

# Constitution

1. The community group shall be called '**Alstonefield Local History Group**' (ALHG)
2. **The Aims of Alstonefield Local History Group** are to:
  - ✓ *Discover and explore the history and heritage of the community, including the surrounding hamlets*
  - ✓ *Record, preserve and maintain the rich source(s) of information*
  - ✓ *Increase awareness and interest amongst people*
  - ✓ *Provide knowledge and insights into the (local) past*
  - ✓ *Bring history alive and make it inclusive and accessible for everyone*
3. **The Aims** shall be achieved through:
  - ✓ *Collective and individual research*
  - ✓ *Sharing local knowledge / original research*
  - ✓ *Oral history recording / interviews*
  - ✓ *Recording and cataloguing information and artefacts*
  - ✓ *Preserving and maintaining records*
  - ✓ *Mounting exhibitions and activities*
  - ✓ *Creating a resource bank of archive material*
  - ✓ *Researched stored data for future projects*
4. **Powers**

The group shall have the powers to:

  - *Raise funds via subscription and fund raising events*
  - *Apply for, and receive, grant funding*
  - *Own assets / equipment that are deemed necessary to achieve the aims of the group*
5. **Membership**
  - *Membership of the group shall be inclusive and open to all people interested in the local history of Alstonefield and the surrounding area.*
  - *An annual membership subscription fee shall be decided at the Annual General Meeting (AGM) and reviewed annually thereafter*
  - *All members may attend the AGM and be eligible for nomination to the Management Committee*
6. **Management Committee**
  - *A committee consisting of 3 officers (Chair, Secretary/Treasurer & Data Officer) and not less than 3 committee members shall be elected to manage the affairs of the group*
  - *All Officers and Members shall be elected annually at the AGM. Officers and Members are eligible to stand for re-election*
  - *The Committee may co-opt up to 2 people onto the committee and they shall have full voting rights*
  - *Casual vacancies may be filled as required but these members shall not have voting rights unless a proper nomination and election process has been undertaken*
  - *The committee shall meet a minimum of 2 times per year and may create 'sub committees' when deemed necessary to achieve the aims of the group. Sub committees may not authorise any financial (or other transactions) without the prior authority of the Management Committee*
7. **Data Protection**

Personal data will be retained and used in accordance with the Data Protection Act

## **8. Meetings**

- i. General meetings of all members
- ii. Management Committee Meetings
- iii. An Annual General Meeting (AGM) shall be held once a year and 21 days notice given to all members of said meeting. The purpose of the AGM is to:
  - *Receive the Annual Report*
  - *Receive the Annual accounts*
  - *Appoint an independent Auditor to examine the accounts for the following year (and agree remuneration)*
  - *Elect Members and Officers to serve on the Management Committee*
- iv. Emergency General Meetings (EGM) may be called by the Management Committee when deemed necessary. All members shall be given at least 21 days notice of such a meeting with details of the business to be discussed.
- v. The quorum set for ALHG Management Committee shall be 5 members (including Officers). Decisions agreed at Committee meetings shall be by a majority vote, with the Chair having the casting vote when necessary e.g. a tied vote

## **9. Finance**

- *A bank account shall be opened in the name of **Alstonefield Local History Group***
- *All cheques shall be signed by 2 signatories authorised by the committee, none of whom should be related*
- *All funds shall be used to further the aims of the group*
- *The financial year shall run from April to March*

## **10. Amendments to the Constitution**

- *Amendments to the Constitution may be made via a resolution passed by a majority of the members at the AGM or at an EGM.*
- *Where amendments are proposed, these shall be circulated to members at least 21 days prior to the date of the meeting.*

## **11. Dissolution**

A resolution to dissolve Alstonefield Local History Group must be passed at a General Meeting and carried by a two thirds majority of those present. All Non Financial Assets to be donated to an appropriate Staffordshire Archive. Financial Assets, all debts and liabilities must be settled and any remaining assets shall be given or transferred to a relevant worthwhile cause at the time

This Constitution was formally adopted at a general meeting held on 19 October 2016

Signed :.....(Chair)

Witnessed :.....