

Constitution of Ilford Historical Society

1. **Name and authority** The Society shall be known as "Ilford Historical Society", hereinafter referred to as "the Society". Business of the Society shall be transacted by a committee of members which shall be known as "the Committee of Ilford Historical Society", hereinafter referred to as "the Committee".
2. **Objects**

The objects of the Society shall be:

 - a) the advancement of education in history and heritage particularly the local history of Ilford and surrounding areas;
 - b) developing knowledge and enjoyment of history and heritage;
 - c) securing the preservation and interpretation of local heritage.
3. **Aims**

To further the above objects the Society shall encourage work towards:

 - a. preserving and promoting community history through the publication of a newsletter and other local history material;
 - b. sponsoring historical lectures primarily but not exclusively for paid-up members of the society;
 - c. promoting public interest, education and understanding about local history.
 - d. encouraging research into local history through education and training in research methods and sources;
 - e. supporting the collection, conservation and interpretation of local history and heritage, working with other agencies and societies as appropriate.
4. **Annual General Meeting**
 - 4.1 The Society shall hold an annual general meeting, hereinafter referred to as "the AGM", each year, generally in April, at which the Chair shall present an annual report and the Treasurer shall present the statement of accounts for the previous year. Fourteen days clear notice of each AGM shall be given.
 - 4.2 The AGM shall elect a President, Vice Presidents, Chair, Secretary, Treasurer, Membership Secretary and committee members plus such other honorary positions as the committee shall determine. In the event of multiple nominations for new committee members in excess of available places a secret ballot shall be held to determine which of the nominees shall be elected.
 - 4.3 Extraordinary General Meetings may be called to discuss special business at the discretion of the Committee or the request of five members of the Society.
 - 4.4 In order to comply with good governance:
 - a. the society may hold the AGM and future Executive Committee meetings online, virtually or by telephone or as hybrid meetings;
 - b. persons who join the meeting online in accordance with the information supplied by the society will be taken to be present and count as part of the quorum.

5. Membership

5.1 Membership of the Society shall be open to all, subject to payment of an annual membership fee. The amount of the fee shall be proposed annually by the Committee and agreed at the AGM.

5.2 The Committee may invite individuals to become "honorary members" in recognition of services to the Society. Such honorary members shall be exempt from fees.

6. The Committee

6.1 The Committee shall be responsible for the management of the Society, including arranging lectures, outings and other events to further the objects of the society. Where appropriate, the Committee shall maintain adequate public liability insurance in respect of its activities.

6.2 Members of the Committee shall be elected from members of the Society each year at the AGM. Members and Officers may present themselves for re-election in subsequent years. The Committee shall have a minimum of five and a maximum of eleven members, excluding co-opted members.

6.3 The principal officers of the Society shall consist of a Chair, Secretary and Treasurer who shall be elected by the membership at the Annual General Meeting. They shall serve for one year, taking office on the first day of the month following the AGM. The maximum period that an individual can hold office is four years unless by special resolution at the AGM.

6.4 The Secretary shall record the proceedings of Committee meetings and this record shall be agreed and signed by the chair at the next Committee meeting.

6.5 The Committee shall have the power to co-opt up to three members per year. Where co-opted members of the Committee are not also members of the Society they shall not have voting rights.

6.6 The Committee may require the resignation of any of its members who are absent from three consecutive Committee meetings without tendering a reason acceptable to the Committee. The Committee may by co-option fill any resulting vacancy.

6.7 The Committee shall meet at least two times per year. Meetings shall be convened on a minimum of two weeks' notice. A quorum of three voting members or at least one third of the full Committee (whichever is the greater) shall be required before material business may be transacted.

6.8 In the Chair's absence a Chair will be agreed by those present.

6.9 Decisions of meetings shall be decided by a simple majority of those present and allowed to vote. In the event of a tie, the Chair shall have a casting vote.

7. Finance

7.1 All funds held by or raised by the Society shall be used to further the objects of the Society and for no other purpose.

7.2 The Treasurer shall keep a record of all financial transactions and prepare accounts to be presented at the AGM. These shall be in a form suitable for independent witness examination if so required by the Committee.

7.3 For the signing of cheques, up to three signatories shall be appointed, two of whom must sign each cheque. These two signatories must not be related to each other.

7.4 For payments made online through the Society's bank account, two of the Committee officers are required to complete the transaction according to current rules agreed with the Society's bankers. Generally, it will be the Treasurer who will initiate the payment which will then be countersigned online by either of the other two officers.

8. Amendment

8.1 Any alterations to this Constitution shall receive the assent of not less than two-thirds of the members of the Society present and voting at the Annual General Meeting or a meeting specially called for the purpose provided that notice of any such alteration shall have been received by the secretary in writing not less than 14 clear days before the meeting at which the alteration is to be brought forward.

8.2 At least 7 clear days notice in writing of the meeting setting forth the terms of the alteration to be proposed shall be sent by the Secretary to each member of the Society provided further that no alteration shall be made which would cause the Society to cease to be a charity at law.

9. Dissolution

9.1 If the Committee by a simple majority decide at any time that it is necessary or advisable to dissolve the Society, they shall call a meeting of all members of the Society who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

9.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Society.

9.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Society as the Committee may decide.

**Date of Adoption: AGM 2023 - 17 April 2023 Central Library
Review at AGM 2025**