



# Constitution

of

# The Greater Wigston Historical Society

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## 1. Name

The name of the group shall be *The Greater Wigston Historical Society* - (GWHS)

## 2. Aims

The aims of The Greater Wigston Historical Society will be:

- a) To bring together people who enjoy the local history of the Greater Wigston area.
- b) To meet monthly and explore local history subjects of interest.
- c) To invite speakers to address the membership on their personal local history knowledge and research
- d) Collate and make available to all, a library of documents, pictures and oral recordings relating directly to local history. This to be achieved through the 'Greater Wigston Heritage Centre' where people may undertake their own research into local and family history, with the support of GWHS members and volunteers.

## 3.1 Membership

Membership is open to anyone who:

- a) supports the aims of the Society, and
- b) has paid the agreed membership fee.

There will be an annual membership fee.

A list of all members will be kept by the membership secretary in accordance with the Data Protection Act.

Visitors are welcome to attend meetings subject to a small donation to cover costs.

## 3.2 Ceasing to be a member

Members may resign at any time in writing to the secretary, but no refund of fees will be made.

Any member who has not paid their membership fee for 1 (one) year by June of the current year will be contacted by the Committee, who will then decide whether that member is deemed to have resigned.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked to apologise or to resign from the group if an apology is not given or the behaviour is repeated.

The individual concerned shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.

#### **4. Equal Opportunities Policy**

The Greater Wigston Historical Society will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age and will not tolerate behaviour which contradicts this policy.

#### **5. Officers and Committee**

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than twice a year.

The Committee will consist of 5 (five) Officers, and as many other Committee Members as deemed necessary. Additional members may be co-opted on to the Committee at the discretion of the Committee and will not have voting powers. Co-options are valid until the following AGM when they may be renewed at the discretion of the Committee.

There shall be 5 (five) Officers:

- a) Chairman
- b) Vice Chairman
- c) Secretary
- d) Membership Secretary
- e) Treasurer

Members of the Committee may be assigned specific tasks to which job titles may be attached, eg. Bulletin Editor, Website Editor, Heritage Centre Co-Ordinator, Librarian, etc.

A Minute Taker may be appointed by the Committee which does not have to be a Committee Position.

In the event of an Officer standing down during the year a replacement will be appointed from and by the Committee including co-opted members or be co-opted if not already on the Committee AND be confirmed for election by members at the next AGM.

Any Committee member not attending a meeting without apology on 3 (three) consecutive occasions will be contacted by the Committee and asked if they wish to resign.

The Committee meetings will be open to any paid up member of The Greater Wigston Historical Society wishing to attend, who may speak but not vote.



## **5A**

From time to time the members may, at the AGM, and on the recommendation of the committee, appoint a President who shall be an ex officio member of the committee without voting rights. The President shall remain in place until his/her resignation or until he/she is asked to resign by the committee in accordance with item 3.2 of the constitution. There may be only one President at any one time.'

## **6. Meetings**

### **6.1 Annual General Meetings**

An Annual General Meeting (AGM) of members will be held within 3 (three) months of the financial year end. All members will be notified in writing at least 3 (three) weeks before the date of the meeting, giving the venue, date & time, but usually by way of the half yearly programme. Nominations to the committee have to be with the Secretary 28 (twenty-eight) days before the AGM. The quorum for the AGM will be 10% of the membership or 10 (ten) members, whichever is the greater number.

At the AGM:-

- a) The Committee will present a report of the work of The Greater Wigston Historical Society over the year.
- b) The Committee will present the accounts of The Greater Wigston Historical Society for the previous year.
- c) The Officers and Committee for the next year will be elected.
- d) Any proposals given to the Secretary at least 7 (seven) days in advance of the meeting will be discussed.
- e) The membership fees and visitors donations for the following year will be agreed.

### **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least 8 (eight) other members giving a written request to the Chairman or Secretary stating the reason for their request.

The meeting will take place within 30 (thirty) days of the request.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 10 (ten) members, whichever is the greater number.

### **6.3 Committee meetings**

Committee Meetings will be held to arrange the programme for the Society and to discuss other issues as required. Members can feed their issues to any committee member for inclusion in the Agenda.

## **7. Rules of Procedure for Meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side are equal, the chair of the meeting shall have an additional casting vote.

## 8. Finances

An account will be maintained on behalf of the Society at a bank agreed by the committee. Two cheque signatories will be nominated by the Committee (one to be the Treasurer). One of these plus the treasurer must sign every cheque. The signatories must not be related nor members of the same household.

Online banking may be used but no payment shall be made without first being approved by the Chairman or Vice Chairman.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given when required by the Committee during the year.

All money raised by or on behalf of The Greater Wigston Historical Society is only to be used to further the aims of the Association, as specified in item 2 of this constitution.

The Society's accounting year shall end on 31<sup>st</sup> December.

## 8. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

## 9. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the Society it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Society.

If it is agreed to dissolve the Society all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation to be agreed at the meeting which agrees the dissolution.

## 10. Data Security Declaration

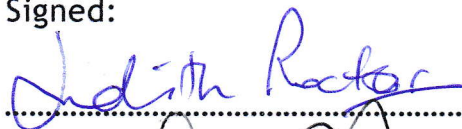
The Greater Wigston Historical Society (GWHS) processes personal data in accordance with the General Data Protection Regulations 2018. Personal data is used for the purpose of maintaining an accurate membership record, to allow us to contact you in respect of membership matters, events and publications.

The Constitution was agreed at the General Meeting of The Greater Wigston Historical Society held in 1980:-

Amended 18<sup>th</sup> March 2025

Name and Position in Society Signed:

Judith Proctor, Chairman:



Colin Towell, Committee Member:

