

## The Cleveland and Teesside Local History Society

### Constitution

Amended and adopted at the Annual General Meeting held on Wednesday 14th March 2001.

Reviewed and amended at the Annual General Meeting held on Wednesday 17<sup>th</sup> November 2020.

1. NAME The Society shall be known as the “Cleveland and Teesside Local History Society”.
2. OBJECTS The objects of the Society shall be to promote the advancement of education of the public by developing public interest in all aspects of local history concerning Cleveland and Teesside.  
In furtherance of the above objects, but not further or otherwise, the Society shall have the following powers:
  - (a) To encourage, examine and research the historical, industrial, architectural, archaeological and sociological evolution of the area and its adjoining region.
  - (b) To disseminate the results of such research mentioned above.
  - (c) To raise funds and invite and receive contributions from any person or persons by way of subscriptions, donations or otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds for its primary charitable activities.
  - (d) To encourage the preservation and use of historical documents, the preservation of buildings and other material objects of historical importance and to arrange visits to historical sites.
  - (e) To do all such things as are lawfully necessary for the attainment of the above objects.
3. MEMBERSHIP The subscription rates for members shall be determined at Annual General Meetings or at a Special General Meeting called as specified below.
4. MANAGEMENT The affairs of the Society shall be managed by a General Committee comprising the Officers and eight Ordinary members. Two Officers and three Ordinary members shall form a quorum. The Committee shall have the power to co-opt up to two additional members. In addition the Committee may invite representatives from kindred societies to attend Committee meetings, but they shall not be entitled to vote. The Committee may appoint such assistant honorary officers as they find expedient to appoint from time to time.  
The members of the Committee shall be elected at the Annual General Meeting and shall hold office for one year.  
The two most recent and available Past-Chairmen shall be ex-officio members of the Committee.

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5. OFFICERS The Officers shall comprise a Chairman, a Vice-Chairman, Honorary Secretary, Honorary Treasurer, the Editor and the Programme Secretary who shall all be elected at each Annual General Meeting.
6. ANNUAL GENERAL MEETING The Annual General Meeting shall be held in the month of March each year. Four weeks notice shall be given by the Honorary Secretary who shall state the business to be transacted. Fifteen members shall form a quorum. Institutional members shall have the right to send one representative each.
7. VOTING At General and Committee Meetings all matters not affecting the Constitution shall be decided by a simple majority of those present with the Chairman having, in addition, a casting vote.
8. SPECIAL GENERAL MEETINGS A Special General Meeting shall be called by the Honorary Secretary at the request of the Committee or fifteen members. The Secretary shall give all members at least three weeks notice of such a Special Meeting and shall state the nature of the business to be transacted. Fifteen members shall form a quorum. Institutional members shall have the right to send one representative each.
9. HONORARY SECRETARY The Honorary Secretary shall keep a minute book and therein record the transactions of every General, Special and Committee meeting and shall present a report on the previous year's work at each Annual General Meeting.
10. HONORARY TREASURER The Honorary Treasurer shall keep proper financial records, keep the Committee informed of the position and submit an audited balance sheet at each Annual General Meeting of the Society. All monies received shall be applied to the furtherance of the objects of the Society.
11. AUDIT / EXAMINATION OF THE ACCOUNTS A suitable, appropriately skilled person or persons shall be appointed at each Annual General Meeting to examine / audit the financial and membership records of the Society. Those appointed may be Society Members, Committee Members, or Officers, except that they shall not be signatories to the accounts or hold the position of either Treasurer or Membership Secretary.
12. FINANCIAL YEAR The financial year shall be the calendar year ending on 31st. December.
13. ALTERATION OF CONSTITUTION The Constitution may be altered ONLY at an Annual General Meeting or at a Special General Meeting convened for that purpose and then only by the affirmative resolution of two-thirds of those members present and provided that no amendment be made which will cause the Society to cease to be a charity at law.
14. DISSOLUTION In the event of the dissolution of the Society, any money or effects remaining after the satisfaction of all its debts and liabilities shall be

transferred to such other charitable societies having the same or similar interests as two-thirds of the members present at a Special General Meeting shall determine.