

THE CONSTITUTION OF BITTERNE LOCAL HISTORY SOCIETY

Part One

1 Name

The name of the Society shall be **Bitterne Local History Society**.

2. Object and Aims

2. The object of the Society shall be to:

- (I) Advance public education in, and the study of, Local History.
- (II) Secure the preservation, protection, development and improvement of features of historic or public interest in those areas of Southampton east of the River Itchen.

2.1 In furtherance of the above objectives, but not further or otherwise, the Society shall have the following aims: -

- (a) To ensure, as far as is practicable, that items of local interest, both large and small and including documentary records, pictures, photos or other material, are preserved for future generations.
- (b) To properly record and categorise such items, ensure their safe storage and make them readily available for public display, as far as is practicable-
- (c) To have regular meetings to encourage the acquisition and exchange of information between members.
- (d) To carry out research into Local History.
- (e) To raise funds and invite or receive donations and contributions, whether by subscription or otherwise.
- (f) To co-operate with other groups having similar interests.

3. Constitution

3.1 Alterations of the Constitution shall be made by resolutions at an Annual General Meeting or Special General Meeting and be passed by a majority of not less than two thirds of the members voting.

No alteration shall be made which would cause the Society to cease to be a Charity at Law. No alteration to Part One shall take effect until the approval of the Charity Commissioners has been obtained.

3.2 The Society may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose, of which 21 days' notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of the Society, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Society but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Society as the Society may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

Part Two

4. Membership

- 4.1 Membership of the Society shall be open to all on payment of the current membership subscription, due on the 1st January annually, to run from the 1st January until the 31st December.
- 4.2 Membership subscriptions shall be confirmed by resolution of the membership.
Classes of Membership will be:
Ordinary; Full rate
O80; Concessionary (over 80 years of age, or under the age of 18 years),
Extra (Same Household); Reduced rate
Overseas residents; Increased rate - to reflect postage
Corporate Members have no voting rights.
Honorary Members pay no fee.
- 4.3 The committee reserves the right to refuse new, or renewal of, membership, and the right to cancel the existing membership (with pro rata refund of subscriptions calculated to the nearest week) of anyone considered by the committee to be bringing the Society into disrepute, or involved in activities contrary to the object and aims of the Society, or who are considered to be acting in a confrontational, antagonistic or argumentative manner.
- 4.4 In pursuance of the above aims and objectives, a magazine will be published and distributed to members on a regular basis.
- 4.5 A complimentary copy of the magazine is distributed to Advertisers; Reciprocal arrangement with other societies & Speakers not charging for service according to a list reviewed by the committee at least once a year.
- 4.6 In pursuance of the above Aims and Objectives the committee may appoint a President and any number of Vice Presidents. These positions are to be considered Honorary and confer no additional rights beyond maintaining a beneficial link with the society.

5. The Officers

- 5.1 The Officers of the Society shall be The Chairman, Vice Chairman, Secretary and Treasurer.
- 5.2 In the event of properties being owned, managed or rented, the Officers shall act as Trustees. The Trustees must comply with their obligations under the Charities Act 2011 with regard to the charity and its submissions to the Commission.

6. Management

- 6.1 The management of the Society shall be invested in an Executive Committee. The executive should meet regularly to Plan, Implement and Review the activities of the Society and perform any such other duties pursuant to its Object and Aims. A set of Policies and Procedures should be prepared, and approved, by the executive to formalise best practice as it applies to the Society and its activities.
- 6.1.1 Best practice refers to the implementation of the 'Law of the Land' and Guidance issued by each of the appropriate bodies.
- 6.2 The Executive Committee shall be comprised as follows:
The four Officers, together with up to six other subscribing members, each with voting rights.

- 6.3 The Executive Committee have the power to co-opt additional members to the committee as required through the year.
- 6.4 Two Officers and three other members shall form a quorum at a meeting of the Executive Committee.
- 6.5 The whole Executive Committee shall retire each year, at the AGM, but individuals shall be eligible for re-election for service on the Committee, subject to election by members at the AGM.
- 6.6 New Officers may be proposed and seconded by written notice, to the Secretary, at least one month prior to the meeting.
- 6.7 New members of the Executive Committee may be proposed and seconded at the AGM.
- 6.8 Sub committees may be set up to enable the separate sections, or projects, to function on a day-to-day practical basis. Proposals for significant change [including expenditure] should be presented to - and approved by - the Executive Committee prior to action. The Trustees shall have the right to oversee these Sub Committees and to attend their meetings.
- 6.8.a A Sub Committee formed to oversee the operation of the Society's Heritage & Research Centre shall be composed mainly of unelected volunteers, and operate under the Chairmanship of one of the Society's Officers. The number, composition and individual responsibilities of this Committee shall be decided amongst themselves, however, two are invited to represent this section on the Executive Committee. It should, however, include positions of:
Curator (responsible for the display, labelling and cataloguing of artefacts);
Archivist (responsible for manuscripts and documents);
Webmaster (responsible for maintaining the Society Website and all Information Technology Equipment owned/leased by the Society)
Schools Liaison and
Librarian.
- 6.8.b A Sub committee formed to oversee the operation of the Society's Charity Shop - a significant source of funds in accordance with the aims. This Committee shall be composed mainly of unelected volunteers, and operate under the Chairmanship of one of the Society's Officers. The number, composition and individual responsibilities of this Committee shall be decided amongst themselves, however two are invited to represent this section on the Executive Committee.
- 6.8.c An Editor will be appointed to facilitate production of the magazine.

7. Finance

- 7.1 Income shall be obtained by subscriptions and other methods decided by the Executive Committee. All moneys received shall be devoted to the Society's objects. The Society's financial year shall run from 1st August to 31st July the following year.
- 7.2 The Hon Treasurer shall keep proper accounts, in line with best practice, which shall be subject to Audit [independent inspection] in the period between the end of the financial year and the Annual General Meeting.
- 7.3 An account shall be maintained, at a branch of a major bank, in the name of the Society into which all moneys received on behalf of the Society shall be paid. Any two out of three nominated officers shall sign the Cheques for payments.

- 7.4 A separate (Common Investment Fund) account, with a higher interest rate, may be set up to offset inflation; this account to operate on transfer arrangements only (between this and nominated accounts as above).
- 7.5 No Officer, Committee Member or Member of the Society shall incur debts on behalf of the Society except in accordance with a budget previously agreed by the Society.
- 7.6 The Society shall keep an up-to-date inventory of all of its property.

8. Meetings

- 8.1 Ordinary meetings to be held at the United Reformed Church Hall, Bitterne on the 2nd Saturday of each month, at 7.00 p.m., unless otherwise notified to members at least one month in advance.
- 8.2 The Annual General Meeting shall normally be held in October each year of at such a time and place as the committee shall decide - in the absence of a quorum it shall be held as soon after this date as the Executive Committee can arrange.
- 8.3 At the AGM the following business will be transacted:
 - Receive the annual reports from the Trustees - Chairman, Hon Secretary and Hon Treasurer
 - Elect Officers and a committee in accordance with this constitution, to appoint an Auditor
 - to appoint an Editor
 - and transact any other competent business
- 8.4 All paid up members are entitled to vote and the decision of the majority of members shall be binding, subject to quorum requirements.
- 8.4.1 Alternative Voting
 - a Complete and return a form to the address given
 - b Complete online form and 'return' it to originatorSubject to checks on validity of membership, and no duplicate voting, those alternative votes that arrive by the published cut off date will be included.
- 8.5 At least ten members or one tenth of the total membership whichever the greater shall form a quorum at a General Meeting.
- 8.6 The Chairman at a particular meeting shall be entitled to a second or casting vote should equal votes be recorded for a proposition.
- 8.7 Special General meetings shall be called by the Hon. Secretary either on behalf of the Trustees or upon request in writing of one-tenth of all members. The request must state the business to be discussed.

October 2020

The following is not a part of the constitution but a contextual statement.

The formal Constitution of the Society was adopted at a Special General Meeting held on 14 Sep 1991 the society became a registered Charity on 22 Oct 1991

The constitution has been amended as follows

1997 Change of date of Financial year	Ver 2
2007 General Review / Simplification [into sections and renumbering]	Ver 3
2009 General Review Re-organise as two parts in line GD3 & minor amend [4:3]	
Ver 4	
2014 Inclusion of reference to President & Vice Presidents [4.5]	Ver 5
2019 General Review	Ver 6
2020 Alternative Voting (prompted by Covid-19)	Ver 7

Academic changes to Part 1 (CC approved CRM:0001539) pending