

Pirton Heritage Support Group

CONSTITUTION

4th October 2006

1. NAME

The Group shall be called the PIRTON HERITAGE SUPPORT GROUP ("PHSG").

2. AIMS

The aims of the PHSG are:-

- 1) to research, collect, conserve, preserve and record all types of information concerned with or ancillary to the history and heritage of the Parish of Pirton in the County of Hertfordshire ("Pirton") and to make said information available to residents of Pirton and other interested third parties so far as is practicable;
- 2) to undertake projects and activities relating to the history and heritage of Pirton;
- 3) to support third party undertakings and activities which reflect the PHSG's aims, so far as is practicable; and
- 4) to do all things ancillary to and in the connection with the above aims.

3. MEMBERSHIP

- 1) Membership shall be open to all residents of Pirton and other third parties who have a connection with Pirton or an interest in its history and heritage.
- 2) Application for membership shall be made to the Committee, orally or in writing, or following a donation towards any of the PHSG's projects or activities. In the latter case, a donor need not become a member if he or she does not wish so.
- 3) Election to membership shall be by majority vote of the Committee.
- 4) A register of members shall be kept by the Committee.
- 5) Subscription for membership shall be free and the length of membership unlimited in duration, subject always to the discretion of the Committee.

4. COMMITTEE

- 1) The PHSG shall be managed by a Committee elected by the members of the PHSG.
- 2) The Committee shall consist of a minimum of three (3) and a maximum of eight (8) members, the majority of whom shall be residents of Pirton.
- 3) The Committee shall appoint from among its members a Chairman, a Secretary and a Treasurer.
- 4) If at any time the number of residents of Pirton on the Committee falls below three (3), then the PHSG shall be suspended until such time as the number of residents of Pirton can be brought up to the minimum of three (3), failing which the PHSG shall be dissolved after a period of suspension of one (1) year.
- 5) Membership of the Committee shall be unlimited in duration, subject always to resolution of the membership in general meeting, whether annual or extraordinary.
- 6) New Committee members shall be co-opted on to the Committee by majority vote of the Committee.

5. COMMITTEE MEETINGS

- 1) The Committee shall meet as often as required but at least three (3) times per calendar year.
- 2) The quorum of any Committee meeting shall be three (3), at least two (2) of which shall be residents of

Pirton.

- 3) The Committee shall facilitate and/or manage those projects and activities, including the control of funding, adjudged by the Committee to meet or support the PHSG's aims, subject always to the availability of adequate funding.
- 4) Any Committee member who has any other interest in any project or activity undertaken or supported by the PHSG shall declare his or her interest and the remaining Committee members shall vote as to whether that Committee member shall be entitled to vote on decisions affecting the relevant project or activity.
- 5) Decisions of the Committee shall be by majority vote only.

6. CHAIRMAN'S DUTIES

The Chairman shall manage the business of the Committee. He or she shall have a casting i.e. second vote in the event of a split decision.

7. SECRETARY'S DUTIES

The Secretary shall:-

- 1) ensure that the register of members is maintained;
- 2) record the minutes of the Committee meetings, annual and extraordinary general meetings;
- 3) communicate with the members of the PHSG and interested third parties;
- 4) be responsible for the completion and submission of all forms of documentation, in particular applications for grants and funding;
- 5) record any declarations of interest of the Committee members in the minutes; and
- 6) do all other things ancillary to or in connection with the above.

8. TREASURER'S DUTIES

The Treasurer shall:-

- 1) maintain the asset register and the financial accounts of the PHSG;
- 2) manage the PHSG's bank account, subject always to the signature requirements;
- 3) report to the Committee and the members of the PHSG, on a regular basis, the status of the asset register, the bank account(s) and all income and expenditure; and
- 4) do all other things ancillary to or in connection with the above.

9. ANNUAL GENERAL MEETING

- 1) An annual general meeting shall be held to receive reports and to elect the members of the Committee.
- 2) At least four (4) weeks' notice shall be given to the members of the PHSG by the Secretary.

10. EXTRAORDINARY GENERAL MEETING

- 1) An extraordinary general meeting may be called at any time by at least three (3) members of the PHSG where the matter to be raised is considered to be urgent or serious.
- 2) At least two (2) weeks' notice shall be given to the members of the PHSG by the Secretary.

11. ASSET REGISTER

The Treasurer shall maintain a register of assets of the PHSG.

12. BANK ACCOUNT

- 1) The Committee shall establish and maintain a bank or building society account for the PHSG at a reputable UK institution.
- 2) A minimum of two (2) signatories of two (2) Committee members shall be required to operate the bank account. Said signatories shall be approved by the Committee and be acceptable to the bank.
- 3) Statements of the bank account shall be available at the annual general meeting and at such other times that the Committee shall decide in its discretion.

13. MANAGEMENT OF FUNDING

- 1) All funding shall be managed by the Committee and controlled through the Treasurer.
- 2) Each request for funding and/or expenditure shall be decided by the Committee, taking into consideration, among other things, the merits of such request and funds available.
- 3) The Committee shall ensure that funds received by it are expended in accordance with the PHSG's aims and the approval of the donor or grantor of said funds, where applicable.
- 4) In the event that the PHSG is dissolved, any monies or assets remaining in the accounts, shall be donated after all commitments have been met, to an organisation nominated by the remaining Committee members of which its aims are broadly similar to those of the PHSG.

14. CONSTITUTION

- 1) The Committee shall have the sole power to submit proposed alterations to the Constitution.
 - 2) Said proposals shall be submitted to the next ensuing Annual General Meeting for adoption or otherwise.
 - 3) Members who propose an alteration to the Constitution shall submit the same in writing to the Committee at least two (2) weeks prior to the Committee meeting at which their proposals are to be considered.
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