

# Constitution

1. This community group is called '**Alstonefield Local History Group**' (ALHG)
2. **The Aims** of the Group are to:
  - Discover and explore the history of the community and 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** will be achieved through (e.g):
  - Collective and individual research
  - Oral history recording / interviews
  - Recording and cataloguing information and artefacts
  - Preserving and maintaining records, taking due account of official archiving services such as Staffordshire County Record Office
  - Mounting exhibitions and activities
  - Creating an accessible database of archive material
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

Personal data will be retained and used in accordance with the Data Protection Act
5. **Membership**
  - General membership of the Group is inclusive and open to anyone interested in the local history of Alstonefield and the surrounding area.
  - The need for, and level of, an annual membership subscription fee is decided at the Annual General Meeting (AGM) and reviewed annually thereafter
  - All members are elected/re-elected annually at the AGM.
  - A minimum of 3 members (Chair, Secretary/Treasurer and Data Officer) are elected at the AGM as officers to oversee the group's affairs.
6. **Meetings** are as follows:
  - i. **General** meetings of all members, held at least twice a year
  - ii. **Officers-only** meetings, as necessary, to discuss administrative matters that do not require voting by all members
  - iii. An **Annual General Meeting** (AGM), held once a year, for which at least 10 days notice should be given to all members. The purpose of the AGM is:

- to summarise the previous year's activities
  - to report on the financial state of the Group
  - to agree on the need for and/or level of subscriptions for the following year
  - to elect Members and Officers for the following year
- iv. **Emergency General Meetings (EGM)** may be called when deemed necessary. All members shall be given at least 10 days notice with details of the topic(s) to be discussed.

A minimum of 5 members (including Officers) is needed to make majority decisions at the AGM or any EGM meetings.

**7. 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, who should not be related
- Although the Group does not require independent examination of accounts, a member who is not a cheque signatory shall check the accounts before the AGM, to support the Treasurer and provide assurance to the Group.

**8. Amendments to the Constitution**

- Amendments to this Constitution may be made via a resolution passed by a majority of the members present at the AGM or at an EGM (subject to a minimum of 5 members being present)
- Where amendments are proposed, these shall be circulated to members at least 10 days prior to the date of the meeting.

**9. Dissolution**

A resolution to dissolve the Group must be passed at the AGM or and EGM, and carried by majority of those present. All non-financial assets are to be donated to an appropriate Staffordshire archiving service. All debts and liabilities must be settled and any remaining assets given to an appropriate cause at the time

This updated Constitution was formally adopted at the AGM held on 11 October 2017.

Signed :.....(Chair)

Witnessed :.....