

CONSTITUTION OF ALTRINCHAM & BOWDON CIVIC SOCIETY

Originally adopted on 2nd November 1964 and amended on 4th November 2009

1. Title

- 1.1 The name of the association shall be the Altrincham & Bowdon Civic Society (hereinafter called “the Society”).

2. Aims and Objectives

- 2.1 To encourage high standards of architecture and town planning in Altrincham and Bowdon.
- 2.2 To stimulate public interest and care for the architecture, history and character of the town and its surroundings.
- 2.3 To encourage the preservation, development and improvement of the environment of the area.
- 2.4 To promote the conservation of buildings, features and areas of historic or public interest.
- 2.5 To promote the creation, maintenance and improvement of amenities in the public realm.
- 2.6 To work alongside other associated groups and agencies to achieve common aims and objectives.

3. Powers

- 3.1 To set up a bank account and other investment facilities in the name of the Society and establish arrangements to levy charges for any services that might be provided by the Society.
- 3.2 To further the aims and objectives of the Society by means of meetings, lectures, exhibitions and publications, including leaflets, posters, and other means of promotion appropriate to a charitable association.
- 3.3 To charge subscriptions, make appeals and to solicit and canvass donations in order to meet the objectives of the Society.
- 3.4 To hold regular meetings to ensure the Society operates effectively.
- 3.5 To pay necessary expenses incurred in the running of the Society.
- 3.6 To perform any such lawful duties as may be necessary, including the formation of sub-committees, to achieve the above objectives.

4. Membership

- 4.1 The Society shall welcome membership from any body or person who seeks to support the aims and objectives of the Society.
- 4.2 Membership shall be open to all regardless of ethnicity, nationality, disability, gender, political affiliation, religious belief or any personal diversity.
- 4.3 The annual subscription for membership shall be determined by the Management Committee, and shall be subject to endorsement at the Annual General Meeting.
- 4.4 Membership shall cease:
 - a) If a member gives notice of his/her resignation,
 - b) If the subscription remains unpaid 6 months after the due date,
 - c) On the member's death.

5. Finance

- 5.1 The Society's financial year shall be 1st October to 30th September.
- 5.2 All monies raised and belonging to the Society shall be used to further the aims of the Society and for no other purpose.
- 5.3 The Management Committee shall, out of the monies received by the Society, pay all proper expenses of administration and management of the Society, and shall use the residue of such monies towards the objectives of the Society.
- 5.4 The Management Committee shall take out insurance policies as and when required.
- 5.5 All monies at any time belonging to the Society and not required for immediate application shall be invested by the Management Committee, provided that any investment is permissible by law and in accordance with the regulations of the Charity Commission.
- 5.6 The Treasurer shall keep proper records of the Society and shall open a bank and/or any other account(s) in the name of the Society. The records shall be available for inspection by any member of the Society or other legally entitled body.
- 5.7 There shall be three authorised signatories to any of the Society's accounts – the Treasurer, the Chairman and one other Trustee.
- 5.8 Cheques and other banking documents shall require to be signed by any two of the above signatories.
- 5.9 The Treasurer shall arrange for the accounts to be audited or examined by an independent examiner in accordance with the regulations of the Charity Commission before submission to the AGM.

6. Governance

- 6.1 The Officers of the Society shall comprise:-
 - The Chairman (person)
 - The Vice Chairman (person)
 - The Treasurer
 - The Secretary/ClerkThe position of all Officers shall be honorary.
- 6.2 All Officers shall relinquish their office every year, but shall be eligible for re-election.
- 6.3 Trustees (a minimum of 2 and maximum of 4) shall be appointed by the Management Committee and shall be legally responsible to the Charity Commissioners for the affairs of the Society. A Trustee shall remain in office until:
 - a) He/she gives notice that he/she wishes to resign from the position.
 - b) The Management Committee resolves there is a need to make an alternative appointment.
- 6.4 The Management Committee shall be empowered to elect
 - A President
 - Vice Presidents
 - Honorary members

7. Management Committee

- 7.1 Nominations for the election of officers shall be made at or before the Annual General Meeting. Such nominations, supported by a seconder, shall be in writing and have the consent of the nominee.
- 7.3 The Management Committee shall comprise the Officers and up to 10 other members.
- 7.4 The Management Committee shall have the power to co-opt additional members, who shall attend in an advisory (non-voting) capacity.
- 7.4 Those elected as President and Vice-President may attend Management Committee meetings, but will only have a vote if they have also been elected to membership of the Committee.
- 7.5 The term of office of a member of the Management Committee shall be terminated if he or she is disqualified under the Charities Act or other exceptional circumstances.

8. Meetings

- 8.1 Annually (October/November), the Secretary shall call an Annual General Meeting (AGM) for the purpose of:-
- a) Receiving the Annual Report of the Society's activities.
 - b) Receiving the Society's Annual Accounts.
 - c) Electing Officers to serve the Society.
 - d) Electing members to the Management Committee.
 - e) As and when necessary to consider proposals to amend the Constitution and/or the future development of the Society.
- 8.2 Not less than 14 days notice of the AGM must be given to all members, along with the details of the business to be transacted.
- 8.3 The Management Committee shall decide when ordinary meetings or events shall be held and shall give at least 7 days notice of such meetings to all members.
- 8.4 Regular meetings of the Management Committee shall be fixed at the beginning of the Society year.
- 8.5 A Special General Meeting of the Society must be held if a written request is submitted to the Secretary by 10 or more members clearly stating the purpose for which it is to be held.
- 8.6 An Extraordinary General Meeting of the Society must be held if the Management Committee considers that there is sufficient reason for such a meeting to be called. Not less than 14 days notice must be given to all members, and the reasons for the calling of such a meeting must be detailed in the notice.

9. Quorums

- 9.1 The quorum for the Annual General Meeting shall be 11 members, or 20% of the paid-up membership, whichever is the less, in attendance.
- 9.2 The quorum for a Special or Extraordinary General Meeting of the Society shall be 15 members or 25% of the paid-up membership, whichever is the less, in attendance.
- 9.3 The quorum for a Management Committee Meeting shall be 7 elected members.

10. Amendments to the Constitution

- 10.1 The constitution of the Society may be amended subject to approval by a 75% majority of eligible voting members present at an Annual or Extraordinary General Meeting, and provided that all members of the Society have been sent the proposed amendment(s) at least 14 days prior to the AGM or EGM.

11. Dissolution

- 11.1 If the Management Committee decides at any time, that on the grounds of expense or other reason it is necessary to dissolve the Society, it shall call an Extraordinary General Meeting of all members eligible to vote, subject to the minimum notice period allowed.
- 11.2 If the dissolution is confirmed by a simple majority of those present, the Management Committee shall have the power to dispose of any assets held by or in the name of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be transferred to one or more charitable bodies having similar objectives to those herein and approved by the Charity Commission.

4th November 2009