



Bacup Natural History Society

24 Yorkshire Street Bacup Lancashire OL13 9AE

Registered Charity Number 1045767

# BACUP NATURAL HISTORY SOCIETY CONSTITUTION

## 1. **Name of Society**

1.1. This Society shall be called "The Bacup Natural History Society"

## 2. **Objects**

2.1 The objects of the Society shall be:

2.1.1 To advance the education of the public by the study of natural and physical science in all their branches, and especially to promote the study of the fauna and flora of the Rossendale District.

2.1.2. To encourage the study of social and industrial history of the locality.

### **3. Membership**

3.1. Subject to para. 3.5 below, full voting membership of the Society and eligibility to stand for Bacup Natural History Society Constitution election to the Committee is restricted to persons living or working within 20 miles of Bacup, those who have previously lived or worked within 20 miles of Bacup, and close relatives or close associates of the same. Voting rights and eligibility to stand for election to the Committee shall only come into force after one year of fully paid up membership. For those who fall without the above requirements, Associate Membership is available which confers all the rights of full membership, but without voting rights or eligibility to stand for election to the Committee. Associate Membership to be a little cheaper than full membership. All applications for any kind of membership, including the annual renewal of existing membership, are subject to approval by the Committee, and exceptions can be made only at the discretion of the Committee.

3.2. It is a condition of membership that members agree to abide by the constitution.

3.3. A member can be asked to resign by the Committee. A member who is refused membership or asked to resign can appeal against the decision. The appeal will be heard at a Special General Meeting of the Society and decided by majority vote.

3.4. The Society shall consist of three classes of membership and associate membership:

3.4.1. **Ordinary members**, (aged 18 and over but less than 60),

3.4.2. **Young people aged under 18.**

3.4.3 **Senior citizens, (aged 60 and over).**

3.5. Applications from young people must be countersigned by their parent or guardian and no young member may attend any activity of the Society unless accompanied by their parent or guardian.

### **4. Subscriptions**

4.1. Entrance fees and subscriptions shall be such amounts as are from time to time determined by the Annual General Meeting (AGM) .

4.2. All subscriptions shall be due in advance immediately upon election, and subsequently at the date of the Annual General Meeting, and no person shall be entitled to the privileges of membership whose subscriptions are more than twelve months in arrears.

## **5. Organisation**

5.1. The Officers of the Society shall consist of a President, Chairman, Vice-Chairman, Secretary, Treasurer and 9 other persons, all chosen at the AGM, five to form a quorum. The Committee to be empowered to fill up any vacancies that may occur between AGMs.

## **6. Management**

6.1. The affairs of the Society shall be managed by a Committee comprising the above Officers (see 5.1 above).

6.2. In furtherance of the objects but not otherwise the Committee may exercise the following powers:

6.2.1. To hold exhibitions, meetings, lectures, classes, seminars and courses either alone or with others.

6.2.2. To raise funds and to invite and receive contributions provided that in raising funds the Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the Law.

6.2.3. To do all such other lawful things as are necessary for the achievement of the objects.

6.3. Committee decisions will be determined by majority vote, with the Chairman having a second or casting vote.

6.4. Committee members will be elected by a majority vote at each AGM.

6.5. If necessary, an SGM can be called to elect additional or replacement Committee members between AGMs.

6.6. If one of the posts of President, Chairman, Treasurer or Secretary becomes vacant not more than 6 weeks before an AGM, then a replacement will be appointed by the Committee. Nominations for Committee posts must be proposed by one member and seconded by another.

6.7. At the AGM, the Committee will appoint (or re-appoint) the following:

6.7.1. Curator

6.7.2. Deputy Curator

6.7.3. Programme Secretary

6.7.4. Membership Secretary

6.7.5. Minutes Secretary

6.7.6 Social Secretary

6.7.7 Photo Librarian

6.7.8 Librarian

6.8. The Committee may co-opt a member or members onto the Committee, for a specific task. Those co-opted for a specific task will only vote on matters relevant to that task.

## **7. Financial Management**

7.1. The Society's accounting year will run from 1 April to 31 March.

7.2. All monies and all goods belonging to the Society shall be held by the Treasurer and other members of the Committee in trust, and under direction of the Committee, who shall apply the money in paying the debts and demands to which the Society shall be liable. The Treasurer is responsible for the safe custody of Society's funds.

7.3. Other than small cash balances, all club funds shall be banked promptly at recognised banks or building societies and held there in the name of the Society.

7.4. All expenditure must be managed by the Committee.

7.5. A list shall be kept of all the objects belonging to the Society, and no such object shall be removed from the Society's rooms without the consent of the Committee.

7.6. Cheques must be signed by the Treasurer plus any 1 of the following: Chairman, Vice-Chairman or Secretary. In an emergency, one of the above may sign for the Treasurer. Value limits will be set by the AGM and agreed annually.

7.7. The Treasurer will provide a financial statement for each AGM and at any other time required by the Committee.

7.8. The accounts of the Society shall be audited each year by an independent auditor.

7.9. The Committee, through the Treasurer and Secretary, is responsible for ensuring that the Society is adequately insured to cover public liability, property and the membership.

## **8. Annual and Special General Meetings and Committee Meetings**

8.1. Committee Meetings of the Society shall be held on the second Monday of each month at 7.30 p.m., or at such times as the Council shall decide.

8.2. Committee decisions will be determined by majority vote, with the Chairman having a second or casting vote.

8.3. The Annual General Meeting of the Society shall be held on the third Wednesday or Thursday of May at 7pm in each year, when the Treasurer shall present a statement of accounts for the previous year. The Secretary shall also submit a report of the previous year's proceedings.

8.4. Agenda items, motions, Committee nominations, proposed and seconded, should be submitted to the Secretary no later than 1 week before the meeting.

8.5. Agenda items & motions, proposed and seconded, may also be taken from the floor at an AGM, at the discretion of the Chairman or President, and if it is the will of the meeting.

8.6. Committee nominations, proposed and seconded, may also be taken from the floor at an AGM.

8.7. Special General Meetings (SGMs) may be initiated by the Committee or by a requisition signed a minimum of 10 members and submitted to the Secretary no later than 1 week beforehand. No business shall be considered except that for which the meeting is called.

8.8. The Secretary, or delegated Committee member, will make available AGM and SGM agendas, including all relevant informational material, to all paid up members in advance of such meetings.

8.9. All full members can vote at AGMs and SGMs. Proposals and amendments will be decided by a majority vote with the Chairman of the meeting holding a second or casting vote.

8.10. AGMs and SGMs require a quorum of more than 10 members. Committee meetings require a quorum of 5 members, of whom 3 must be Officers.

8.11. A copy of all AGM, SGM and Committee meeting minutes will be available to all members.

8.12. The Chairman will normally chair all meetings, although the President chairs the AGM, by tradition. In his or her absence the meeting will elect its own Chairman.

## **9. Loan of Equipment**

9.1. Members may borrow equipment belonging to the Society at the discretion of the Committee and on terms determined by the Committee.

## **10. Visitors**

10.1. Visitors who are at least 18 years of age, or under 18 if accompanied by their parent or guardian, are welcomed by the Society to all its meetings.

## **11. Alterations to, and Interpretations of, the Constitution**

11.1. Subject to the following provisions of this clause:

11.1.1. The constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a General Meeting must include notice of the resolution, setting out the terms of the alteration proposed.

11.1.2. No amendment may be made to clause 1, clause 2, clause 13, or this clause without the prior consent in writing of the Commissioners.

11.1.3. No amendment may be made which would have the effect of making the Charity cease to be a charity at Law.

11.1.4. The Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

## **12. Emergencies**

12.1. In the event of anything occurring not provided for or not clear in this Constitution the Committee shall have power to deal with such matter at their discretion.

## **13. Dissolution**

13.1. If the Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which

not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Charity any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.

#### **14. Equality statement**

Membership is open to everyone, subject to Section 3, and the Society will not discriminate on the grounds of : - age -disability -gender reassignment -marriage and civil partnership -pregnancy and maternity -race -religion or belief -sex -sexual orientation In addition to membership, the Society will make every effort, within reason, to support everyone to access their work, museum and activities.

**REVISED on 17 May 2012, following the AGM on that date**