

BRINDLE HISTORICAL SOCIETY

CONSTITUTION

**(including Resolutions and Amendments made at Annual General Meetings
up to and including the AGM held on 17 February 2025)**

1) *Name and objectives*

The name of the group shall be "*Brindle Historical Society*" ("the Society").

The aim of the Society shall be to research, study, record and/or preserve (when and where possible) the history of the area in and around the village and parish of Brindle, in the County Palatine of Lancashire. It shall also be the forum for promoting the study and understanding of any historical or related subject that members choose as part of an agreed programme.

2) *Membership*

Membership shall be open to all. The minimum age for membership shall be sixteen years of age with full participation and voting rights at any meeting, any extra-ordinary meeting, and/or the annual general meeting being granted to members who have paid their annual subscription for the year in which the meeting in question is held. The Membership Secretary shall keep an up to date register of members. It shall be the responsibility of each member to notify the Secretary or in his or her absence the Chairman or any other member of the Committee of any change in his or her email and/or postal address to enable the Society to keep its records up to date.

3) *Subscriptions*

The subscription year shall run from 1st January to 31st December in each calendar year.

The annual subscription for an individual member ("the individual member subscription") shall be such sum as may be decided from time to time in accordance with this constitution either by the Committee or at an annual general meeting

Any other person who applies for membership who lives at the same address as an individual member paying the individual member subscription rate may be charged a discounted subscription, as may students in full-time education between the ages of 16 and 21, the amount of such discounted subscription to be decided by the same process as the individual member subscription rate.

The annual subscriptions shall be set by the Committee prior to the start of each subscription year with a view to covering the estimated cost of running the Society during the relevant subscription year. At the annual general meeting the members shall be given the opportunity to comment on the subscriptions set by the Committee and the Committee shall take such comments into account when setting the subscriptions for the following year.

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4) *The Committee*

The Society shall be governed by a committee ("the Committee) comprising a Chairman, Secretary, Treasurer, an Archivist and no more than five other members whose positions may or may not be specified on their appointment. Members shall be eligible to serve on the Committee provided that they have paid the annual subscription for the year in question.

The Committee shall be elected at the annual general meeting by members voting for each position by a simple majority. Members shall propose and second candidates at the meeting and such candidates must indicate (verbally or in writing) their willingness to serve. Each Committee member shall serve for one year and may seek re-election at the annual general meeting.

Should a member of the Committee resign during his or her term of office the Committee shall co-opt a Society member accordingly and he or she shall serve until the next annual general meeting.

If not all positions on the Committee are filled at the annual general meeting, the Committee (i) may co-opt a member of the Society to serve in such position and he or she shall serve until the next annual general meeting and (ii) in any event shall ensure that the functions of any such vacant position shall be carried out by members of the Committee.

The Committee shall serve the Society and ensure its on-going direction, setting out and promoting any aims, agenda or programme on an annual or longer term basis. The Committee may (without abdicating its overall responsibility therefor) delegate the responsibility for any specific tasks to one or more of its members and, if considered appropriate, notify the members of that delegation and the associated title, if any, allocated.

The Committee shall meet at its discretion and three Committee members must be present at such a meeting to form a quorum. In the event of an equal vote on any issue the chairman of the meeting shall have a second or casting vote.

The Committee shall be mindful of the thoughts and opinions of members; decisions made by the Committee after due consultation and/or consideration with members (where appropriate) shall be binding on all members of the Society.

At its discretion or as directed by the membership, the Committee shall make appropriate representations to any group, body or person in European, national or local Government or other relevant organisation(s) on issues affecting the Society and its stated objectives (per clause 1).

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The Secretary shall keep the minutes of each and every meeting. The Treasurer shall keep up to date (and separate) records of all monies received and spent by and on behalf of the Society. The Archivist shall keep and make available to members up to date records of historical data, together with a note on how access can be obtained to same.

5) *Meetings, Extra-ordinary General Meeting and Rule Changes*

The Committee shall arrange meetings of the Society when and where appropriate to research, study, visit, present and/or exhibit topics, receive presentations by invited guests/speakers, and to disseminate information accordingly.

The Secretary shall convene an extra-ordinary general meeting within 28 days of receiving written request and the business to be conducted at the same duly signed by at least 15% of the paid up membership, provided that, where the stated percentage does not produce a whole number, the number of members required shall be the next lowest whole number, subject to a maximum of eight paid up members of the Society and a minimum of 1 such member. The Committee may also convene an extra-ordinary general meeting. In either case not less than 21 days notice shall be given to the members of the date and time of the meeting and the business to be dealt with.

Proposals for changes to this constitution shall be dealt with at the annual general meeting or an extra-ordinary general meeting and must receive two thirds of the votes of those members present in order to be effective. The Committee may make proposals for changes to this constitution. Any change to be proposed by members at an annual general meeting must be received by the Secretary in writing at least 28 days before the meeting and be duly signed by a proposer and seconder who shall both be paid up members of the Society at the date of lodging the proposed change. Any change to be proposed by members at an extra-ordinary general meeting must comply with the requirements set out in the previous paragraph in relation to proposals by members at an extra-ordinary general meeting.

6) *Annual General Meeting*

The Society shall hold an annual general meeting no later than 3 months after the end of each subscription and financial year on such date as the Committee may decide, such date to be notified to members by publication on the Society's web site no later than 45 days before such date and by email or letter addressed to members at the email or postal address on the Society's register of members.

The agenda for the annual general meeting shall include the following:

- a) Approval of the minutes of the previous annual general meeting as a true and correct record.

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- b) A report by the Chairman on the activities of the group during the previous 12 months and any other matters which the Chairman may consider relevant.
- c) The submission by the Treasurer of a written financial statement and annual audited accounts for formal adoption by members present. The Treasurer (and Auditor or Examiner, if present) shall be obliged to answer relevant questions from members relating to Society's financial situation and accounts.
- d) Consideration of the annual subscription(s) set by the Committee (as per clause 3).
- e) Consideration (if necessary) of any proposals for amendment to the constitution (per clause 5).
- f) Appointment of an Auditor or Examiner (who shall not be a member of the Society).
- g) Appointment of the officers and other members of the Committee (as per clause 4).
- h) Any other matters (i) which the Committee may consider appropriate for inclusion in the agenda and (ii) which any member may (no later than 28 days before the meeting) propose should be included in the agenda subject to the proposal being set out in writing and the Committee agreeing to its inclusion.
- i) Any other business by permission of the Chairman, including the opportunity for members to raise any relevant issue(s) at the end of the annual general meeting subject to right of the Chairman to rule on the relevance and/or validity of any item being discussed, his/her decision being final.

7) *Miscellaneous*

The Society's financial year shall run from 1st January to 31st December in each calendar year.

The Society shall open and maintain a Bank Account in its name for the sole purpose of holding funds for the Society. Each cheque raised by the Society shall be signed by a minimum of two members of the Committee.

Where under this constitution notice is required to be given, it shall be given by email to the last known email address or in writing to the relevant postal address.

Any matters not covered in this constitution shall be dealt with and decided by the Committee.