

Rules as approved by the Charity Commission in 1983

Cirencester Archaeological and Historical Society

RULES

1. **The Society** shall be called Cirencester Archaeological and Historical Society. The objects of the Society shall be to advance the education of the public in the history of Cirencester and the neighbourhood and to investigate, preserve and record all matters connected with the past in general and Cirencester in particular.

2. **Membership.** The Society shall consist of ordinary, Honorary and junior members. Applications for membership shall be made on the prescribed form. Junior members shall be under 18 years of age or still pursuing their studies and shall have no voice in the affairs of the Society.

The Committee shall determine from time to time the amount of the annual subscription. New members shall pay their first subscription immediately and thereafter annually on the anniversary date of their joining the Society. [Added 1986: Membership shall lapse if the current subscription is unpaid twelve months after it is due]

3. **Honorary Officers.** The Honorary Officers of the Society shall be President, Vice-Presidents, Chairman, Vice-Chairman, Secretary, Treasurer and Librarian. [Added 2010: The post-holders of Chairman and Vice-Chairman of the Society shall serve for a maximum of three years in any one term, subject to annual review; further terms of office in either post to be permissible after a break of one year]

4. **Composition and meetings of the Committee.** The Committee shall consist of the Honorary Officers and nine other members of the Society. Chairmen of Sub-Committees shall be ex-officio members of the Committee. Five members shall form a quorum. The Honorary Secretary shall call a meeting of the Committee at least once a quarter.

5. **Nominations of Honorary Officers and members of the Committee.** The names of persons proposed as Officers and Members of the Committee shall be received in writing by the Honorary Secretary at least seven days before the Annual General Meeting.

6. **Duties of Committee.** The Committee shall have the management of the general business and property of the Society. It shall have power to fill any vacancy among Officers or Members of Committee, and to create any new office or any Sub-Committee. **Sub-Committees.** The Chairman, Honorary Secretary and Honorary Treasurer shall be ex-officio members of all sub-committees which shall have the power to co-opt.

7. **Duties of Honorary Treasurer.** The Honorary Treasurer shall account for all monies belonging to the Society and shall pay all accounts. All cheques must be signed by him

and by another member of the Committee designated for the purpose. He shall present the Society's accounts for approval at the Annual General Meeting.

8. **Audit of Accounts.** An Honorary Auditor, or Auditors, who shall not sit on the committee, shall be appointed at the Annual General Meeting for the audit of the Society's accounts.
9. **Annual General Meeting.** The Annual General Meeting, of which 14 days' notice shall be given to every member, shall be held in May at a time and place appointed by the Committee. Honorary Officers and the Committee shall be elected, and annual reports received from the Officers and Sub-Committees.
The Honorary secretary shall call a special General Meeting upon the request of ten members. A fortnight's notice of such meeting shall be given to every member.
10. No payment, either direct or indirect, shall be made to any members of the society for their services or for anything except legitimate expenses incurred in the course of work for the Society.
11. In the event of the winding up of the society all surplus funds remaining after the payment of all outstanding debts and liabilities shall not be distributed amongst the members but shall be passed to some other charitable organisation having similar objects as the committee with the approval of the members shall determine.
12. **Alteration of Rules.** No change shall be made in the Rules of the society except at an Annual or special General Meeting. A proposal to alter the Rules shall be made in writing and signed by ten members, and shall be submitted to the Honorary secretary not less than one month before the Meeting which is to consider it.

No alteration shall be made to the objects, the dissolution clause or this clause. No amendment shall be made to any of the other clauses which would cause the Society to cease to be a charity in law.

Newsletter 1986: Would members add the following sentence to Rule 2 Paragraph 2 in their copy of the Society's Rules published in the Annual Report and Newsletter, Number 25 for 1982/3 as passed at the Annual General Meeting on 28th May 1986:- "Membership shall lapse if the current subscription is unpaid twelve months after it is due"

Added to Rule 3 at AGM 2010

The post-holders of Chairman and Vice-Chairman of the Society shall serve for a maximum of three years in any one term, subject to annual review; further terms of office in either post to be permissible after a break of one year