

Constitution

1. Name

The name of the group shall be Tendring District Local History Recorders (which may be abbreviated to TDLHR)

2. Aims

The prime aim of Tendring District Local History Recorders will be:

“To record the happenings in the Parishes of the Tendring District of Essex, in order that today's news becomes tomorrow's recorded history”

A secondary aim will be:

“To encourage an interest in local history in the community, and to share and help with all research matters.”

3. Powers

To order to carry out these aims the Committee and authorised members shall have power to:

1. Obtain, collect and receive funds and assets by way of contributions, donations, grants and other lawful means;
2. Apply funds to carry out the works agreed by the Committee;
3. Cooperate with local authorities, voluntary organisations and local residents;
4. Do all such lawful things as will further the aims of Tendring District Local History Recorders.

4. Membership

Membership is open to anyone who:

- is aged over 16 years old; and
- supports the aims of Tendring District Local History Recorders

Membership will begin as soon as the membership form has been received and application approved by the committee.

A list of all members will be kept by the secretary. Members may resign at any time in writing to the secretary. Any member who has not attended two consecutive meetings will be contacted by a committee member, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the management committee, accompanied by a friend, before a final decision is made.

5. Equal Opportunities

Tendring District Local History Recorders will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

6. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than twice a year, including the AGM. The Committee will consist of up to 7 members, including 3 or 4 officers.

The officers' roles are as follows:

1. Chair, who shall chair both general and committee meetings
2. Secretary, who shall be responsible for the taking of minutes and the distribution of all papers
3. Treasurer who shall be responsible for maintaining accounts
4. Membership secretary, who shall be responsible for keeping records of members. The Membership Secretary role may be filled by an Officer holding another role.

Other portfolios may be assigned, by the Committee at a meeting, to officers or any other member, and these may include (but are not limited to):

- Communications and Website Coordinator
- Events Organiser
- Fundraiser

In the event of an officer standing down during the year a replacement will be elected by the next meeting of members. All meetings will be open to any member of Tendring District Local History Recorders wishing to attend.

7. Meetings

7.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM. All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time. Nominations for the committee may be made to the Secretary before the meeting, or at the meeting. The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

1. The Committee will present a report of the work of Tendring District Local History Recorders over the year.
2. The Committee will present the accounts of Tendring District Local History Recorders for the previous year.
3. The officers and Committee for the next year will be elected.
4. Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

7.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request. The meeting will take place within twenty-one days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

7.3 General Meetings

General Meetings are open to all members and will be held at least once every 6 months or more often if necessary. All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for a General Meeting shall be 10% of the membership or 5 members, whichever is the greater number.

The Constitution of Tendring District Local History Recorders

7.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting. The quorum for Committee meetings is three Committee members.

8. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to. If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

9. Finances

An account will be maintained on behalf of the group at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories:

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Tendring District Local History Recorders is only to be used to further the aims of the group, as specified in item 2 of this constitution.

10. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

11. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group. If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed at the Annual General Meeting of the Tendring District Local History Recorders on 1st October 2022:-

Name and position

Signed

Name and position

Signed