

Constitution and Rules

(As amended at Committee Meetings of 14<sup>th</sup> November 2012 & 16<sup>TH</sup> April 2013 and ratified by members at a Special General Meeting held on 12<sup>th</sup> June 2013.)

1 TITLE AND OBJECTS

The name of the association shall be "Dereham Antiquarian Society"

2 THE OBJECTS OF THE SOCIETY SHALL BE:

- 2a to encourage the interest of the public in the archaeology and history of Dereham and its environs.
- 2b to be supportive of groups and others in the preservation of ancient buildings and monuments in the area for the benefit of the public.

3 IN FURTHERANCE OF THE ABOVE OBJECTS THE SOCIETY SHALL HAVE POWER:

- 3a to maintain Bishop Bonner's Cottages as a Museum for exhibition to the public of items of local archaeological and historic interest;
- 3b to organise lectures, meetings, visits and exhibitions;
- 3c to publish leaflets, books and other literature;
- 3d to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions and otherwise provided that the Society shall not undertake any permanent trading activities in raising funds for its primary charitable objects;
- 3e to maintain, conserve and protect and record any artefacts, documents, records, textiles, or other materials held by the Archive section.
- 3f to do all such other lawful things as shall further the above objects.

4 COMMITTEES AND MEETINGS

- 4a Executive Officers of the Society shall comprise Chairman, Vice-Chairman, Secretary, Treasurer, and if currently appointed, Museum Treasurer and Museum Secretary, all of whom shall be elected annually and shall be eligible for re-election.
- 4b The Society in annual general meeting may elect a president and one or more vice-presidents, but such officers shall be non-executive and not require re-election annually.
- 4c Subject to any directions given by the annual general meeting or any special general meetings, the business and activities of the Society shall be controlled by a Committee comprising the executive officers and no fewer than two nor more than four other members of the Society elected annually at the annual general meeting.
- 4d The Committee shall have power to appoint sub-committees, provided that all acts and proceedings of any such sub-committee shall be fully reported back to the committee as soon as possible.
- 4e The annual general meeting of the Society shall be held within two months of the

close of the financial year for the purposes of receiving and adopting the annual report and audited accounts for the preceding year, electing the executive officers and members to serve on the committee, appointing an honorary auditor, determining the rate of membership subscription and the admission charges for members and non-members to ordinary meetings for the next subscription year, and transacting such other business as may be appropriate.

- 4f A special general meeting shall be convened by the chairman, or, in his absence or unwillingness to act, by any other officer, on the instructions of the committee or at the request of not fewer than ten members or fifty per cent of the members if the membership shall have fallen below twenty.
- 4g Not less than 14 days' notice of an annual general meeting or any special general meeting shall be given to every member of the Society, and in the case of a special general meeting, such notice shall specify the business to be transacted at that meeting.
- 4h A quorum for an annual general meeting or any special general meeting shall be not fewer than ten members or fifty per cent of the members if the membership shall have fallen below twenty, and no business shall be transacted unless a quorum is present.
- 4i A quorum for a Committee meeting shall be not fewer than fifty per cent of the members and no business shall be transacted unless a quorum is present.
- 4j Voting at annual general meetings and special general meetings shall be the total of members  
(a) Present and voting, or, Voting by post.  
In all instances (with the exception of clauses 8a and 8b) assent will be received by simple majority.
- 4k In all instances the chairman of the Society shall have a vote, but not a casting vote.

## 5 MEMBERSHIP

- 5a Any person interested in actively furthering the purposes of the Society and contributing an annual sum, subject to review at the annual general meeting, may become a member of the Society and on admission to membership shall be entitled to attend and vote at all general meetings of the Society.
- 5b The Secretary for the time being shall keep a register of all members of the Society.
- 5c Non-members of the Society may be admitted to ordinary meetings upon payment of a sum, subject to review at the annual general meeting, each per meeting.
- 5d The subscription year shall run from 1<sup>st</sup> March to last day of February each year.

## 6 FINANCE

- 6a The financial year of the Society shall run from 1<sup>st</sup> January to 31<sup>st</sup> December each year.
- 6b The funds of the Society shall be derived from subscriptions, grants, donations, legacies and proceeds of activities in accord with the objects of the Society, and all monies received shall be devoted to all or any of the objects of the Society.
- 6c The members of the Society shall not receive payment either direct or indirect for their services or for anything except legitimate expenses incurred in the Society's

work.

- 6d All monies received by or on behalf of the Society shall be paid into a bank account held in the name of the Society.
- 6e The Society's bank account shall be operated by not fewer than two signatories from those authorised by the committee.

## 7 AFFILIATION

The Society may be affiliated to or accept affiliation from any other Society having objects similar to some or all of the objects of the Society provided always that such objects are educational and charitable.

## 8 ALTERATIONS AND DISSOLUTION

- 8a Alterations to this Constitution shall have received the assent of a minimum two-thirds majority in total of the members (a) present and voting at an annual general meeting or a special general meeting or (b) voting by post. A resolution for the alteration of the constitution must be received by the Secretary of the Society at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. No alteration shall be made to rules 2 and 8, or any sub-sections thereof, without firstly obtaining the agreement of the membership through an appropriate vote, and then the approval in writing of the Charity Commissioners for England and Wales. No alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.
  
- 8b) The Society may be dissolved by a resolution passed by a minimum two-thirds majority of Those (a) present and voting at a special general meeting convened for the purpose, or (b) voting by post. If any property remains after 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.