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 ‘Friends 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 and Barton Turf and the surrounding area;

d) To gather oral histories;

e) To mount exhibitions of an historical nature;

f) To maintain and keep up to date the following websites:

 i) [www.nibchg.org.uk](http://www.nibchg.org.uk) and ii) [www.greatwar.nibchg.org.uk](http://www.greatwar.nibchg.org.uk) ;

g) To extend any of the above and develop additional activities as opportunites arise.

**3.** **Management of NIBCHG affairs:**

a) The Management Committee of NIBCHG shall consist of not less than four members and no more than twelve. The Management 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 Management Committee will take place at the Annual General Meeting (AGM) by the membership (‘Friends of NIBCHG). All Officers will retire each year but will be eligible for re-appointment for as long as their services are needed and they are ready to give their services;

c) The Annual General Meeting of NIBCHG will take place annually during the month of October. The date of the AGM shall be notified to ‘Friends of NIBCHG’ 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 ‘Friends of NIBCHG’ have the right to vote at the AGM. The quorum for AGM will be 25% of the ‘Friends of NIBCHG’;

e) Amendments to the constitution – the constitution will only be changed through agreement by majority vote at an AGM or EGM;

f) The Management Committee shall meet as often as it deems necessary for the good administration of NIBCHG business. Resolutions discussed by the Management

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;

g) Committee meetings shall require a quorum of three or more Management Committee members to take place;

h) Any comment or opinion given to the press, media, official bodies or to the public by a ‘Friend of NIBCHG’ can only be deemed to be that of the individual concerned unless the matter has been discussed within the Management Committee and agreed by them. Any written communication to such bodies should be done on NIBCHG headed paper.

**4. ‘Friends of NIBCHG’ and subscription:**

a) ‘Friends of NIBCHG’ shall be open to all persons interested in the local history of Neatishead, Irstead and Barton Turf, and the surrounding area, on payment of an appropriate subscription;

b) Membership fees will be decided at the AGM for the following year. Annual subscriptions will be renewable from the date of the AGM.

c) Guests are welcome to attend NIBCHG meetings and events on payment of an appropriate charge.

**5. Finance:**

a) The Treasurer shall prepare a draft ‘Income and Expenditure Account’ for the year to present at the AGM. 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, Chairperson and Secretary;

c) The Treasurer shall receive all donations, contributions, bequests and grants. All income from whatever source shall be paid into the NIBCHG 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 Management Committee;

e) All items of expenditure by any member of the Management 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 Management Committee members. No Officer or other Management Committee member shall unilaterally make any commitment to 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 Management 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 names – [www.nibchg.org.uk](http://www.nibchg.org.uk) and [www.greatwar.nibchg.org.uk](http://www.greatwar.nibchg.org.uk) – are the property of NIBCHG.

**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 a paid up ‘Friends of NIBCHG’;

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 amended constitution as a current operating guide regulating the action of ‘Friends of NIBCHG’.

Signed: Date:

Name: Claire Penstone-Smith

Position: **Chairperson**

Signed: Date:

Name: Carol Horner

Position: **Secretary**

Signed: Date:

Name: Gareth Pritchard

Position: **Treasurer**

*Amended: November 2016*