

# WIGSTON CIVIC SOCIETY

## CONSTITUTION

### 1 NAME

The name of the Society shall be Wigston Civic Society.

### 2 OBJECTS

The Society is established for the public benefit for the following purposes in the area comprising Oadby and Wigston covered by the LE18 postcode. (ie Wigston, South Wigston and Kilby Bridge) which area shall hereinafter be referred to as 'the area of benefit'.

- (i) To stimulate interest in the area of benefit.
- (ii) To promote high standards of planning and architecture in or affecting the area of benefit.
- (iii) To secure the preservation protection and development and improvement of features of historic or public interest in the area of benefit.

In furtherance of the said purposes *but* not otherwise the Society through its Executive Committee shall have the following powers:-

1 To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.

2 To act as a co-ordinating body and to co-operate with the local authority's planning committees and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.

3 To promote or assist in promoting activities of a charitable nature throughout the area of benefit.

4 To publish papers, reports and other literature.

5 To make surveys and to prepare maps and plans and collect information in relation to any place, erection or building of beauty or historic interest in the area of benefit.

6 To hold meetings, lectures and exhibitions.

7 To educate public opinion and to give advice and information.

8 To raise funds and to invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise; provided that the Society shall not undertake any permanent trading activities to raise funds for its primary purpose.

9 To take and accept any gifts of property, whether subject to any other trusts or not.

10 To sell, let, mortgage or dispose of or turn to accounts all or any of the property or funds of the Society as shall be necessary.

11 To borrow or raise money for the purposes of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.

12 To do all such other things as are necessary for the attainment of the said purposes.

### **3 MEMBERSHIP**

Membership shall be open to all who are interested in actively furthering the purpose of the Society. No member shall have power to vote at any meeting of the Society if his or her subscription is in arrear at the time. Junior members shall be those aged less than 18 years at the time their subscription is due and they shall not be entitled to vote at any meeting of the Society.

The subscriptions of a member joining the Society in the four months preceding 1 May in any year shall be regarded as covering membership for the Society's year commencing 1 May following the date of joining the Society.

### **4 SUBSCRIPTIONS**

The annual subscription shall be determined by the Executive Committee from time to time and shall be subject to approval by an AGM/SGM for implementation on the following 1 May. Subscriptions shall become due on 1 May each year. Membership shall lapse if the subscription is unpaid three months after becoming due.

The subscription for junior members (aged 18 and under on 15 May) shall be half the annual subscription of adult members.

### **5 ANNUAL GENERAL AND SPECIAL GENERAL MEETINGS**

An Annual General Meeting shall be held in or about May each year to receive the Executive Committee's report and examined accounts and to elect officers and members of the Committee. The Committee shall decide when ordinary meetings of the Society shall be held.

Special General Meetings of the Society shall be held at the written request of 30% of members whose subscriptions are fully paid up.

25% of the paid up membership shall constitute a quorum for all meetings of the Society. The Committee shall give at least seven days' notice to members of all meetings of the Society.

Members of the public may attend Annual and Special General Meetings of the Society and may speak at the invitation of the Chair but may not vote.

### **6 OFFICERS AND COMMITTEE MEMBERS**

Nominations for the election of officers and other committee members shall be made in writing to the Honorary Secretary at least fourteen days before the Annual General Meeting. Such nominations shall be supported by a seconder and the consent of the proposed nominee must first have been obtained. The election of officers shall be completed prior to the election of further committee members. Nominees for election of officers or Committee members shall declare at the Annual General Meeting at which their election is to be considered any financial or professional interest known or likely to be of concern to the Society.

The Officers of the Society shall consist of:-

Chair

Vice Chair

Honorary Secretary

Honorary Treasurer

And others as may be determined from time to time

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General meeting. A President and Vice Presidents may also be elected at a General Meeting of the Society, for periods to be decided at such a meeting.

Members of the Executive Committee shall be elected annually at the Annual General Meeting of the Society, and outgoing members may be re-elected. If nominations exceed the number of vacancies, a ballot shall take place in such a manner as shall be determined.

The Executive Committee shall have power to fill casual vacancies occurring among the Officers of the Society.

## **7 OPEN EXECUTIVE COMMITTEE**

The term 'Open Executive Committee' shall be referred to as 'Executive Committee' in this Constitution.

The Executive Committee shall be responsible for the management and administration of the Society. The Executive Committee shall consist of the Officers and not less than 5 and not more than 11 other members. Members of the Society and members of the public may attend Executive Committee meetings. The Committee shall have power to co-opt further members (who shall attend in an advisory and non-voting capacity). The Officers and Members of the Committee shall normally be resident or work in the area of benefit but the Committee shall have power to co-opt additional members from outside the area of benefit. The Presidents and Vice Presidents may attend any meeting of the Executive Committee but shall not vote at any such meeting. In the event of an equality of the votes cast, the Chairman shall have a second or casting vote. Any non-Committee member or member of the public may speak at the invitation of the Chair but shall not be entitled to vote.

The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Honorary Secretary shall give Members not less than seven day's notice of each meeting. The quorum shall, as near as may be, comprise of one third of the Members of the Executive Committee. The Executive Committee shall have the power to fill up to three casual vacancies occurring among the Members of the Executive Committee between General Meetings. Members of the public shall be expected to become members of the Society after attending three Executive Committee meetings.

## **8 SUB-COMMITTEES AND WORKING GROUPS**

The Executive Committee may constitute such sub-committees and working groups from time to time as shall be considered necessary for such purposes as shall be thought fit. The Chair and Secretary of each sub-committee or working group shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee and working group shall be reported to and confirmed by the Executive Committee as soon as possible. Members of the Executive Committee may be members of any sub-committee or working group and membership of a sub-committee or working group shall be no bar to appointment to membership of the Executive Committee. Sub-committees and working groups shall be subordinate to and may be relegated or dissolved by the Executive Committee. A sub-committee or working group may co-opt members and/or non-members to provide specific support and advice if needed.

## **9 DECLARATION OF INTEREST**

It shall be the duty of every Officer and Member of the Executive Committee or Sub-Committee who is in any way directly or indirectly interested financially or professionally in any item discussed at any

Committee meeting at which he or she is present to declare such interest and he/she shall not discuss such item (except by invitation of the Chairman) or vote thereon.

#### **10 EXPENSES OF ADMINISTRATION AND APPLICATION OF FUNDS**

The Executive Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses the Executive Committee may set aside such sums as a reserve as it may consider necessary for the furtherance of the purposes of the Society.

A bank account shall be maintained at an agreed bank and arrangements shall be made for any two or four authorised signatories to sign cheques. The Financial Year shall end on 30 April.

#### **11 INVESTMENT**

All monies at any time and belonging to the Society and not required for immediate application for its purpose shall be invested by the Executive Committee in or upon such investments, securities or property as it may think fit, subject nevertheless to such authority, approval or consent by the Charity Commissioners as may for the time being be required by law or by the special trusts affecting any property in the hands of the Executive Committee.

#### **12 TRUSTEES**

Any freehold and leasehold property acquired by the Society shall, and if the Executive Committee so directs any other property belonging to the Society, be vested in trustees who shall deal with such property as the Executive Committee may from time to time direct. Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Executive Committee. A trustee need not be a member of the Society but no person whose membership lapses by virtue of clause 4 hereof shall thereafter be qualified to act as a trustee unless and until reappointed as such by the Executive Committee. The Honorary Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any such amendments hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Society shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.

#### **13 AMENDMENTS**

This Constitution may be amended 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, and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Society at any time to cease to be a charity by law.

#### **14 NOTICES**

Any notice required to be given by these rules shall be deemed to be duly given if left at or sent by prepaid post addressed to the address of that member last notified to the Secretary.

#### **15 WINDING UP**

The Society may be dissolved by a two thirds majority of members voting at an Annual General meeting or a Special General Meeting of the Society confirmed by a simple majority of 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. In the event of the dissolution of the Society the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the minute books and other records of the Society shall be deposited with the Record Office for Leicestershire, Leicester and Rutland.

June 2015

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