

Constitution of the Aylsham Local History Society

- 1 The name of the group shall be the Aylsham Local History Society, hereinafter referred to as the Society.
- 2 Objectives
 - a. To study the history of Aylsham Town and the immediate locality.
 - b. To encourage Members and others to take an active interest in local history.
 - c. The objectives of the Society are to issue publications, newsletters, and other literature e.g., research produced by Members and others. A file of such publications will be held in safe custody by the Vice-Chair.
 - d. The Society will also maintain a website that is free to access by members of the public. The website will give access to the Society's bookshop, will contain details of the Society's Privacy Policy, contact details for Officers and a copy of the most recent Timetable.
 - e. To provide and arrange exhibitions, lectures, and other means to promote the objectives of the Society.
 - f. To note, where possible, the location of relevant historical records not already deposited in the Norfolk Record Office, the Aylsham Town Council Archives, and the Parish Church.
- 3 Membership shall be open to anyone accepting the Constitution of the Society and paying the annual membership fee. Cessation of Membership will occur after an annual fee remains unpaid for a period of six months.
- 4 An Annual General Meeting (AGM), usually held in October, shall be held at which reports from the Committee and the statement of account for the preceding year will be presented. The Minutes of the Meeting for the previous AGM and any Extraordinary General Meeting (EGM) will be considered and any Matters Arising considered.

At least 14 days' notice of any AGM or EGM must be given to the Members usually in electronic form although those Members without e-mail connectivity shall receive written notice delivered to their home address.

All meetings of the Members will usually be held in person although under extreme circumstances virtual meetings may be held.
- 5 A quorum at a General Meeting shall be not less than ten per cent of the membership, or not fewer than ten Members, whichever is the greater.
- 6 A Committee of four Officers (Chairman, Vice Chairman, Secretary, Treasurer) and six Committee Members shall be elected annually, by simple majority of Members present at the AGM. Nominations for the Committee should be received by the Secretary prior to the AGM.

The Committee may co-opt officers or committee members in the event of any resignation(s) during the year. The Committee may also co-opt up to two additional members beyond the normal 10 members if there is a need for special expertise e.g., research or the production of specialist publications.

A quorum at a Committee meeting shall be not less than half the number entitled to attend.

- 7 An annual subscription shall be payable for Ordinary Membership. There will be two rates: one for a single membership and the other for a joint membership.

The subscription rates for the ensuing year will be agreed by the Committee who will advise Members of the chosen rates at the relevant Annual General Meeting.

Special Membership called Life Membership will be awarded to those who have made a significant contribution to the work of the Society. An annual subscription shall not be requested from those awarded Life Membership.

- 8 The Committee shall, from Society funds, authorise payment of any sum which, in its view, has been properly incurred for the administration of the Society.

The Committee are also authorised to issue a History Prize on behalf of the Society to those pupils, at any of the schools in Aylsham, who excel with their studies as recommended by their teachers. The value of the prize, which is usually awarded annually and individually, will be determined by the Committee.

- 9 The Committee shall require the Treasurer to maintain a cash book and to produce regular statements of account for the consumption of the Committee.

Immediately prior to each AGM a final statement of account will be produced. This will be independently reviewed by a competent person before being published for the benefit of the Members at the next following AGM.

The appointment of the competent person for the ensuing year shall be confirmed at each AGM.

- 10 Amendments to this Constitution may be made at an EGM or an AGM of the Society provided no fewer than ten Members sign a notice as supporters of the proposal.

Notice of the amendment(s) and the meeting must be given to the Members. Any proposed amendment(s) can be agreed by simple majority of the Members present at the meeting.

- 11 Neither the Committee nor the Membership shall have the power to borrow or pledge credit.

All monies not required for immediate use by the Society shall be kept in a bank account, either a current account or a deposit account, or both.

The names of the persons included on any bank mandate issued for the Society will be the four Officers of the Society of whom two shall be required to issue instructions to the bank either when cheques are drawn, or the internet banking facility is employed for payments in excess of £400.

- 12 If the Society's affairs need to be wound up then all records and publications shall be handed to a suitable authority, such as the Aylsham Town Council Archives, and any funds shall be distributed among any societies or groups in Aylsham Town which, in the view of the Committee, will best serve to meet the objectives of the Society.

- 13 This version of the Constitution of the Society was approved and issued in 2021.