maintained. There will be three authorised signatories for the account, one of whom must be the Treasurer. At least two authorised signatories will be necessary for every cheque drawn on the account.

8.2 Monthly bank statements shall be available for inspection by members.

8.3 The Treasurer shall receive all donations, contributions, bequests and grants. All income, from whatever source, including money from our on-line PayPal account, shall be paid into the MHG bank account.

8.4 The PayPal account shall be maintained by a member of the group, and overseen by the Treasurer.

8.5 Routine expenditure may be reimbursed by the Treasurer, or in his/her absence by another person authorised by the group.

8.6 Decisions about future non-routine expenditure may only be made by a majority vote at a General Meeting of not less than seven members, except as provided in 8.7.

8.7 In exceptional circumstances the Honorary Officers have the discretion to agree non-routine expenditure before putting it to the General Meeting, but must inform members of the circumstances and reasons for the expenditure.

8.8 Annual Accounts:

8.8.1 The Treasurer will ensure that accurate income and expenditure accounts for each financial year are drawn up prior to the AGM.

8.8.2 Prepared accounts shall be subject to verification by a suitable, independent person chosen by the Honorary Officers and approved by members.

9. Assets

All assets owned by Marsden History Group will only be used to further the aims and objectives of the group.

10. Amendment of the Constitution

10.1 The Constitution may be amended by a vote of members at the AGM, provided that a motion to that effect has been submitted to the Secretary at least 21 days before the date of the AGM.

10.2 The Secretary must inform members of the proposed amendment at least 14 days before the AGM.

10.3 Any motion to amend the constitution must be passed by at least a two-

thirds majority of those attending.

11. Dissolution.

11.1 Marsden History Group may be formally dissolved by vote at a General Meeting, provided that a motion to that effect has been submitted to the Secretary at least 21 days before the date of the General Meeting.

11.2 The Secretary must inform members of the proposed dissolution at least 14 days before the General Meeting.

11.3 Any motion to dissolve the group must be passed by at least a two-thirds majority of those attending the General Meeting.

11.4 A final audit of all assets should be submitted to members at the General Meeting, and all remaining assets shall be transferred to such other non-profit making organisations, with similar aims and objectives to MGH, as the General Meeting may decide. Assets shall not be distributed to members.