

**THE PULBOROUGH SOCIETY  
CONSTITUTION**

**1 NAME**

The Pulborough Society (hereafter referred to as “the Society”) is a charity, registered on 29 August 1973, number 266153.

**2 AIMS**

The Society’s aims are to:

- i. stimulate public interest in the local area;
- ii. promote sensitive development of the area, including high standards of planning and architecture; and
- iii. secure the preservation, protection, development and improvement of the local environment, including features of historic or public interest.

**3 MEMBERSHIP**

Membership is open to anyone interested in actively furthering the Society’s aims.

Membership begins as soon as the membership form and first annual payment have been received.

A list of all members is kept by the Membership Secretary. Members may resign at any time by writing to the Membership Secretary.

There is an annual membership fee which is determined by the Society’s Executive Committee and is payable by all members.

The membership fee should be paid on or before 1 April each year.

Membership will lapse if the annual membership fee remains unpaid three months after it is due.

**4 EXECUTIVE COMMITTEE AND TRUSTEES**

**Executive Committee**

The business of the Society is organised, managed and administered on behalf of its members and any other beneficiaries by an Executive Committee elected each year at the AGM.

In order to carry out the Society’s aims, the Executive Committee has the power to:

- i. raise funds, receive grants and donations;
- ii. apply funds to carry out the work of the Society;
- iii. do anything which is lawful and necessary to achieve its aims;
- iv. co-operate with and support other organisations with similar aims.

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The Executive Committee has the power to fill interim vacancies occurring in its membership and may make reasonable additional rules to help run the charity. These rules must not conflict with this Constitution or the law.

The Executive Committee consists of 8 members. Up to 2 additional members may be co-opted onto the Executive Committee at its discretion.

Any member of the Society may stand for election or re-election to the Executive Committee.

The Executive Committee meets as necessary and not less than four times a year.

If an Executive Committee member has a conflict of interest they must declare it and leave the meeting while the matter is being discussed or decided.

Any Executive Committee member not attending a meeting without apology for three months will be contacted by the Secretary and asked if they wish to resign.

### **Trustees**

Within the Executive Committee there are four Trustees with roles as follows:

- Chair - who chairs both General and Executive Committee meetings.
- Vice-Chair – who stands in for the Chair and helps with difficult decisions between meetings.
- Secretary - who takes the minutes of meetings and distributes any papers.
- Treasurer - who maintains the Society's accounts.

The Trustees are elected annually at the AGM. Nominations are required at least 14 days before the meeting and require support from a seconder. The consent of the nominee must have been obtained in advance. The election of Trustees must be completed prior to the election of further Executive Committee members.

All Trustees will relinquish their office every year but will be eligible for re-election at the AGM.

In the event of a Trustee standing down during the year a replacement will be elected at the next General Meeting of the Society's members.

## **5 MEETINGS**

### **Annual General Meetings**

An Annual General Meeting (AGM) will be held in March each year or within 15 months of the previous AGM.

All Society members will be notified in writing at least 2 weeks before the date of the meeting and provided with details of the venue, date, time and agenda.

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

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

At the AGM the Executive Committee will present:

- i. a report of the work of the Society over the previous year; and
- ii. the accounts of the Society for the previous year.

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The Trustees and members of the Executive Committee for the next year will be elected.

Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.

### **General Meetings**

General Meetings are open to all Society members and are held at least once every 3 months or more often if appropriate.

All Society members will be given 2 weeks' notice of such a meeting and provided with details of the venue, date, time and agenda. Notice may be by telephone, email or post.

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

### **Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the Executive Committee or at least 8 other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within 21 days of the request.

All Society members will be given 2 weeks' notice of such a meeting and provided with details of the venue, date, time and agenda. Notice may be by telephone, email or post.

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

### **Executive Committee Meetings**

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

The quorum for Executive Committee meetings is 5 Executive Committee members.

Co-opted members do not have voting rights at Executive Committee meetings.

## **6 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.

## **7 FINANCES**

An account will be maintained on behalf of the Association at a bank agreed by the Executive Committee.

Three cheque signatories will be nominated by the Executive Committee (one to be the Treasurer). The signatories must not be related or members of the same household.

All payments will be signed by 2 of the signatories.

- For cheque payments, the signatories will sign the cheque.
- For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by 2 signatories, and held by the Treasurer.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of the Pulborough Society is only to be used to further the Society's aims as set out in item 2 of this Constitution.

## **8 AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution can only be made at the AGM 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 vote in favour by at least two thirds of those present at the meeting who are entitled to vote.

## **9 DISSOLUTION**

If a meeting, by simple majority, decides that it is necessary to close down the Society it may call a Special General Meeting with the sole purpose of dissolving the Society.

If dissolution is agreed all remaining money and other assets, once outstanding debts have been paid, will be transferred to one or more local charitable organisations with aims compatible with those of the Society, as set out in item 2 of this Constitution.

The organisation/s will be agreed at the meeting which agrees the dissolution.

This Constitution was agreed at a Special General Meeting of the Society on 7 June 2023 and signed by the Chair (Ian Ellis) and the Vice-Chair (Martin Ellis).