



# ***Fleet & Church Crookham Society***

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## **CONSTITUTION**

As approved for adoption at Annual General Meeting 26 April 2006

Amended AGM 25 April 2007 (Additional clause 6.12)

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### **1. NAME**

1.1 The name of the Society shall be the FLEET & CHURCH CROOKHAM SOCIETY (hereinafter referred to as 'the Society').

### **2. OBJECTIVES**

2.1 The Society shall be established for the public benefit of Fleet and Church Crookham and the surrounding area (hereinafter referred to as 'the area of benefit').

2.2 The primary objectives of the Society in the area of benefit (hereinafter referred to as the 'Objectives') shall be as follows:

- (1) To protect and enhance the quality of life of the residents.
- (2) To protect and enhance the overall environment, including that associated with recreation.
- (3) To promote high standards of planning and architecture.
- (4) To secure the preservation, protection, development and improvement of features of historic or public interest.
- (5) To promote civic pride and stimulate public interest in the area of benefit.

2.3 In furtherance of the Objectives stated above the Executive Committee of the Society shall accordingly be entitled to undertake the following within the area of benefit:

- (1) To promote research into subjects directly connected with the Objectives of the Society and to publish the results of such research.
- (2) To act as a coordinating body and to cooperate with local authorities, planning committees, water, drainage and other utility bodies and statutory authorities, voluntary and charitable organisations, and others having similar aims to those of the Society.
- (3) To promote or assist in promoting activities of a charitable nature.
- (4) To publish papers, reports and other literature.
- (5) To make surveys, prepare maps and plans, and collect information in relation to any places, constructions or buildings of beauty or historic interest.
- (6) To hold meetings, lectures and exhibitions.
- (7) To enlighten public opinion and to give advice and information by any appropriate means.
- (8) To invite and receive subscriptions contributions or donations provided that the Society shall not undertake any trading activities in raising funds.
- (9) To undertake such other activities as are deemed appropriate in furtherance of the Objectives of the Society.

### **3. MEMBERSHIP**

3.1 Membership shall be open to those who support the Objectives of the Society (hereinafter referred to as 'Member' or 'Members').

### **4. SUBSCRIPTIONS**

4.1 The annual subscription of Members shall be determined from time to time by the Executive Committee, having regard to the financial requirements of the Society, and shall be submitted to the Annual General Meeting for approval.

4.2 The subscription of Members shall become due on 1st January each year. Membership shall normally lapse if the subscription is unpaid three months after it is due.

4.3 The subscription of a Member joining the Society in the three months preceding 31st December shall be regarded as covering membership for the Society's financial year commencing 1st January following the date of joining the Society.

### **5. MEETINGS**

5.1 An Annual General Meeting shall be held not normally later than 30th April of each year to receive the Executive Committee's report and audited accounts, and to elect Officers and other Members of the Executive Committee.

5.2 The Executive Committee shall decide when other General Meetings of the Society shall be held, and shall give at least 21 days notice of such meetings to the Members of the Society.

5.3 Special General Meetings of the Society shall be held at the written request of Members representing not less than 10 per cent of the existing membership of the Society.

5.4 Twelve Members shall constitute a quorum for a Meeting of the Society.

5.5 To vote at the Meetings stated above a Member must be present in person and their subscription paid.

### **6. EXECUTIVE COMMITTEE**

6.1 The purpose of the Executive Committee shall be to manage and administer the Society on behalf of the Members in pursuance of the Objectives of the Society.

6.2 The Officers of the Executive Committee shall consist of the following honorary positions:

Chairman  
Secretary  
Treasurer  
Membership Secretary

6.3 All the Officers shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

6.4 The Executive Committee shall consist of the Officers stated above and not less than three and not more than 6 other Members of the Society.

6.5 The Executive Committee shall be entitled to co-opt further individuals who shall attend in an advisory and non-voting capacity.

6.6 The Officers and members of the Executive Committee shall normally be resident or work in the area of benefit, but the Executive Committee shall be entitled to co-opt additional members from outside the area of benefit.

6.7 The Executive Committee may recommend the appointment of a President to be elected at a General Meeting of the Society.

6.8 Nominations for the election of Officers and members of the Executive Committee shall be made at least 14 days before the Annual General Meeting. The consent of the nominee having been obtained, nominations shall require a proposer and a seconder. A ballot shall take place if the number of nominees exceeds the number of vacancies.

6.9 All Nominees for election to the Executive Committee shall declare, at the Annual General Meeting, any financial or professional interest likely to be of concern to the Society.

6.10 At all Meetings the Chairman shall, where appropriate, have the casting vote.

6.11 The Executive Committee shall meet not less than six times a year at intervals of not more than two months; and the Secretary shall give members of the Executive Committee not less than seven days notice of each meeting. A quorum shall comprise at least four members of the Executive Committee. If necessary to fill vacancies, the Executive Committee shall be entitled to accept nominations from the floor of the house at the Annual General Meeting or by co-opting Members at any time subsequently.

6.12 The Officers and all other members of the Executive Committee shall be entitled to represent the Society in any matter that supports and furthers the Objectives of the Society. Other individuals, whether or not Members of the Society, shall be entitled similarly to represent the Society if authorised by a majority vote of the Executive Committee and the terms and duration of such authorisation formally recorded in the minutes of the meeting at which the vote was taken.

### **7. SUB-COMMITTEES**

7.1 The Executive Committee may as deemed necessary constitute sub-committees.

7.2 The Chairman and Secretary of a sub-committee shall be appointed by the Executive Committee, and all ac-

tions and proceedings of a sub-committee shall be reported to, and be confirmed by, the Executive Committee as necessary

7.3 Officers and members of the Executive Committee or a sub-committee shall be eligible to be a member of both.

7.4 Sub-committees shall be subordinate to the Executive Committee.

## **8. DECLARATION OF INTEREST**

8.1 An Officer or member of the Executive Committee or sub-committee who is directly or indirectly interested financially or professionally in any item discussed at a Committee meeting at which they are present must declare such interest and, depending on the extent of that interest, they shall not normally participate further in consideration of that particular item.

## **9. FINANCES**

9.1 Funds of the Society shall be held in a bank account in the name of the Society, or in such other manner as shall be agreed by the Executive Committee.

9.2 No financial commitment shall be entered into except through the Treasurer acting on behalf of the Executive Committee.

9.3 The Society's income and expenditure shall be managed prudently by the Treasurer on behalf of the Executive Committee, and no commitment shall be permitted which would put the Society at risk financially or that is not in pursuance of the Objectives of the Society as stated above.

9.4 The Treasurer, Chairman and Secretary shall each be individually authorized as signatories for payments by cheque from the Society's bank account.

9.5 The Executive Committee may direct that monies belonging to the Society not required for routine administrative and management purposes of the Society shall be invested prudently.

9.6 The Executive Committee may direct that property belonging to the Society be vested in Trustees based upon a proper and suitable arrangement to be determined between the Society and Trustees at the appropriate time.

## **10. AMENDMENTS**

10.1 This Constitution may be amended only by a two-thirds majority of Members present at an Annual General Meeting or a Special General Meeting of the Society, provided that 28 days notice of the proposed amendment has been given to all Members.

## **11. NOTICES**

11.1 Any notice required to be given by this Constitution shall be deemed to have been duly given if delivered by hand, or posted, or sent by electronic means, to the address last notified to the Secretary by that Member.

## **12. WINDING UP**

12.1 The Society may be dissolved by a two-thirds majority of the Members voting at an Annual General Meeting or a Special General Meeting of the Society, confirmed by a simple majority of the Members voting at a further Special General Meeting 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 Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the meeting is given.

12.2 In the event of the dissolution of the Society those funds that become available after the Society has met all its debts shall be transferred to such one or more charitable institutions having objectives similar to those of the Society as shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society was confirmed.

12.3 On dissolution the minute books and other records shall be offered to the Civic Trust.

*[Adopted by the Executive Committee of Fleet & Crookham Civic Society, now known as the Fleet & Church Crookham Society, following the approval of the members present at the Annual General Meeting held on 26 April 2006.]*