

## **CONSTITUTION AND RULES OF THE WILLOUGHBY SOCIETY**

1. **TITLE**:- The title of the Society is “The Willoughby Society”.

2. **OBJECTS**:-

- i. To Search out and record all available information relating to the Parish of Willoughby
- ii. To record the natural history of the Parish of Willoughby
- iii. To take an interest in and record the archaeological features of the Parish of Willoughby
- iv. To maintain and improve the environment of the village of Willoughby
- v. To publicise and generate outside interest in the village of Willoughby
- vi. To foster community cohesion and develop friendly contact with similar organizations and arrange social and cultural events..
- vii. To organise, foster and assist in charitable matters affecting the Parish of Willoughby.

3. **OFFICE**

The office of the Society shall be the address of the Hon. Secretary for the time being.

4. **MEMBERS**

Membership shall be open to any resident of the Parish of Willoughby and to any non-resident who requests membership. Membership shall run from the Annual Meeting to the next Annual Meeting. The Committee is empowered to limit or refuse membership at their discretion.

Members shall each pay a subscription toward the expenses of the Society’s activities. The amount of the subscription shall be confirmed by the members at each A.G.M

5 **HONORARY MEMBERS.**

The Committee shall be empowered, by majority voting, to bestow Honorary Life Membership upon any member in recognition of their long service or significant contribution to the Society or the village of Willoughby. Honorary Life Membership of the Society is subscription free.

6 **FINANCE**

The activities of the Society shall be financed by the members’ subscriptions, donations, grants, and funds raised from events that it arranges.

## 7. MANAGEMENT AND ADMINISTRATION

a) The management and administration of the Society shall be vested in a Management Committee which shall consist of:- Chairman, Hon. Secretary, Hon. Treasurer, and a minimum of 4 and a maximum of 8 other members.

### b). Chairman

The Chairman shall be elected at the A.G.M. There shall be no limit on the length of time the office may be held.

### c). Hon Secretary

The Hon. Secretary shall be elected at the A.G.M. There shall be no limit on the length of time the office may be held.

### d). Hon Treasurer

The Hon. Treasurer shall be elected at the A.G.M. There shall be no limit on the length of time the office may be held.

Any office becoming vacant during the year shall be filled by the Committee pending the A.G.M.

## 8). MEETINGS

A list of dates of the monthly meetings shall be given to all members on payment of their subscription.

## 9). COMMITTEE MEETINGS

The Committee shall meet monthly, except in July, August, and December. Additional meetings may be called by the Chairman or Secretary, if required. 5 members shall form a quorum.

## 10). SUB-COMMITTEES

The Management Committee shall have the power to appoint sub-committees as required. Members of such sub-committees need not necessarily be members of the management committee but they will be chaired by a member of the management committee.

## 11). CO-OPTED MEMBERS

The Management committee shall have the power to co-opt new committee members during the year, providing there are vacancies existing on the committee. Members so co-opted will have full voting rights. If an Office becomes vacant during the year it shall be filled by a member of the Committee

## 12). FINANCIAL PROVISIONS

A banking account shall be held in the name of "The Willoughby Society". Cheques shall be signed by any two of the Hon. Secretary, Hon. Treasurer and the Chairman.

13). BANKING

The Hon. Treasurer shall be responsible for the banking of all Society funds above the immediate requirements of the Hon. Secretary. The Treasurer shall present at the A.G.M. a statement of Accounts, which has been subjected to an independent examination.

14). APPOINTMENT OF INDEPENDENT EXAMINER

The Society, at the A.G.M. shall appoint a person, who shall not be a member of the Committee, to examine the accounts at the end of the ensuing year.

15). A.G.M.

The A.G.M. of the Society shall be held during the month of November each year. The order of business shall be as follows:-

- 1 Introduction
- 2 Minutes of previous AGM
- 3 Hon Secretary's report
- 4 Hon Treasurer's report
- 5 Hon Chairman's report
- 6 Election of Chairman for ensuing year
- 7 Election of Hon Secretary
- 8 Election of Hon Treasurer
- 9 Election of Committee
- 10 Appointment of Accounts Examiner
- 11 Any other business

At this meeting the chair shall be taken by the Chairman for the time being. Any member of the Society shall be eligible for election to any office in their absence, providing the proposer has the permission of the member to make such a proposal.

16). WINDING UP PROCEDURE

In the event of the Society dissolving, the decision on disbursement of funds shall be made at a general meeting of members.

The historical records and effects of the society shall first be offered to the County Archivist for Warwickshire County Council. In the event of the said documents and letters not being accepted, in part or in total, by the County Archivist the safe keeping of such remaining documents and effects shall be decided at the aforesaid general meeting of members.

17). ALTERATIONS TO THE RULES

Any alterations to the above rules shall be made at the AGM., and shall become operative forthwith. Notice of such alterations shall be submitted in writing to the Hon. Secretary in time for them to be included in the AGM, agenda.

