

OXFORDSHIRE LOCAL HISTORY ASSOCIATION: CONSTITUTION

1. Name

The Association shall be called the Oxfordshire Local History Association (hereinafter 'the Association').

2. Objects

The Association's objects are—

- (1) to promote the study and practice of the local history of the county of Oxfordshire,
- (2) to foster the development of local societies having similar objects and
- (3) to secure and promote necessary facilities for local historians in the county.

3. Means

The Association may use any reasonable and lawful means in pursuit of these purposes. In particular it may—

- (1) affiliate to, join or take into membership other organisations sharing such purposes;
- (2) hold meetings, courses, exhibitions, lectures, classes and other public functions;
- (3) obtain, collect and receive money by way of contributions, donations, affiliation fees, subscriptions, legacies, grants, sponsorship and gifts of any description;
- (4) publish and circulate gratuitously or otherwise journals, newsletters, leaflets, reports, books or other documents

and

- (5) work and campaign with similar organisations and exchange information and advice with them especially in pursuit of clause 2 (3).

4. Membership

- (1) Any person, society or other organisation sharing the objects set out in clause 2 may become a member of the association;
- (2) Members shall pay such subscriptions as may be decided from time to time by the Association's Executive Committee (see clause 6);

(3) The Executive Committee may refuse membership to any individual or organisation whose membership it considers would not be conducive to the good of the Association. Any person or organisation so refused may appeal to a general meeting of the Association.

5. Officers

(1) The officers of the Association shall be elected by the annual general meeting (agm) (see clause 9 (2)) and shall consist of a Chairman, Vice-chairman, Secretary, Treasurer, Membership Secretary, Meetings Secretary, Journal Editor and Newsletter Editor; the Association may also elect a President and no more than three Vice-presidents.

(2) All officers shall serve until the next annual general meeting following that at which they were elected and shall be eligible for re-election.

6. Executive Committee (Board of Trustees)

(1) There shall be an executive committee which is also the board of trustees (hereinafter 'the Committee') which shall implement the objects of the Association (see Clause 2) and administer, manage and control the affairs and property of the Association.

(2) The Committee shall consist of

(a) the officers (other than President and Vice-presidents),

(b) up to six members elected by the agm,

(c) representatives of such academic and professional bodies operating in Oxfordshire as the agm may decide should be represented on the Committee (provided that these nominees do not constitute more than a third of the Committee),

(d) no more than three members whom the Committee may decide to co-opt.

(3) All members of the Committee shall be individual members of the Association and shall serve until the next agm following their election, nomination or co-option; they shall then be eligible for re-election, re-nomination or further co-option as the case may be. Officers and committee shall take office upon conclusion of the agm at which they have been elected or re-elected.

(4) The Committee shall meet no fewer than three times a year.

(5) A quorum shall be a third of the membership, which quorum shall include either the chairman or vice-chairman.

(6) Voting at Committee meetings shall be by show of hands (unless first agreed otherwise in respect of a particular decision); the chairman shall have a second (casting) vote.

(7) The proceedings of the Committee shall not be invalidated by any inadvertent failure to appoint or any accidental defect in the appointment, election or qualification of any member.

7. Nomination of officers and executive committee

(1) Nominations of officers and members of the Committee shall require a proposer and seconder, each being individual members of the Association or a designated representative of an affiliated society, and shall be in the hands of the secretary at least 14 days before the agm.

(2) Casual vacancies arising among officers may be filled by the Committee; persons so appointed shall serve until the next agm when they shall be eligible for election to the Committee.

8. Subcommittees

The Committee may appoint such subcommittees as it considers necessary, and shall determine their terms of reference, powers, duration and composition; members of subcommittees shall be individual members of the Association. Subcommittees may co-opt further members of the Association provided that these do not total more than a quarter of any subcommittee. However, subcommittees may invite other persons to participate in their work, although these shall not have voting rights. Subcommittees shall elect their own officers. All subcommittees shall make a report to each meeting of the Committee.

9. Annual General Meetings

(1) The annual meeting of the Association shall be held not less than 11 and not more than 15 months after the preceding agm in such place and at such time as the Committee may determine. The Secretary shall give members at least 28 days' clear notice of the agm and of its agenda in writing. (Here and subsequently 'in writing' shall include notices in the Association's publications or sent electronically to members.)

(2) The business of the agm shall consist of—

- (a) Receipt of apologies for absence;
- (b) Acceptance or otherwise of minutes of previous agm or other general meeting;
- (c) Receipt of the reports of officers including written reports from any officer(s) unable to attend;
- (d) Election of officers and committee;
- (e) Election of an independent examiner of the accounts;
- (f) Consideration of any motion(s) duly proposed and seconded of which notice has been circulated with the notice of the agm.
- (g) Emergency motions, i.e. of which notice has not been given under clause **9 (1)**. The meeting shall decide whether to permit the hearing of such a motion or motions.

No other business shall be transacted.

(3) A quorum shall be 20 members (in which each society represented shall count as one only).

(4) All individual members of the Association are entitled to attend and vote at the agm. Societies in membership may also attend and may cast two votes each, provided that this has been authorised by the society concerned. In the case of contested elections voting shall be by ballot, for which purpose tellers shall be appointed at the meeting. Other disputed motions shall be settled by a show of hands (the chairman having a casting vote).

10. Other general meetings

Other general meetings may be called by the Committee, the Chairman (or Vice-chairman in the Chairman's absence) or at the written requisition of no fewer than 25 individual members or societies (a society counting as two of the 25). At least 14 days' notice of such meetings shall be circulated by the Secretary and this notice shall state the business to be transacted at the meeting, no other business being permitted.

11. Finance

(1) The Association may raise money for the objects set out in Clause 2 above by any lawful means; and in particular by subscriptions, donations, legacies, grants, sponsorship and loans.

(2) The Association's income and property shall be applied solely to the said purposes.

(3) The Association's financial year shall run from 1 April to 31 March.

(4) A professionally qualified Independent Examiner of the Association's accounts shall be elected at the agm and his or her report shall accompany the statement of the accounts submitted by the Treasurer to the agm.

12. Changes to the constitution

This constitution may only be amended by a two-thirds majority of all those voting at an annual, general or special of the Association. A motion to amend the constitution, duly proposed and seconded, shall be received by the Secretary at least 28 days before the general meeting at which it is to be considered, and the Secretary shall give to all members in writing at least 14 days' notice of the proposed amendment.

13. Dissolution

The Association may only be dissolved by a motion receiving a two-thirds majority of those voting at an annual, general or special meeting of the Association. Such a motion shall be subject to the same requirements as are set out in the second sentence of clause 12. On dissolution the agm shall dispose of the Association's assets (after satisfaction of any debts or other liabilities) to any other body or bodies having objects similar to the

Association's, subject to the approval of the Charity Commission.
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