



Neatishead, Irstead & Barton Turf Community Heritage Group

Constitution

- 1.** The Group shall be called the '**Neatishead, Irstead & Barton Turf Community Heritage Group**' shortened to NIBCHG.
- 2.** The **aims and objectives of NIBCHG** are to acknowledge and encourage the interests of people in the local history of the three villages. NIBCHG shall undertake the following to achieve the aims and objectives:-
 - a) To pursue original research that is made available to all;
 - b) To share information amongst the members of NIBCHG so as to add to the body of knowledge;
 - c) To build a local archive of documents (or photocopies of documents), illustrations and artefacts relating to the local history of Neatishead, Irstead & Barton Turf and the surrounding area.
 - d) To gather oral histories;
 - e) To mount exhibitions of an historical nature;
 - f) To create and maintain an internet 'Neatishead, Irstead & Barton Turf Community Heritage Group' website;
 - g) To extend any of the above and develop additional activities as opportunities arise.
- 3. Management of Neatishead, Irstead & Barton Turf Community Heritage Group affairs:**
 - a) The Committee of NIBCHG shall consist of not less than four members and not more than twelve. The Committee shall have the option of co-opting further members as is deemed necessary;
 - b) The election of the Chairperson, Secretary, Treasurer and the rest of the Committee will take place at the Annual General Meeting (AGM) by the membership. All officers will retire each year but will be eligible for re-appointment, for a maximum of 3 consecutive years.
 - c) The AGM of NIBCHG will take place annually during of the month of October. The date of the AGM shall be notified to members not less than twenty one days prior to it being held.
 - d) Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM. Elections of officers are to take place at the AGM. All members have the right to vote at the AGM. The quorum for AGMs will be 25% of the Membership.
 - e) Amendments to the constitution - the constitution will only be changed through agreement by majority vote at an AGM or EGM.
 - f) The Committee shall meet as often as it deems necessary for the good administration of NIBCHG business. Resolutions discussed by the Committee shall be passed by a simple majority. The Chairperson shall exercise a casting vote should this be necessary after due consideration of both sides;



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- g) Committee meetings shall require a quorum of three or more Committee members to take place;
- h) Any comment or opinion given to the press, media, official bodies or to the public by a member of NIBCHG Committee or by a NIBCHG member can only be deemed to be that of the individual concerned unless the matter has been discussed within the Committee and agreed by them. Any written communication to such bodies should be done on NIBCHG headed paper.

4. Membership and Subscription:

- a) Membership shall be open to all persons interested in the local history of Neatishead, Irstead & Barton Turf, and the surrounding area on payment of an appropriate subscription;
- b) Guests are welcome to attend NIBCHG meetings and events on payment of an appropriate charge;
- c) Membership fees and guest charges will be decided at the AGM for the following year. Annual subscriptions will be renewable from the date of the AGM.

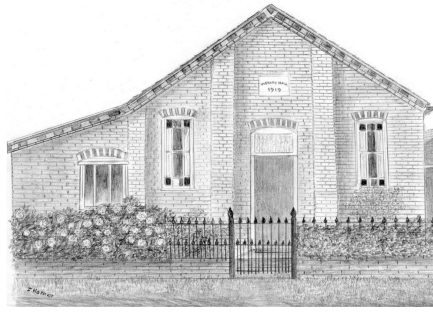
5. Finance:

- a) The Treasurer shall prepare a draft Income and Expenditure Account for the year to present at the Annual General Meeting. The accounts shall be audited annually by an independent auditor.
- b) Bank Account(s) shall be maintained in the name of NIBCHG and shall be operated by the Treasurer, Chairman and Secretary;
- c) The Treasurer shall receive all donations, contributions, bequests and grants. All income from whatever source shall be paid into the 'Neatishead, Irstead & Barton Turf Community Heritage Group' bank account.
- d) The three principal Officers are responsible for the maintenance and safe custody of the property of the Group, or an appointed member of the Committee;
- e) All items of expenditure by any member of the Committee shall be strictly the context of the aims and objectives of the Group. All such expenditure shall be subject to the prior approval of the Treasurer, who may wish to consult with other Committee members. No officer or other Committee member shall unilaterally make any commitment or enter into any agreement to purchase supplies or equipment or take any action that will incur expense to the Group without first consulting the Treasurer;
- f) Failure to observe the above principles may result in a Committee member not being reimbursed.
- g) Neatishead, Irstead & Barton Turf Community Heritage Group is a not for profit organisation – any profit made will be used to purchase equipment or services to enhance the aims of NIBCHG.

6. Ownership issues:

Any resources or material obtained and/or published by the Group will remain the property of NIBCHG.

The domain name – www.nibchg.org.uk – is the property of NIBCHG.



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7. Dissolution:

- a) The Group shall be wound up only by a resolution of an Extraordinary General Meeting called for the purpose and on the approval given by not less than two-thirds of those present and entitled to vote as paid up members;
- b) In the event of dissolution, any assets of the Group that remain will be disposed of and funds to be donated to a suitable charity nominated by the Management Committee.

8. Declaration:

Neatishead, Irstead & Barton Turf Community Heritage Group hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: **Chairperson**

Signed:

Date:

Name:

Position: **Secretary**

Signed:

Date:

Name:

Position: **Treasurer**