



THE RICHMOND LOCAL HISTORY SOCIETY

Registered Charity No. 292907

CONSTITUTION AND RULES

(adopted at the inaugural meeting of the Society on 24 June 1985 and amended on 18 May 1998 and on 20 May 2002)

1. NAME

The name of the Society shall be the Richmond Local History Society (hereinafter called 'the Society').

2. OBJECT

The object of the Society shall be to promote the advancement of the education of the public by the study of local history relating to Richmond, Kew, Petersham and Ham.

In furtherance of the foregoing object, but not further or otherwise, the Society shall have the following powers:-

- a) to put on record and where appropriate publish the results of such study
- b) to receive and preserve documents, pictures and other relics
- c) to organise meetings, exhibitions, and visits to places of historical interest.

3. MEMBERSHIP

- a) Membership of the Society shall be open to all persons who have an interest in any aspect of local history.
- b) Rates of subscription shall be as proposed by the Committee and endorsed by the Society at the next Annual General Meeting.
- c) Subscriptions shall be paid on acceptance of an application for membership and subsequently on 1st January each year.

4. MANAGEMENT

- a) The administration of the Society shall be vested in a Committee consisting of the officers and not more than 8 other members of the Society elected at the Annual General Meeting, together with a representative of the Libraries Department of the Borough of Richmond upon Thames, and the Curator of The Museum of Richmond *ex officio*. The Committee shall have power to co-opt not more than 3 additional members of the Society.
- b) The officers of the Society shall be : Chairman, Honorary Secretary and Honorary Treasurer.

- c) The Society may appoint a President and Vice-Presidents as shall be nominated for an important connection in the area or for special services to the Society. Such nomination must be ratified at the next Annual General Meeting of the Society and they may then attend Committee meetings ex officio, as well as other meetings of the Society, and may vote at such meetings.
- d) Nominations for election as an officer or member of the Committee shall be submitted in writing to the Honorary Secretary not less than 7 days before the Annual General Meeting.
- e) Officers and Committee members shall retire at each Annual General Meeting but shall be eligible for re-election.

5. GENERAL MEETINGS

- a) The Annual General Meeting shall be held once in each calendar year at a time and place to be fixed by the Committee: and not less than 10 days notice shall be given to members of the Society of such a meeting.
- b) In addition to election of officers and members of the Committee, an Honorary Independent Examiner shall be appointed.
- c) An Extraordinary General Meeting may be called by the Committee at any time, provided that not less than 10 days' notice shall be given to members of the Society of such a meeting.

6. RULES OF PROCEDURE

- a) Voting : All questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat and in case of an equality of votes the Chairman shall have a second or casting vote.
- b) Quorum : One third of the members shall form a quorum at meetings of the Committee. Ten members or one-third of the members, whichever is the less, shall form a quorum at General Meetings of the Society.

7. FINANCE

- a) All monies raised by or on behalf of the Society shall be applied to further The Object of the Society and for no other purpose.
- b) The Honorary Treasurer shall keep proper account of the finances of the Society and shall open a bank account in the name of the Society.
- c) All cheques drawn in the name of the Society shall be signed by two members of the Society, one of whom shall be an officer of the Society.
- d) The Independent Examiner shall examine and report on the Annual Accounts for presentation at the Annual General Meeting. If so requested the Independent Accountant shall perform similar services during the year.


8. AMENDMENTS

A resolution for the alteration of the constitution or for dissolution of the Society must be received by the Honorary Secretary at least 21 days before the Annual General Meeting and a copy of such resolution shall be sent by the Honorary Secretary to each member of the Society not less than 10 days prior to the Annual General Meeting or to an Extraordinary General Meeting at which the resolution is to be considered. Provided that no alteration to clauses 2, 9 and this clause shall be made without the prior approval in writing of the Charity Commissioners and no alteration shall be made which would cause the Society to cease to be a charity at law.

9. DISSOLUTION

In the event that a dissolution of the society shall be approved by a simple majority of the members of the Society present and voting at an Annual or Extraordinary General Meeting, any assets remaining after the satisfaction of any proper and reasonable debts and liabilities shall not be distributed amongst the members of the Charity but shall be given or transferred to such other charitable institution or institutions having similar charitable objects as the Committee may with the approval of the Charity Commissioners or other authority having charitable jurisdiction determine.

The above Constitution and Rules were approved at the Annual General Meeting held on 20 May 2002.

 Chairman

 Hon. Secretary

20 May 2002