



## CONSTITUTION

### 1 NAME

The name of the Society shall be the **WIMBORNE CIVIC SOCIETY**

### 2 OBJECTS

The Society is established for the public benefit for the following purposes in the area comprising the Wimborne Postal District BH21 (excluding BH21 6), plus that part of the Postal District SP5 adjacent to BH21 to the Hampshire and Wiltshire borders as delineated in GEOPLAN Sheet 27 January 1994 which area shall hereinafter be referred to as "the area of benefit".

- (i) To stimulate public interest in the area of benefit.
- (ii) To promote high standards of planning and architecture in or affecting the area of benefit.
- (iii) To secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

In furtherance of the said purposes but not otherwise the Society through its Executive Committee shall have the following powers:-

- (1) To promote research into subjects directly connected with the objects of the Society and to publish the results of such research.
- (2) To act as a co-ordinating body and to cooperate with the local authorities, planning committees, and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- (3) To publish papers, reports and other literature.
- (4) To make surveys and prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest within the area of benefit.
- (5) To hold meetings, lectures and exhibitions.
- (6) To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purpose.
- (7) To acquire, by purchase, gift or otherwise, property whether subject to any special trust or not.
- (8) Subject to such consents as may be required by law, to let, mortgage, dispose of or turn to account all or any of the property or funds of the Society as shall be necessary.
- (9) Subject to such consents as may be required by law, to borrow or raise money for the purposes of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Society shall in no case extend beyond the amount of the respective annual subscriptions.
- (10) To do all such other lawful things as are necessary for the attainment of the said purposes.

### **3 MEMBERSHIP**

Membership shall be open to all who are interested in actively furthering the purposes of the Society. No member shall have power to vote at any meeting of the Society if his or her subscription is in arrears at the time.

Junior members shall be those aged less than 18 years at the time their subscription is due; and they shall not be entitled to vote at any meeting of the Society. The subscription of a member joining the Society in the three months preceding September 1st in any year shall be regarded as covering membership for the Society's year commencing on 1st September following the date of joining the Society.

### **4 SUBSCRIPTIONS**

The annual subscription shall be any such sum as the Executive Committee shall determine from time to time, and it shall be payable on or before 1st September each year. Membership shall lapse if the subscription is unpaid 3 months after it is due.

### **5 MEETINGS**

An Annual General Meeting shall be held during May of each year to receive the Executive Committee's report and audited accounts, and to elect Officers and Members of the Committee. At least 21 days notice of the Annual General Meeting will be given to all members.

The Committee shall decide when ordinary meetings of the Society shall be held. Non-members may attend Meetings by invitation of the Committee or on payment of a fee.

Special General Meetings of the Society shall be held at the written request of fifteen or more members whose subscriptions are fully paid-up. Thirty members personally present shall constitute a quorum for a Meeting of the Society. The Committee shall give at least 7 days notice to members of all ordinary meetings of the Society.

### **6 OFFICERS**

Nominations for the election of Officers shall be made in writing to the Honorary Secretary at least 14 days before the AGM. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained.

The election of Officers shall be completed prior to the election of further Committee members. Nominees for election as Officers or Committee members shall declare at the AGM at which their election is to be considered any financial or professional interest known or likely to be of concern to the Society. The Officers of the Society shall consist of

Chairman: Vice Chairman: Honorary Secretary: Honorary Treasurer

all of whom shall relinquish their office every year and shall be eligible for re-election at the AGM.

A President and Vice-presidents may also be elected at an AGM for periods to be decided at such a meeting.

The Executive Committee shall have the power to fill casual vacancies occurring among Officers of the Society.

### **7 THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for the management and administration of the Society. The Committee shall consist of the Officers and not more than eight other members. The Committee shall have the power to co-opt further members (who shall attend in an advisory and non-voting capacity).

The Officers and members of the Committee shall normally reside or work in the area of benefit but the Committee shall have the power to co-opt additional members from outside the area of benefit.

The President and Vice-presidents may attend any meeting of the Executive Committee but shall not vote at any such meeting.

In the event of an equality in the votes cast the Chairman shall have a second or casting vote.

Nominations for election to the Executive Committee shall be made in writing to the Honorary Secretary at least 14 days before the AGM. They must be supported by a seconder and the consent of the proposed nominee must first have been obtained. If nominations exceed the number of vacancies a ballot shall be taken in such manner as shall be determined.

Members of the Executive Committee shall be elected annually at the AGM and outgoing members may be re-elected.

The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Honorary Secretary shall give all members not less than 7 days notice of each meeting. The quorum shall comprise at least one third of the members of the Executive Committee.

## **8 SUB-COMMITTEES**

The Executive Committee may constitute such sub-committees from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chairman and Secretary of each sub-committee shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Executive Committee as soon as possible. The Plans sub-committee shall consist of a minimum of three members of the Executive Committee who are eligible to vote.

The Plans sub-committee may take action on behalf of the Executive Committee at meetings with local and statutory authorities without prior confirmation of such action by the Executive Committee. Such actions shall be reported to the following Executive Committee meeting.

Members of the Executive Committee may be members of any sub-committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

## **9 DECLARATION OF INTEREST**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any committee or sub-committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

## **10 EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS**

The Executive Committee shall out of funds of the Society pay all proper expenses of administration and management of the Society.

After the payment of these expenses and the setting aside to reserve of such sums as may be deemed expedient the remaining funds shall be applied by the Executive Committee in furtherance of the purposes of the Society.

## **11 INVESTMENT**

All moneys at any time belonging to the Society and not required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investment, securities or property as it may think fit.

## **12 TRUSTEES**

Any freehold and leasehold property acquired by the Society shall, and if the Executive Committee so directs any other property belonging to the Society may be vested in Trustees who shall deal with such property as the Executive Committee may from time to time direct.

Any new Trustees shall be at least three in number or a trust corporation. The power of appointment of new Trustees shall be vested in the Executive Committee.

A Trustee need not be a member of the Society but no person whose membership lapses by virtue of Clause 4 hereof shall thereafter be qualified to act as a Trustee unless and until re-appointed as such by the Executive Committee.

The Honorary Secretary shall from time to time notify the Trustees in writing of any amendment hereto and the Trustees shall not be bound by any such amendments in their duties unless such notice has been given.

The Society shall be bound to indemnify the Trustees in their duties and liability under such indemnity shall be the proper administrative expense.

### **13 ACCOUNTS**

The Executive Committee shall comply with their legal requirements with regard to:

- (1) the keeping of accounting records for the Society
- (2) the preparation of annual statements for the Society
- (3) the auditing and independent examination of the statements of account of the Society

### **14 AMENDMENTS**

This Constitution may be amended by a two thirds majority of members present at an AGM or Special General Meeting of the Society provided that 28 days notice the proposed amendment has been given to all members.

### **15 NOTICES**

Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by prepaid post to the address of that member last notified to the Honorary Secretary, or notice of such meeting is exhibited on notice boards in the area or in the local press.

### **16 WINDING UP**

The Society may be dissolved by a two thirds majority of members voting at an AGM or Special General Meeting of the Society confirmed by a simple majority of members voting at a further Special General Meeting held less than 14 days after the previous Meeting.

If a motion for the dissolution of the Society is to be proposed at an AGM or Special meeting this motion must be referred to specifically when notice of the Meeting is given.

In the event of the dissolution the available funds of the society shall be transferred to such one or more charitable institutions having objectives similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting at which the decision to dissolve the Society is confirmed. On dissolution the Minute Books and other records of the Society shall be deposited with the Civic Trust.

16th May 2000

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