

The Gordano Civic Society

CONSTITUTION

1. TITLE

The society shall be called 'The Gordano Civic Society' hereinafter called the 'The Society'

2. AIMS AND OBJECTIVES

- a) To enrich, enhance and collect members' knowledge, experience and artefacts of Gordano and its surroundings. The Society would wish some artefacts to be publically exhibited.
- b) To make an annual Civic Award for any building contributing to an enhancement of the local environment.
- c) To express an authoritative and corporate opinion and to stimulate public interest and concern on matters affecting the environment and quality of life within the area.
- d) To co-operate with county, national and other societies having similar aims and interests.

Any affiliation to kindred bodies shall be decided at an Annual or Special General Meeting. The Society shall not be affiliated to any political party.

3. MEMBERSHIP

Any person who is sympathetic to the aims and objectives of the Society and has paid the current subscription shall be deemed a member. The Committee reserve the right to exclude any member whose aims are deliberately contrary to the aims of the Society. Membership shall lapse if the subscription is unpaid four months after it is due.

Honorary membership may be offered to any person who has made a significant contribution to the Society provided he/she has been duly elected by a two thirds majority at an Annual General Meeting.

The Society is an Equal Opportunities organisation and is fully committed to the implementation of its equal opportunities policy in practical terms.

4. GENERAL ADMINISTRATION

- a) The general affairs of the Society shall be managed by a committee comprising the officers and other committee members all of whom shall be elected by majority vote at the Annual General Meeting. The committee shall have the power to fill any unfilled or casual vacancy occurring during the year and to co-opt other members on to it for specific tasks.
- b) The day to day affairs of the Society shall be managed by the officers.
- c) The officers of the Society shall be: Chairman, Vice-Chairman, Secretary and Treasurer.
- d) The other committee members shall be: Membership Secretary, Programme Secretary, Social Secretary, Local History co-ordinator, Webmaster plus one non portfolio member.

- e) All committee members shall retire at the AGM, but shall be eligible for re-election together with other nominated members.
- f) Committee meetings shall take place at least three times per year.
- g) A quorum may act as a committee meeting. The quorum shall be five members of the committee including two officers.
- h) The Secretary shall keep minutes of all business conducted at Committee Meetings, AGM's and Special General Meetings.
- i) The Society shall maintain a Public Liability Insurance to protect the Society against claims at law arising from any Society activity. Details of the policy will be held by the Treasurer and made available for inspection by members on request.

5. FINANCES

- a) The financial year shall run from August 1st to July 31st.
- b) The Treasurer together with the Membership Secretary shall be responsible for collecting subscriptions.
- c) The Treasurer shall be responsible for making authorised payments.
- d) All payments other than those from petty cash shall be validated by any two of four authorised signatories. The four signatories shall be: Chairman, Treasurer, Membership Secretary, Secretary.
- e) The officers shall be empowered to authorise donations to organisations in lieu of expenses and/or fees. These payments shall not exceed £100.00 per donation. Any larger donation shall be at the discretion of the committee.
- f) All honoraria shall be approved by the committee.
- g) All special funds (eg Memorial Trust Funds etc) shall be separately accounted for in the records of the Society and at the discretion of the committee, may be held in a separate bank or building society account.
- h) The Treasurer shall maintain complete financial records which shall be audited annually by an 'independent examiner' appointed at the AGM. These records will be available for inspection on request by any member of the society.

6. SUBSCRIPTIONS

- a) The amount of the subscription shall be agreed by the AGM.
- b) Members joining throughout the year shall pay the full subscription for that year.
- c) Members' and visitors' attendance fees for Ordinary Meetings shall be decided at an AGM.
- d) Donations and/or charges for visits and excursions shall be stated on the excursion programme.

7. PROGRAMME ORGANISATION

- a) A programme of talks, visits and events shall be organised for the year and distributed to the members.
- b) Generally, the ordinary meetings of the Society shall be monthly from September to April inclusively, unless otherwise decided by the committee.
- c) Ordinary meetings of the Society shall normally start at 19.30. These arrangements can be varied by the committee to suit circumstances and every endeavour shall be made to inform the members of any change.

8. ANNUAL GENERAL MEETING

- a) An Annual General Meeting shall be held in April of each year and at least 28 days notice must be given to members of the date, time and venue of the meeting.
- b) At this meeting: i) The Chairman, Secretary, Programme Secretary and Local History Co-ordinator shall report to the members and the Treasurer shall present an audited Statement of Accounts. ii) Officers and committee shall be elected and an independent examiner appointed for the coming year.
- c) The Secretary must be given 28 days notice of any item to be included on the Agenda for the AGM.

9. SPECIAL GENERAL MEETING

The Secretary must call a Special General Meeting within 28 days of the receipt from a written request from a member. Such requests must state the matter to be raised and be countersigned by at least 10 members. The Secretary shall give each member not less than 14 days notice in writing of the calling of such a meeting and of the matter to be discussed.

10. AMENDMENTS OR ALTERATIONS TO THE CONSTITUTION

Changes to the Constitution shall only be made by resolution of an AGM or properly constituted Special General Meeting in accordance with the wishes of a two-thirds majority of members present and voting. Details of any proposed amendments or alterations to the constitution shall be given, in writing, to the Secretary at least 28 days in advance of a meeting and shall be included in the agenda for that meeting.

11. WINDING-UP

In the event of the Society being wound up by its members or if no AGM shall have been held in two successive years, the funds and effects of the Society shall be transferred to a kindred or charitable institution having similar aims and objectives to the Society and whose receipt to the Treasurer shall be an absolute discharge to the Treasurer from any further liability.

The Gordano Society. Approved 2nd March 1994

Amended by the AGM 8th September 1995 and 12th September 1997

Amended by the AGM 13th April 2007

The Gordano Civic Society, Amended by the AGM 9th April 2018