

# The Maldon Society

## CONSTITUTION

(revised 2022)

### **1 NAME**

The name of the Society shall be The Maldon Society (referred to below as “the Society”).

### **2 OBJECTIVES**

The Society is established for the public benefit for the following purposes in or likely to affect the area comprising Maldon Town and the immediate environs (referred to below as “the area”).

- 1) To promote high standards of planning and architecture in the area.
- 2) To inform the public of the geography, history, maritime heritage, natural history and diverse architecture of the area.
- 3) To encourage the preservation, protection, development and improvement of features of historic or public interest in the area.

In furtherance of these purposes, the Society’s Committee, referred to below as “the Committee”, will endeavour:

- 4) To promote civic pride in the area.
- 5) To promote co-operation with the local authorities, planning committees and all other local organisations, whose aims complement the aims of the Society.
- 6) To publish reports on the Society’s activities.
- 7) To hold meetings, lectures and exhibitions.
- 8) To educate public opinion and to give advice and information.
- 9) To raise funds for the benefit of the Society and to invite and receive contributions from any person, persons or organisation.

### **3 MEMBERSHIP**

Membership shall be open to all who are interested in actively furthering the purposes of the Society. No member may vote at any meeting of the Society whilst their subscription is in arrears.

### **4 SUBSCRIPTION**

Annual subscription rates shall be set by the Committee, as defined below, and subscriptions shall be due on 1<sup>st</sup> April each year. Any member joining mid year will be charged on a pro-rata basis for the number of months remaining up to April. Membership shall lapse if the subscription reminder remains unpaid.

Those granted Honorary Membership will not however be charged.

### **5 MEETINGS**

An Annual General Meeting (AGM) shall be held in or about May each year to receive the Committee’s report and audited accounts. The election of Officers and Members of the Committee and the Auditor of Accounts shall be proposed and seconded by members.

If it is impossible to hold an AGM with members present, or by virtual presence, the Committee will decide either to postpone the AGM until the following year, or to circulate the report, accounts and list of nominated Committee members by email or post. Members will be able to respond or comment by email, post or phone.

Special General Meetings (SGMs) of the Society shall be held at the written request of fifteen or more current members.

The Committee shall give at least 7 days' notice to members of all Meetings of the Society.

Any General Meeting of the Society shall be quorate with the presence of twenty members, either visually online or in person.

## **6 OFFICERS**

Nominations for the election of Officers to the Committee shall be made in writing to the Secretary (or Membership Secretary) at least 14 days before AGMs. Such nominations shall be supported by a seconder and have the consent of the proposed nominee.

The elections of Officers shall be completed prior to the election of further Committee members. Nominees for election as Officers or other Committee members shall declare before the AGM, at which their election is to be considered, any financial or professional interest known or likely to be of concern to the Society. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined.

The Officers of the Society shall consist of Chairman, Vice-Chairman, Secretary, and Treasurer all of whom shall relinquish their office every year and shall be eligible for re-election at the AGM. A President may also be elected at a General Meeting of the Society.

## **7 THE COMMITTEE**

The Committee shall be responsible for the management and administration of the Society. The Committee shall consist of the Officers and up to ten other members. The Committee may co-opt advisors (who shall attend in an advisory and non-voting capacity). A President may attend any meeting of the Committee but shall not vote at any such meeting. In the event of equality in the votes cast, the Chairman shall have a second or casting vote.

The Committee shall meet not less than six times a year at intervals of not more than two months. The Chairman or Secretary shall give all members seven days notice of each meeting if at all possible. Each member of the Committee should commit to attending as many meetings as possible.

The quorum shall, as near as may be, comprise one third of the members of the Committee. The Committee may fill up to three vacancies occurring among the members of the Committee between General Meetings.

All decisions made in Committee meetings will be decided by a show of hands and minuted. The minutes will be available for members of the Society on request.

## **8 SUB-COMMITTEES**

The Committee may form such sub-committees from time to time when required. The Chairman and Secretary of each sub-committee shall be appointed by the Committee

and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Committee as soon as possible.

### **9 DECLARATION OF INTEREST**

It shall be the duty of every member who is in any way directly or indirectly interested financially or professionally in any item discussed at any meeting of the Society (including any meeting of any Committee or Sub-Committee) at which he or she may be present to declare such interest and he or she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

### **10 EXPENSES OF ADMINISTRATION AND APPLICATIONS OF FUNDS**

The Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed prudent, the remaining funds of the Society shall be applied by the Committee in furtherance of the purposes of the Society.

For the Society's bank account, there will be four officers authorised as signatories, of which two will be needed for each cheque.

### **11 INVESTMENT**

All moneys belonging to the Society and not required for immediate application for its purposes shall be invested by the Committee as it may think fit. All assets of the Society shall be documented and a current list held by the Treasurer.

### **12 AMENDMENTS**

This Constitution may be amended by a two-thirds majority of members present at an AGM or SGM of the Society, provided that 28 days' notice of the proposed amendment has been given to all members.

### **13 DISSOLUTION**

The Society may be dissolved by a two-thirds majority of members voting at an AGM or SGM of the Society confirmed by a simple majority of members voting at a further SGM held not less than 14 days after the previous Meeting. If a motion for the dissolution of the Society is to be proposed at an AGM or SGM, this motion shall be referred to specifically when notice of the Meeting is given.

In the event of the dissolution of the Society the available funds and other assets of the Society shall be transferred to one or more institutions having objectives similar or reasonably similar to those set out as Objectives above as shall be chosen by the Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.

**Signed: Chairman .....**

**Vice Chairman .....**