

*Bury St Edmunds Past & Present Society*  
(Founded 1960)

**Registered Charity Number: 1079823**

**CONSTITUTION (1996 Constitution, as amended in 1999 and 2012)**

**1. TITLE**

The title shall be "Bury St. Edmunds Past and Present Society".

**2. AIMS**

To advance the education of the public in the history of Bury St. Edmunds and the surrounding area.

**3. MEMBERSHIP**

- (a) Membership shall be open to all who are interested on payment of an annual subscription. The rate of subscription shall be reviewed yearly by the Committee, and agreed by members at the Annual General Meeting.
- (b) Members shall be entitled to receive notice of all activities of the Society, and to attend and vote at an Annual General Meeting or Special Meeting.
- (c) Membership shall be deemed to have lapsed if subscriptions have not been paid by the end of December, and only one reminder will be sent.
- (d) The Committee may recommend that Honorary Life Memberships be offered to persons who have given outstanding service to the Society; such recommendations to be agreed at the AGM.
- (e) Honorary Membership shall be offered to the Mayor of St.Edmundsbury for his/her term of office.
- (d) Non-members may attend any lecture on payment of an admission fee determined by the Committee and agreed by members at the AGM.

**4. ADMINISTRATION**

**(a) Honorary Officers**

- i. The honorary officers of the Society shall be the Chairman, Vice-Chairman, Treasurer and Secretary, who shall be elected yearly at the AGM.
- ii. The Committee may propose the election of an honorary President to the AGM. The honorary President shall serve for three years, and may be elected to serve for a further term of office.

## **(b) Committee**

i. The Committee shall consist of four (4) honorary officers, and five (5) members, all of whom shall be elected at the AGM. The Society may maintain membership of the Suffolk Local History Council, the Friends of the Suffolk Record Office and other similar organisations as the Committee shall from time to time deem appropriate, with designated Committee members acting as representatives of the Society to such organisations if appropriate or required.

ii. Should a vacancy occur, the Committee may co-opt a member to fill the vacancy until the next AGM.

iii. The Committee shall have the power to co-opt for special purposes.

## **5. MEETINGS AND ACTIVITIES**

### **(a) General Interest Meetings**

i. The Committee shall prepare and publish a programme of talks, discussions, etc; on subjects that accord with the aims of the Society. This shall also include, where possible, excursions to places of interest.

ii. The Committee shall undertake and encourage other activities and projects that advance the aims of the Society.

### **(b) Annual General Meeting**

i. Members shall be given the opportunity of reviewing the Society's activities and finances, electing officers and Committee, and making suggestions for future activities.

ii. The date of the AGM shall appear in the published programme, but, failing this, must be advertised at least 21 days before it is due to take place.

iii. Nominations for officers and Committee must be sent in writing, no later than seven (7) days before the meeting. These must be accompanied by the written consent of the nominee.

iv. Ten members, or one-tenth of the membership, whichever is the greater number, shall constitute a quorum.

### **(c) Special General Meeting**

i. At the written request of any 10 members of the Society, the Secretary shall call a Special Meeting.

ii. Notice of such a meeting shall be circulated to reach all members 21 days before it is due to take place.

iii. Such notice must be accompanied by relevant details of the subjects to be discussed, and no other matter shall be discussed without the consent of the meeting.

iv. Ten members, or one-tenth of the membership, whichever is the greater number, shall constitute a quorum.

#### **(d) Committee Meetings**

- i. The Committee shall meet as often as is necessary to ensure the smooth running of the Society.
- ii. Five members, including a Chairman, shall constitute a quorum.
- iii. Any Committee member who misses three consecutive committee meetings without offering reasonable or extenuating circumstances, will be deemed to have resigned from the Committee

#### **6. FINANCE**

(a) Charity Trustees shall comply with the accounting requirements of the Charities Act 1993, as amended by the Charities Act 2006, relevant to the income/expenditure level of their charity, with regard to:

- i. the keeping of accounting records of the charity
- ii. the preparation of annual statement of accounts
- iii. the auditing, or independent examination. of the statement of account of the charity, and
- iv. the preparation of an Annual Report and the sending of it, together with the statements of account, to the Charity Commission.

(b) Any bank account in which any assets of the charity are deposited shall be operated by the Trustees and shall be held in the name of the charity. All cheques and orders for the payment of money from such account shall be signed by at least two Trustees.

#### **7. PERSONAL INTEREST**

Except with the prior written approval of the Charity Commissioners, no Trustee may:

- i. receive any benefit in money or kind from the charity or
- ii. have a financial interest in the supply of goods or services to the charity; or
- iii. acquire or hold any interest in property of the charity (except in order to hold it as Trustee of the charity)

#### **8. DISSOLUTION**

If the charity Trustees decide that it is necessary or advisable to dissolve the charity, they 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 charity Trustees 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 object of this charity as the members of the charity may determine, or, if that cannot be done, shall be applied for some other charitable purpose.

## 9. AMENDMENTS TO THE CONSTITUTION

(a) subject to the following provisions of this clause, the constitution/rules may be amended by a resolution passed by not less than two-thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution setting out the terms of the amendment proposed.

b) no amendment may be made to clause 2, clause 7, clause 8, this clause, or the Trustees' power of investment without the prior written approval of the Commissioners.

(c) no amendment may be made which would have the effect of making the charity cease to be a charity at law.

(d) the trustees must:

i. promptly send to the Commissioners a copy of any amendment made

ii. keep a copy of any such amendment with this constitution.

***(Explanatory Note: As required by the various Charities Acts, all the Honorary officers and Committee members are the Trustees of the charity).***