

CONSTITUTION OF THE WREKIN LOCAL STUDIES FORUM

1. NAME

The name of the Group shall be **Wrekin Local Studies Forum**

2. AIMS/OBJECTS

The Object of the Group shall be to promote community history around the Telford and Wrekin area by bringing together organisations and individuals interested in the subject to work together on group projects, publicise members' activities, share resources and promote community history to the wider public.

3. MEMBERSHIP

The Group may admit to membership any individual or organisation that supports the aims and objectives of the Group and pays the membership subscription for the time being. **All members of each member organisation are members of the Group but each member organisation may only have a maximum of three votes at any meeting.**

4. ANNUAL GENERAL MEETING

An Annual General Meeting of the members of the Group must be held within three months of the end of the financial year for the purposes of receiving the annual report of the Committee, of considering the audited or independently examined accounts and of electing Honorary Officers, Auditors or Independent Examiners and members of the Committee.

5. ORDINARY GENERAL MEETINGS

The Chairman of the Group may in their discretion call an ordinary general meeting. The Secretary must call an ordinary general meeting within fourteen days of receiving a written request to do so by not less than **six** members.

6. HONORARY OFFICERS

At the Annual General Meeting the members of the Group shall appoint a Chairman, Treasurer, Secretary and such other officers as they may decide. Casual vacancies amongst the officers shall be filled by the Committee until the next annual appointment of officers.

7. PAID OFFICERS

The Committee may appoint and dismiss such paid officers as they consider necessary provided that no paid officer is a member of the Committee.

8. PROCEDURE AT MEETINGS

- a. The Chairman or person presiding at any meeting shall have a second or casting vote.
- b. A quorum at any general meeting of the Group shall be **representative from at least six organisations, of whom one must be an officer of the Committee.**
- c. The Secretary shall keep minutes of meetings of the Group.

9. FINANCE

- a. The financial year shall run from 1st April to 31st March.
- b. The Treasurer shall keep proper accounts of the finances of the Group.
- c. Members shall pay such subscriptions as the Committee may from time to time decide.
- d. The income and property of the Group whencesoever derived, shall be applied solely towards the objects/aims of the Group as set out in Clause 2 and no payment shall be made to any member or honorary officer except the repayment of out of pocket expenses.

e. At the end of each financial year the accounts shall be audited or examined by one or more suitably qualified auditors or independent examiners.

10. **TRUSTEES**

The Committee may appoint not less than three persons to act as trustees for the purposes of holding property (land) or investments on behalf of the Group.

11. **DISOLUTION**

If the Committee decides that on the ground of expense or otherwise it is desirable that the Group shall be dissolved, it shall call a Special General Meeting of the group by giving twenty-one days' notice in writing to each Group members stating the terms of any resolution to be proposed thereat. If it is decided at the Special General Meeting by a simple majority of those present and voting that the Group shall be dissolved, the Committee shall wind up the Group's affairs. Any assets remaining after satisfaction of any liabilities properly paid thereat shall not be distributed amongst members but shall be given to such other charitable organisation or organisations for the benefit of the **Telford and Wrekin** community as the members decide.

12. **AMENDMENTS**

This constitution may be amended by a resolution passed by two-thirds majority of those present and voting at any general meeting of the Group provided that notice of the meeting in writing stating the terms of the resolution to be proposed thereat, shall have been sent to all members of the Group not less than fourteen days before the date of the meeting.

This Constitution was adopted a meeting of the **Wrekin Local Studies Forum** held on **27th September, 2017** at **Wellington Library**.

Signed - Marilyn Higson (Chairman) **Darren Blackburn** (Secretary)

Members Present:-Sue Taylor, Mary McKenzie, Shelia Black, Geoff Harrison, John White, John Ravenscroft, Robin Comley, Andy Rose, Sue Tarr, Andrew Bennett, Stewart Braddock.