

# Salisbury Military History Society Constitution

## 1. Name

The name of the society shall be the Salisbury Military History Society (hereafter 'the Society').

## 2. Aims

The aims of the Society are:

- To hold regular meetings in Salisbury.
- To bring together people with an interest in military history.
- To engage leading speakers to present thought-provoking military history talks.
- To encourage members to present 10-minute presentations on military historical subjects of their choice.
- To run an external visits programme to sites and museums of relevant interest.
- To take other actions to encourage and promote military history.

## 3. Membership

Membership is open to anyone who supports the aims of the Society.

Membership will begin as soon as the membership form and first annual payment has been received.

Annual membership will run from 1 September. Those joining after this date will pay a membership fee proportionate to the number of meetings remaining in that year.

There will be an annual membership fee which will be set by the Committee and ratified at the following Annual General Meeting and will be payable by all members.

Anybody attending a meeting who is not a member, or whose membership has expired, will be charged the 'door' rate for entry.

A list of all members will be kept by the Membership Secretary.

The Society will abide by all existing data protection requirements.

### Ceasing to be a member

A member may forward his resignation at any time to the Secretary but will not be entitled to any refund of membership fees.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaching the Equal Opportunities policy may be asked to not attend further meetings or to resign from the Society if an apology is not given or if the behaviour is repeated. The individual concerned shall have the right to be heard by the Committee, accompanied by a friend, before a final decision is made.

## 4. Equal Opportunities

The Society will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

## 5. Office Holders and Committee

The business of the Society will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary and not less than three times a year.

The Committee will consist of up to 10 members and be composed of office holders and Committee members without portfolio. Up to 2 additional members may be co-opted onto the Committee at the discretion of the Committee.

The office holders' roles are as follows:

- Chair, who shall chair regular, Committee and Annual General meetings.
- Secretary, who shall be responsible for the taking of minutes and the distribution of all papers and be guardian of the constitution.
- Membership Secretary, who shall be responsible for keeping records of and communicating with members.



- Treasurer, who shall be responsible for maintaining records of account.
- Web and Marketing Officer, who will maintain the Society website, social media accounts and generate appropriate publicity for the Society and its meetings.
- Speaker Secretary, who shall be responsible for engaging suitable speakers for the regular meetings.

In the event of an office holder standing down, a replacement will be co-opted by the Committee until the next Annual General Meeting.

## **6. Meetings**

### 6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

The AGM may coincide with a regular meeting.

All members will be notified by email at least 3 weeks before the date of the meeting, giving the venue, date and time. Notice will also be posted on the Society website.

Nominations for the Committee may be made to the Secretary before the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 10 members, whichever is the greater number.

At the AGM:-

- The Committee will present a report of the work of the Society over the year.
- The Committee will present the accounts of the Society for the previous year.
- The office holders and Committee for the next year will be elected.
- Any proposals forwarded to the Secretary at least 7 days in advance of the meeting will be discussed.

### 6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the Committee or of at least eight other members forwarding a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within one calendar month of the request.

The meeting may coincide with a regular meeting.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice will be by email and posted on the Society website.

The quorum for the Special General Meeting will be 10% of the membership or 10 members, whichever is the greater number.

### 6.3 Regular Meetings

Regular Meetings are open to all members. Non-members will be admitted on payment of a 'door' fee. The aim will be to hold at least 9 meetings each year.

The typical format of the regular meeting shall revolve around a 45-60 minute keynote talk on a military historical subject given by a leading speaker. The views of the speakers will be their own and the Society takes no responsibility for the views expressed or the accuracy of presentations.

It is intended that regular meetings shall be social occasions in which members shall be able to indulge in their passion for military history with other members over refreshments prior to, and at a break during, the regular meetings.

In addition, members will be encouraged to give 10-minute presentations during these meetings.

### 6.4 Committee Meetings

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

Decisions and action-points from each meeting will be published on the Society website.

## **7. Rules of Procedure for meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached, a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

#### 8. Finances

A bank account will be maintained on behalf of the Society at a bank agreed by the Committee. A minimum of 3 cheque signatories will be nominated by the Committee (one being the Treasurer). The signatories must not be related nor members of the same household.

All payments will be authorised by two of the signatories.

For cheque payment, any two signatories will sign the cheque.

For electronic payment, it will be uploaded by any one of the signatories and released electronically by another signatory.

For other payment (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories, and held by the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement presented at the Annual General Meeting.

All money raised by or on behalf of the Society is only to be used to further the aims of the Society, as specified in item 2 of this constitution.

#### 9. Amendments to the Constitution

Amendments to the constitution may only be made at an Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.

Any proposal to amend the constitution will require a simple majority of those present and entitled to vote.

#### 10. Dissolution

If a Committee meeting, by simple majority, decides that it is necessary to close down the Society it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the Society and the manner of doing so.

If it is agreed to dissolve the Society, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. That organisation will be agreed at the meeting which agrees the dissolution.

This constitution was agreed by the Committee for approval at the Inaugural General Meeting of the Society:-

Date: 20/MAY/2019

Name and position in the Society: ROBERT KERSHAW JOINT CHAIR

Signed: 

Name and position in the Society: ALAN ROONEY JOINT-CHAIR

Signed: 