
(Insert Society's Title)

CONSTITUTION

1. **TITLE** - The title of the Society shall be:
"....."
" hereinafter referred to as 'The Society'.

2. **OBJECTS** - The objects of the Society shall be:

To advance in the London Borough of Havering (hereinafter referred to as 'the Borough'
interest and practice in
.....
(insert function of Society); and as ancillary to the foregoing but not otherwise:-
 - a) to act as liaison between the members of the Society and other relevant bodies.
 - b) to present or assist in presenting public exhibitions/concerts/displays (delete
whichever is non-applicable) of (insert function) in
the Borough.
 - c) to do all such other things as are necessary or incidental to the attainment of
such objects or any of them.

3. **MEMBERSHIP** - Membership of the Society is open to any of the following categories
on payment of a membership fee:
 - a) residents of the Borough
 - b) persons employed in the Borough who are resident outside the Borough
 - c) former residents or persons formally employed in the Borough
 - d) persons nominated by the Society for qualifications or expertise that those
persons hold and which are deemed by the Society to be essential to the
improvement of the Society.

4. **SUSPENSION OF MEMBERSHIP** - The Society will be empowered to suspend
membership by a two-third majority vote of all current members in the following
categories:
 - a) Where an individual member is deemed to have acted to the detriment of the
Society.
 - b) Where the Society finds that new members would lead to overcrowding, a
general suspension of new membership may be put into effect and a "waiting
list" system be adopted for applicants to join.

5. **OFFICERS** - The Society shall by a simple majority elect the following officers at the
Annual General Meeting of the Society:
 - a) Chairman
 - b) Secretary
 - c) Treasurer
 - d) Any such other officers as the Society deems necessary to fulfil functions other
than those above.

6. **MEETINGS OF THE SOCIETY -**

- a) The Society shall meet not less than(Insert number) times per year.
- b) One of these meetings shall be the Annual General Meeting, which shall be held during(insert month) and which shall elect the officers, appoint an Executive Committee and such other committees as may be decided upon, and to receive the Annual Report and audited accounts.

7. **EXECUTIVE COMMITTEE -** There shall be an Executive Committee whose duty it shall be to carry out the general policy of the Society, and, subject to any conditions imposed from time to time by the Society, to provide for the administration, management and control of the affairs and property of the Society.

The members of the Executive shall be elected at the Annual General Meeting and shall hold office until the end of the Annual General Meeting next following.

The Executive shall be empowered to fill any casual vacancies which may from time to time arise.

The Executive shall submit a full report to the Annual General Meeting that takes place at the end of the Executive's year of office.

The Executive may delegate any of its powers or functions to a Sub-Committee or Sub-Committees to be given the power to co-opt, provided that the co-opted members do not constitute more than a third of the Sub-Committee's total membership. All such Sub-Committees so set up shall hold office until the end of the Annual General Meeting next following.

8. **QUORUM -** The quorum at the Annual General Meeting shall be one half of the total current membership.

9. **FINANCE -**

- a) The Society shall have the power to raise monies by means of membership subscriptions, donations or legacies, grants-in-aid from statutory bodies and Authorities, loans and other sources.
- b) All monies received shall be devoted to all or any of the objects of the Society, as set forth in this Constitution, and no portion thereof shall be paid or transferred directly or indirectly by way of profit to any member of the Society provided that nothing herein shall prevent repayment of out-of-pocket expenses incurred on Society business.
- c) The Society may appoint a custodian trustee or a trust corporation of not less than three persons to hold any property held by or in trust for the Society or may, with the agreement of the official Custodian for Charities, transfer to him personal property (within the meaning of the 1960 Charities Act Section 16 (2)) so held and make application for an order vesting him in any property so held.
- d) The Society may make financial grants to its members in order to further the objects of the Society.
- e) The financial year of the Society shall end on (insert date) each year.
- f) At the end of the financial year, accounts shall be prepared, audited and submitted to members not less than 14 days before the date of the Annual General Meeting.
- g) The Society shall fix the rates of any membership fees at the Annual General Meeting. Any change in the rate shall require a simple majority of members present.
- h) The Treasurer shall be responsible for keeping the proper accounts and for all

- monies received or payable by the Society.
- i) The Treasurer shall be empowered to pay from the Society funds, any affiliation fees to bodies to which the Society belongs.
 - j) All financial transactions other than the above, must be ratified by the Executive or the Society and any payment of Society monies must be signed by the Treasurer and at least one other officer of the Society.
10. **DISSOLUTION** - The Society may at any time be dissolved by a resolution passed by a two-thirds majority of all current members, at a meeting specifically called for the purpose, and of which twenty-one clear days notice shall have been given to members. Such a resolution may also give instructions for the disposal of any assets held by or in the name of the Society, provided that if any property remains after the satisfaction of all debts and liabilities, such property may not be paid to or distributed amongst the members of the Society, but shall be given to or transferred to such other institutions having objects similar to some or all of the objects of the Society as the Society may, with the approval of an independent body (e.g. The Charity Commissioners, Havering Arts Council, Havering Borough Council) determine.
11. **ALTERATIONS TO THE CONSTITUTION** - Alterations to the Constitution shall receive the assent of not less than two-thirds of the members present at an Annual General Meeting. Any resolution to alter the Constitution must be received by members at least twenty-one clear days before the meeting at which the resolution is to be considered.

This Constitution was adopted at the Inaugural Meeting of:

..... (Insert Society's name)

held on (date)