



Buntingford Civic Society

Reg. Charity No. 1014873
<http://www.buntingfordcivic.org.uk>



CONSTITUTION

- 1 Name** **The name of the Society shall be the Buntingford Civic Society.**
- 2 Objects** **The Society is established for the public benefit for the following purposes in the area comprising the town (parish) of Buntingford and the ancient parishes of Layston, Aspenden, Wyddial and Throcking, which area shall hereinafter be referred to as “the area of benefit”.**
- a. To promote high standards of planning and architecture in or affecting the area of benefit.
 - b. To educate the public in the geography, history, natural history and architecture of the area of benefit.
 - c. To secure the preservation protection development and improvement of features of historic or public interest in the area of benefit.

In furtherance of the said purposes but not otherwise the Society through its Executive Committee shall have the following powers: -

- 1. To promote research into subjects directly connected with the objects of the Society and to publish the results of any such research.
- 2. To act as a co-ordinating body and to co-operate with the local authority, planning committees, sanitary, drainage and all other local and statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society.
- 3. To promote or assist in promoting activities of a charitable nature throughout the area of benefit.
- 4. To make surveys and prepare maps and plans and collect information in relation to any place, erection, or building of beauty or historic interest within the area of benefit.
- 5. To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds for its primary purposes.
- 6. To take and accept any gifts of property, whether subject to any special trusts or not.

7. Subject to such consents as may be required by law to sell, let, mortgage, or dispose of or turn too account all or any of the property or funds of the Society as shall be necessary.
8. Subject to such consents as may be required by law to borrow or raise money for the purposes of the Society on such terms and on such security as the Executive Committee shall think fit, but so that the liability of individual members of the Society shall in no case extend beyond the amount of their respective annual subscriptions.
9. To do all such other lawful things as are necessary for the attainment of the said purposes.

3 Membership Membership shall be open to any person resident or owning property in the area of benefit. The Executive Committee may also admit to membership any other person who is interested in the aims of the Society. No person shall have the power to vote at any meeting of the Society if their subscription is in arrears at the time.

4 Subscriptions The annual subscription fee for Members (to include family members) will be set by the Executive Committee prior to the AGM. Membership fees are payable by the 1st June and Membership of the Society will lapse if the subscription is unpaid as of 1st September in the year in which it is due. The subscription of a member joining the Society in the six months preceding 30th April in any year shall be regarded as covering membership for the Society's year commencing 1st May following the date of joining the Society.

5 Meetings An Annual General Meeting (AGM) shall be held in the month of April of each year to receive the Executive Committee's report and audited accounts and to elect officers and Members of the Committee. The Committee shall decide when ordinary meetings of the Society shall be held and shall give 14 days' notice of such meetings to all members.

Special General Meetings of the Society shall be held at the written request of members representing not less than ten per cent of the existing membership of the Society and a request shall be sent to the Secretary or other Officer of the Society who will notify the membership accordingly. Ten per cent of the Society's membership shall constitute a quorum at a Special General meeting.

Annual General or Special General Meetings must be held “face to face”, not Virtual or Hybrid.

6 Composition of the Executive Committee

The Executive Committee shall consist of the Officers and up to six other members. The Officers shall comprise: -

**Chairman
Vice Chairman
Treasurer
Secretary
Membership Secretary**

Nominations for the election of Officers and Members should be made at or before the AGM. Such nominations shall be supported by a seconder, and the consent of the nominee must first have been obtained. The election of Officers shall be completed prior to the election of further Committee Members.

All but three of the Members and Officers of the Executive Committee shall relinquish their positions immediately prior to the election of Officers and Members at the AGM and shall be eligible for re-election. The three remaining Members and/or Officers shall serve a further year’s term and shall be selected for that purpose in such a manner as they shall see fit by the outgoing Executive Committee. No Committee Member or Officer, however, shall serve more than two consecutive annual terms without relinquishing their position, except in the event that no other Committee Member or Officer has served for a shorter period.

If the nominations for the election of either Officers or Members exceed the number of vacancies a ballot shall take place in such a manner as shall be determined.

The Executive Committee shall have the power to fill casual vacancies among the Officers of the Society.

7 Conduct of Executive Committee

The Executive Committee shall be responsible for the management and administration of the Society. The Committee shall have power to co-opt further Members who shall attend in an advisory or non-voting capacity. The Officers and Members of the Committee shall normally be resident or work in the area of benefit, but the Committee shall have power to co-opt additional Members from outside the area of benefit.

The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the honorary

Secretary shall give all Committee Members not less than seven days' notice of such meeting.

The quorum shall, or as near as maybe, comprise one third of the Members of the Committee (for this purpose co-opted Members are excluded). In the event of an equality in the votes cast, the Chairman shall have a second or casting vote.

Meetings of the Executive Committee can be held using "Virtual or Hybrid" technology (i.e. ZOOM or Teams). The use of this technology will be decided by the Chairman and Secretary on a meeting-by-meeting basis. All other Executive Committee Members must be advised of the Virtual / Hybrid meeting no less than three days prior to the meeting date. Any votes taken at these meetings will be valid. The meeting can also be recorded for verification purposes.

- 8 Sub-Committees** **The Executive Committee may constitute such sub-committees from time to time as shall be considered necessary for each purpose as shall be thought fit. The Chairman of each sub-committee shall be appointed by the Executive Committee, and all actions and proceedings shall be reported to and confirmed by the executive Committee as soon as possible. Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee. Sub-committees shall be subordinate to the Executive Committee and shall be regulated or dissolved by the Executive Committee.**
- 9 Expenses of Administration and Application of funds** **The Executive Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society. After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Executive Committee in furtherance of the purposes of the Society.**
- 10 Investment** **All monies at any time belonging to the Society and not required for immediate application for its purposes shall be invested by the Executive Committee in or upon such investments securities or property as it may think fit, subject never the less to such authority, approval or consent whether by the Charity**

Commissioners or the Secretary of State for Culture, Media and Sport, as may for the time being be required by law or by the special trusts affecting and property in the hands of the Executive Committee.

- 11 Trustees** Any freehold and leasehold property acquired by the Society shall and if the Executive Committee so directs any other property belonging to the Society may be vested in Trustees who shall deal with such property as may from time to time direct. Any trustees shall be at least three in number or a trust corporation. The power of appointment of new trustees shall be vested in the Executive Committee. A trustee need not be a member of the Society but no person whose membership lapses by virtue of paragraph 4 hereof shall thereafter be qualified to act as a trustee unless and until re-appointed as such by the Executive Committee. The Honorary Secretary shall from time to time notify the trustees in writing of any amendment hereto and the trustees shall not be bound by any such amendments in their duties as trustees unless such notice has been given. The Society shall be bound to indemnify the trustees in their duties (including the proper charge of a trustee being a trust corporation) and liability under such indemnity shall be a proper administrative expense.
- 12 Amendments** This constitution may be amended by a two thirds majority of members present at an AGM or Special General Meeting of the Society, provided that twenty one day's' notice of the proposed amendment has been given to all members, and provided that nothing herein contained shall authorise any amendment the effect of which would be to cause the Society at any time to cease to be a charity in law and provided further that no amendment shall be made to Clause 2, Clause 14 or this Clause until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.
- 13 Notices** Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by pre-paid post addressed to the address of that member last notified to the Secretary.
- 14 Winding up** The Society may be dissolved by a two thirds majority of

members voting at an AGM or Special General Meeting of the Society confirmed by a simple majority of members voting at a further Special general Meeting held not less than fourteen days after the previous meeting. If a motion for the dissolution of the Society is to be proposed at an AGM or Special General Meeting this motion shall be referred to specifically when notice of the meeting is given. In the event of the dissolution of the Society the available funds of the Society shall be transferred to such one or more charitable institutions having objects similar or reasonably similar to those herein before declared as shall be chosen by the Executive Committee and approved by the meeting of the Society at which the decision to dissolve the Society is confirmed. On dissolution the minute books and other records of the Society shall be deposited with the Civic Trust or its successor.

Document History

Constitution originally adopted March 1971

Amendments adopted July 1992

Up dated and digitised November 2024

Revised and Digitised Constitution accepted at AGM – 15/4/2025