Richmond and District Civic Society

Constitution – Revised and Adopted Dec 2022

1. **Name:** **The name of the Society shall be *The Richmond and District Civic Society.***

2. **Objectives:** **The objects of the Society shall be to promote and encourage the following by charitable means but not otherwise:**

    a) **High standards of architecture and town planning in Richmond and District.**

    b) **The preservation, development and improvement of features of general public amenity and historic interest in Richmond and District.**

    c) **The stimulation of public interest in and the care of the beauty, history and character of the area of the town of Richmond and the district around it.**

    d) **The pursuit of these ends by means of meetings, exhibitions, lectures, publications and other forms of instruction and publicity.**

3. **Membership: Membership shall be open to all who are interested in the aims of the Society. Membership shall lapse if the subscription is unpaid six months after it is due. The Committee can, at its discretion, elect individuals who have given special service to the Society, as Honorary Members with the same rights as paid members.**

4. **Subscriptions: The subscriptions shall be as agreed by a majority of members at the Annual General Meeting.**

    There are three levels of paid Membership.

    Patron member

    Single member

    Family membership (including children over the age of 12)

5. **Meetings: An Annual General Meeting shall be held in or about December of each year to receive Reports from the Chairman and Honorary Secretary and to receive the report and audited accounts of the Honorary Treasurer, and to elect officers and members of the Committee for the ensuing year. The Committee shall give at least 14 days notice of an Annual General Meeting which can be by electronic means.**

6. **Special General Meetings of the Society may be held at the request (in writing) of twenty or more members of the Society. The Committee shall give at least 14 days notice of a Special General Meeting which can be by electronic means.**

   Twenty, or 15% of members, (taking the lower figure) personally present shall constitute a quorum for any meeting of the Society.
   In the event of the committee deciding due to regulations or safety, it is not possible to hold a meeting in person, then other communication means can be used to hold the meeting.

7. **Officers: Nominations for the election of Officers for the Society shall be made to the Secretary at least five days before the Annual General Meeting at which the elections shall take place. Such nominations shall be in writing, supported by a proposer and a seconder together with the consent of the proposed nominee. The election of Officers of the Society shall be completed prior to the election of further committee members. The Officers of the Society shall be:**

   Chairman — **Honorary Secretary**
   Honorary Treasurer — **Lecture Secretary**
   Honorary Architect

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting. If there is more than one nominee for any office the issue will be settled by a secret paper ballot by members at the meeting.
A President and Vice-Presidents may be elected at a General Meeting of the Society for periods to be decided at such a meeting.

8. **Committee: The Committee shall consist of the Officers and up to nine further members of the Society. The Committee shall have power to co-opt further members (not more than three in number) who shall attend committee meetings in an advisory and non-voting capacity.**
   Nominations for the Committee should be made in writing at least five days before the Annual General Meeting. If the nominations are fewer than the number of vacancies, the Chairman may – at his discretion – accept verbal nominations at the meeting. If nominations exceed the number of vacancies, a paper ballot shall be taken.
   Members of the Committee shall be elected for three years and after this they shall be available for re-election.
   The Committee may delegate any of their responsibilities to any sub-group consisting of one or more Committee members and others appointed by a Committee Member. Any such delegation shall be subject to any conditions the Committee may impose which may be revoked or altered by the Committee.
   The Committee shall be responsible for running the affairs of the Society. A quorum at a meeting of the Committee shall be one half of the Committee Members, rounded down to the nearest whole number, with a minimum of three.

   Honorary Auditor: An Honorary Auditor shall be elected at each Annual General Meeting.

9. **Appeals: The Committee shall have the power to make appeals, solicit donations and canvas money for carrying out the objects of the Society.**

10. **Expenses: The Committee shall, out of the monies received by the Society, pay all proper expenses of administration and management of the Society and use the residue of such monies as it thinks fit for the advancement of the aims of the Society.**
11. **Investment: All monies, at any time belonging to the Society and not required for immediate application for its objects, shall be invested in such trustee Securities as the Committee may think fit.**
12. **Borrowing: The Committee may borrow for the objects of the Society such monies at such rate of interest and in such manner as it thinks fit.**
13. **Amendments: The Constitution may be amended by a two thirds majority of members present at an Annual General Meeting or at a Special General Meeting provided that 14 days notice has been given to members of the proposed amendment which can be by electronic means.**
14. **Winding up: In the event of the winding up of the Society, its available funds shall be transferred to such one or more charitable bodies having objects similar, or reasonably similar, to those herein before declared as may be chosen by the Committee and approved by the Charity Commissioners for England and Wales.**