

Constitution of Radley History Club

Adopted at the 13 September 2021 Annual General Meeting

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| 1 Name and status | The Club shall be called Radley History Club. It shall operate as a not-for-profit unincorporated association. |
| 2 Purpose | The Club is established to study the history of Radley and the surrounding area by any suitable means that members desire. |
| 3 Activities | <p>The Club may:</p> <ul style="list-style-type: none">a Arrange talks, visits, exhibitions and social events.b Collect, hold, and make available for study an Archive of material of historical or social interest, including written and spoken records, books, photographs, and maps.c Write, publish, sell or otherwise distribute books, leaflets, periodicals, maps, reports and other documents.d Co-operate with or become a member of other appropriate bodies. |
| 4 Membership | Any person or organisation may become a member by paying the subscription for the current year. Non-members will normally be welcome at the Club's events. |
| 5 Finance | <ul style="list-style-type: none">a The Club may obtain, collect and receive money by way of subscriptions, sales, donations, legacies, grants and other lawful income, and may receive gifts of intellectual and other property.b Members shall pay an annual subscription determined by the Committee. Subscriptions shall be due by 1 September each year.c The income and property of the Club shall be applied for the activities of the Club as set out in this Constitution.d The records of income and expenditure shall be subject to independent examination.e The financial year shall be from 1 August until 31 July. |
| 6 Officers and Committee | <ul style="list-style-type: none">a The elected Officers of the Club shall consist of a Chairman and a Treasurer. The Committee shall consist of these Officers and up to 8 members. The Officers and committee members shall be elected at each Annual General Meeting to serve until the next. The Committee may appoint any of its members to specified roles as necessary.b Should a vacancy arise, the Committee may co-opt a member to serve until the next Annual General Meeting.c The Committee shall meet not less than four times a year.d The Committee may set up sub-committees to deal with specific projects or other activities. Such sub-committees may include members of the Club who are not Committee members. |

- 7 Annual General Meeting
- a Subject to (d) below, the Annual General Meeting shall be held in September on a date notified to members on or before 31 July.
 - b The agenda and papers for the Annual General Meeting shall be sent to members, normally by electronic means, at least 2 weeks before the Meeting.
 - c Members shall submit nominations for Officers and Committee members if possible at least 2 weeks before the Meeting. The Chairman may also accept nominations at the Meeting. If nominations exceed vacancies, election shall be by ballot.
 - d If exceptional circumstances make it impractical to hold the Meeting on the date prescribed in (a) above, it shall be held as soon as reasonably practical afterwards, provided that at least 14 days' notice is given of the date. If exceptional circumstances make gatherings inadvisable or illegal, the Meeting may be held by electronic means.
 - e The quorum shall be one third of the membership.
- 8 Special General Meeting
- If six or more members request it, the Club shall hold a Special General Meeting as soon as practicable, observing procedures modelled on those for an Annual General Meeting.
- 9 Amendment
- This Constitution may be amended only at an Annual or Special General Meeting.
- 10 Dissolution
- In the event of the winding up of the Club, the surplus funds shall be offered to Radley Primary School or otherwise to Radley Parish Council or to a charitable institution at the discretion of the members, and the records and archives shall be offered first to the Berkshire Record Office or otherwise to some other local repository.