

DEBDEN LOCAL HISTORY RECORDERS GROUP

Constitution

Adopted on the 2nd day of November 2009

Revised at the AGM 18th May 2024

1. NAME

- (a) The name of the Association is: Debden Local History Recorders Group.
- (b) The official address of the Group shall be The Treasurer c/o Debden Hall Gardens East, Debden CB11 3LS.
- (c) The address of the Group for correspondence purposes will be the same as above.

2. OBJECTIVES OF THE GROUP

To operate in conjunction with the Recorders of Uttlesford History in promoting their aims in the parish of Debden as follows:

The Group's aims are to collect, record, research, and make available to the public historical material relevant to the village of Debden.

Other activities, in furtherance of the aims or for the benefits of the Group, shall also be undertaken from time to time as members see fit.

3. Powers.

To further the objects, the committee has powers to: raise funds and receive contributions, buy and maintain property necessary and dispose of it, borrow money, employ staff, work with other bodies and exchange information, establish or support charitable trusts, appoint advisory committees, create Standing Orders and do anything else necessary within the law.

4 MEMBERSHIP AND SUBSCRIPTION

- (a) Membership shall be open to anyone interested in supporting the work of the Group.
- (b) There shall be an annual subscription to help pay necessary expenses, to be fixed at a members' meeting at such a rate as is from time to time thought adequate.
- (c) Subscriptions shall be due and payable on 1st May each year and shall cover the period to 30th April.

Officers. At the annual general meeting members elect from amongst themselves a Chairman, who would also be the official representative on the Uttlesford Local History Recorders Association, a Deputy Chairman, a Secretary and a Treasurer. The Chairman will be the sole contact of the Group with UHLR and any official communication from the Group to UHLR will be made via the Chairman.

The following amendments were approved at the AGM on 18th May 2024:

1. To change the name of Chair to Honorary Chair
2. To establish a new role – Group's Contact
3. The Group's Contact would be the named representative on the Uttlesford Local History Recorders Association at present the Treasurer.
4. The email address would change to info@debdenhistory.org. The email would be sent to all members of the Committee, anyone of whom could respond.

Administration. The organisation is run by the committee.

Committee. The Committee should have at least 4 and no more than 7 members, including the officers, and can co-opt up to 3 others – all of whom retire at the AGM but can be re-appointed. Committee Members must not have any personal interest in the Group property or be paid.

Committee Meetings The Committee should meet 3 times a year. At least 3 Committee members should be present as a quorum. Majority voting operates, but the chairman has the casting vote. Minutes are kept. Subcommittees can be appointed to organise particular functions.

Receipts and expenditure. The funds are put into an account and all cheques should be signed by two members of the Committee. Funds should be used only to further the objects of the Group.

Accounts should be kept by the treasurer, annual statements prepared and accounts submitted to independent inspection and approved at the AGM.

Annual General Meeting.

An AGM in May or soon after, with at least 3 weeks' notice by the Secretary to all members. Report and accounts for preceding year presented. Nominations for committee should be sent to the Secretary at least 2 weeks before AGM.

Special General Meetings.

If members request it, a special meeting can be called with at least 3 weeks' notice, stating the business to be discussed. The secretary keeps records of general meetings and there should be a quorum of at least 3 members.

Alterations to the Constitution.

Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

Dissolution.

If the Committee decides to dissolve the Group they should call a meeting of all members with 3 weeks' notice stating the terms of the resolution to be proposed. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee has powers to realise any assets held by or on behalf of the Group, anything left over should be donated to other charitable institutions with similar objects.

This constitution was adopted on the date mentioned below by the persons whose signatures appear at the bottom of this document.

Signed: (Recorder)

Name Elisabeth Blackie

Signature

Endorsed by those present

Name: Virginia Chapman

Signature

Name : Roger Forster

Signature

Name : Jill Rowland

Signature

Date

2nd November 2009