

## **Marldon Local History Group Constitution**

- 1.** The object of the Group shall be the promotion and study of the history of the Parish of Marldon, and the surrounding area, and the dissemination of information on it through meetings, publications and other activities.
- 2.** Membership shall be open to any interested person on payment of an annual subscription, the amount of which shall be determined by the Committee.
- 3.** An AGM of the group shall be held in Marldon Village Hall each year in the month of September, and a quorum shall be formed by ten or more Members being present.
- 4.** A Chairman, Secretary, Treasurer and at least three Committee Members shall be elected at each AGM to serve for one year. On the recommendation of the Committee, the group may elect a President.
- 5.** At each AGM:
  - (1) The Secretary shall present the minutes of the previous AGM and a summary of the previous years activities.
  - (2) The Treasurer shall present, for formal adoption, a statement of the Group's membership and its financial position.
- 6.** The Committee shall be responsible for the day to day running of the Group; it may take reasonable steps for the furtherance of its objectives and will take an active part in the Groups activities. They may co-opt non-Committee Members to be responsible for or to assist with particular projects or activities as required.
- 7.** A Special Group Meeting (SGM) may be called at any time at the request of three or more Members of the Committee or ten or more other Members. The purpose of the SGM shall be notified in writing by those requesting it. At least 14 days written notice of any SGM shall be given to all Members. A quorum shall be formed by ten or more Members being present.
- 8.** At all business meetings of the Group, voting shall be by simple majority. In the event of a tied vote the Chairman of the meeting shall have an additional casting vote.
- 9.** At any business meetings of the Group, any Member may, with the consent of the Chairman obtained prior to the meeting, raise any other business or issue under the heading of "Chairman's Business" on the agenda of that meeting.
- 10.** Any proposal for the winding-up of the Group and the disposal of its assets shall require the support of not fewer than 60% of Members present at the AGM or any SGM at which the proposal is made. Any assets shall be distributed to the Marldon Village Hall Council.

These rules may be amended or added to only at an AGM or SGM.

*Please note that whilst the procedures followed in forming The Marldon Local History Group and compiling the attached constitution have been based on information to be found in the book: "In Pursuit Of Devon's History – A Guide For local Historians In Devon".*

*The Group accepts sole responsibility for the procedures and steps taken by it.*