

# **FLEETVILLE DIARIES - CONSTITUTION**

## **1 NAME**

**FLEETVILLE DIARIES**

## **2 PURPOSE:-**

The advancement of heritage through the research, collection, preservation and promotion of evidence of the history of Fleetville (the area east of the centre of St Albans) and the education of the public in that history.

## **3 ACTIVITIES**

These will include but not be restricted to:

- (1) providing a forum for everyone interested in the history of Fleetville.
- (2) creating, developing and promoting an archive of local oral histories, documents and memorabilia
- (3) building a network of people who can contribute to a variety of local history activities
- (4) encouraging older people, people from BME groups, disabled people and families to participate in local history activities
- (5) co-operating with organisations with similar aims
- (6) developing members' knowledge and skills

## **4 COMMITTEE MEMBERS**

The organisation shall be managed by a committee of members who are elected at the Annual General Meeting (AGM) of the voluntary group.

## **5 POWERS**

In order to carry out the charitable purposes, the committee has the power to:

- (1) Open a bank account in the name of the organisation
- (2) raise funds, receive grants and donations
- (3) apply funds to carry out the work of the organisation
- (4) co-operate with and support other organisations with similar purposes
- (5) do anything which is lawful and necessary to achieve the purposes

## **5 MEMBERSHIP**

The organisation shall have a membership. Any person who supports the work of the organisation and is aged over 18 or over, can apply to the committee to become a full member. Once accepted by the committee, membership lasts for 1 year and may be renewed. The trustees will keep an up-to-date membership list.

Young people under 18 can apply to the committee for associate membership.

The organisation can levy a membership subscription with respect to full members provided the level is agreed at an AGM.

The committee may remove a person's membership if it believes it is in the best interests of the voluntary group. The member has the right to be heard by the committee before the decision is made and can be accompanied by a friend.

## **6 ANNUAL GENERAL MEETING - AGM**

- (1) The AGM must be held every year, with 14 days notice given to all members by providing a written copy of the agenda. Minutes must be kept of the AGM.
- (2) There must be at least 8 members present at the AGM.
- (3) Every full member has one vote.
- (4) The committee shall present the annual report and accounts.
- (5) Any member may stand for election as a committee member.
- (6) Members shall elect between 3 and 10 committee members to serve for the next year. They will retire at the next AGM but may stand for re-election.

## **7 COMMITTEE MEETINGS**

- (1) The committee must hold at least 3 meetings each year. At their first meeting after the AGM members will elect a chair, treasurer and secretary.
- (2) The committee may act by majority decision. The Chair of the committee has a casting vote if voting is tied.
- (3) At least 3 committee members must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.
- (4) If committee members have a conflict of interest they must declare it and leave the meeting while this matter is being discussed or decided.
- (5) During the year, the committee may appoint up to 2 additional committee members who will stand down at the next AGM.
- (6) The committee may make reasonable additional rules to help run the organisation. These rules must not conflict with this constitution or the law.

## **8 MONEY AND PROPERTY**

- (1) Money and property must only be used for the organisation's purposes.
- (2) The committee must keep accounts. The most recent annual accounts can be seen by anybody on request.
- (3) Committee members cannot receive any money or property from the organisation, except to refund reasonable out of pocket expenses.
- (4) Money must be held in the organisation's bank account. All cheques must be signed by 2 unrelated trustees.

## **9 SPECIAL GENERAL MEETINGS**

- (1) If the committee considers it is necessary to consult the membership, change the constitution, or wind up the voluntary group between AGMs, they must call a Special General Meeting so that the membership can give its views or make the decision.

- (2) The committee must also call a Special General Meeting if they receive a written request from the majority of members.
- (3) All members must be given 14 days notice and told the reason for the meeting. All decisions require a two thirds majority. Minutes must be kept.
- (4) No change can be made that would make the organisation no longer charitable.
- (5) Any money or property remaining after payment of debts must be given to a charitable organisation with similar purposes to this one. The contents of any archive material owned by Fleetville Diaries will pass to the Museum of St Albans and/or Hertfordshire Archives and Local Studies (HALS).

**10 SETTING UP THE VOLUNTARY GROUP**

This constitution was adopted on \_\_\_\_\_ 20\_\_\_\_ by the people whose signatures appear below. They are the first members of the voluntary group and will be the committee members until the AGM, which must be held within one year of this date.

**Signed**

**Print name and address**

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