



Constitution

Revised 2018

NAME

The Group shall be called the **Lawley and Overdale Local History Group**, hereafter referred to as “**the Group**”.

PRINCIPAL AIMS

- To support any individuals in the Parish, or outside, for local history past and present for the Parish of Lawley and Overdale.
- To work with other organisations having similar interests.
- To research history of communities or individuals of the Parish. To share information both online or in any formats (books, etc).
- To hold, or take part in, any events, exhibitions, displays etc that can promote our local Parish history to parishioners and visitors alike.
- To advise and help each other with local history work.

MEMBERSHIP

Membership to the Group is open to any resident of the Parish of Lawley and Overdale, former residents of the Parish and to those with knowledge and interest outside the Parish boundary.

MANAGEMENT

The Group is organised by a committee of members appointed by majority to hold the following positions: Chairperson, Vice Chairperson, Minutes Secretary and Group Secretary/Treasurer. Post Holders shall hold the title for a minimum of one year after which at an arranged Annual Meeting, as and when called, an election shall take place. Any person holding a post may offer themselves for re-election.

All Members will have one vote. In the case of any tied vote relating to a decision the designated Chairperson will have a second casting vote.

The primary interests the above appointed members will be delegated to look after shall include:

- To manage affairs of the Group on behalf of its Members.
- To maintain and record Proper Minutes of meetings and all decisions made to be made available to all Members and to any outside Groups or parties where legally required.
- To oversee Membership to the Group including appointment, suspension, resignation and expulsion.
- To co-opt any Members, or non-Members for any projects as per the aims of the Group as and when applicable.
- To open a Group Account at any Bank, Building Society or any related body.
- To maintain financial control of the Group Account, acquisition (Income) of any funds from grants or other sources, and payment (Expenditure) of any funds from the Group Account for any purpose as agreed by majority.
- Signing of transactions (online banking or paper/cheques) related to the Group Account.
- To forward a copy of Account Record, Statements to any legal or statutory body requiring such information as and when applicable (i.e acquisition of Grants, etc).
- To be given delegated authority for any other purpose not stated above to serve the aims of the Group.

FINANCIAL CONTROL

Any transactions from the Group Account (income or expenditure) require approval from Members, to be fully minuted at all meetings.

A record of all income and expenditure will be kept by the Treasurer with information given as when applicable to Members and any outside legal or statutory body.

ALTERATIONS TO THE CONSTITUTION

Any proposed changes to this Constitution can only be done at an Annual Meeting where all Members of the Group will be invited to attend and consultation given.

DISSOLUTION

If a resolution is called to close the Group, the Management Committee shall convene a Special Meeting.

If at that Special Meeting a decision is made by majority of Members present, the Management Committee shall end the Group and all activities. Any remaining funds in account will be donated to a chosen charity or organization by majority vote of those present at that meeting.

This revised constitution was duly accepted at the meeting held on
...**Friday, March 23rd 2018** by the following elected Group Members present.
The signing of this constitution will be reflected in the Minutes for the above dated meeting.

Chairperson

D. B...

Vice Chairperson

D. B...

Treasurer

M. H...

Minutes Secretary

J. H...

Witness 1

K. J. Anderson

Witness 2

H. Mitchell

HARVEY MITCHELL