

West Wales Maritime Heritage Society

Constitution

1 TITLE

The name of the Society shall be

THE WEST WALES MARITIME HERITAGE SOCIETY.

2 AIMS AND OBJECTIVES

The aims and objectives of the Society are:-

- 1 To conduct and encourage research into the maritime history of the region.
- 2 To encourage the preservation of craft, buildings and sites of historical or local interest.
- 3 To seek to preserve artefacts and records associated with this history.
- 4 To retain and encourage the skills associated with all aspects of building, repairing, handling and the use of craft.
- 5 To set up a Centre or Centres where these craft, items and skills may be preserved and shown to best advantage.
- 6 To encourage members of the public to take an interest in, and develop or acquire the skills mentioned.
- 7 To operate such a centre or centres as a viable economic enterprise.

3 Affiliation

The society may be affiliated to other Societies or Associations and may accept affiliation from such bodies.

4 Membership

Membership may be obtained by application to the Secretary and payment of the annual subscription.

5 Subscriptions

The Annual subscription (s) shall be determined at the Annual General Meeting (SGM)

6 Financial year

The financial year shall start on 1st January and terminate of 31st December of any one year

7 Voting Rights

Only paid up members shall be entitled to vote at an AGM or SGM.

8 Committee

The affairs of the Society shall be administered by an Executive Committee. The Committee shall consist of the Officers, ten members of the Society who shall be elected at an AGM, and shall be eligible for re- election and of co – opted members who shall not be eligible to vote.

9 Officers

The Officers of the Society shall be Chairman, Vice Chairman, Hon. Treasurer, Hon Secretary and such additional Officers as may be deemed appropriate. Persons elected to additional Officer Posts shall not serve on the Committee ex officio but shall be eligible for election to the Committee.

These Officers shall be elected at an AGM.

All Officers shall be elected for one year and shall be eligible for re- election, with the exception of the Chairman whose term of office shall not exceed two years with at least two years break before possible re- election.

10(a) President

The Society may invite an individual to be president of the Society for a five year period.

The nomination of an individual for the Presidency of the Society shall be unanimously agreed by the committee of the Society before any invitation is issued.

The President may attend any meeting of the Society but shall not be called upon to Chair such meetings.

The President shall have a vote at committee meetings.

(b) Nomination of Officers

Nominations to the roles of Officers of the Society or for election to the executive committee shall be submitted to the Secretary not less than two weeks in advance of an AGM. Such nominations must be supported by two members and the prior consent of the nominee must be obtained.

Additional nominations may be accepted at an AGM from the floor at the Chairman's discretion.

Where more nominations are received than the Societies rules permit, then elections shall be by ballot or show of hands.

11 Annual General Meeting

The Annual General Meeting of the Society shall be held in the month of March unless there are exceptional circumstances.

The purpose of the meeting shall be;-

- 1 To receive the minutes of the last AGM.
- 2 To review matters arising from those minutes
- 3 to receive the Chairman's report of the years activities.
- 4 To receive the Treasurers report of the financial affairs of the Society.
- 5 To elect Officers and Committee members, holding ballots as necessary.
- 6 To elect an Auditor (s).
- 7 To debate and vote upon any changes proposed to the Constitution, aims or objectives of the Society.
- 8 To respond to questions tabled by members. Such questions should be forwarded to the Secretary two weeks in advance of the AGM, but may, at the Chairman's discretion, be taken from the floor.

Members of the Society shall be informed of the date, time and place of an AGM, not less than four weeks in advance.

12 Special General Meetings

Special general meetings may be called by not less than ten members of the society by written request to the Secretary.

Such requests shall detail the proposals to be considered at the meeting. The SGM must be convened not longer than six weeks from the lodgement of a proper request.

Members of the society shall be informed of the date, time and place of an SGM not less than four weeks in advance.

13 Quorum

A quorum shall be formed for an AGM, or an SGM if not less than ten members or ten percent of the societies membership, whichever is the greater, (counted excluding the officers), shall be present. Three Officers shall in addition be present at an AGM.

14 Ordinary Meetings

Meetings of the society shall be convened time to time, nominally at one month's interval, to pursue the aims and objectives of the society. These meetings may be public or restricted to members of the society as appropriate.

15 Powers of the executive committee

The powers of the Executive Committee shall be:-

- 1 To make, amend or rescind byelaws which give effect to the Constitution of the Society
- 2 To form sub committees to promote the societies aims and objectives.
- 3 To fill vacancies arising in the executive committee and Societies Officers by invitation if these vacancies arise between AGM's.
- 4 To fix or amend the rules governing the admittance and cancellation of membership and subscriptions.

16 Duties of the Secretary

The duties of the Secretary shall be:-

- 1 To record and publish the Minutes of the AGM and SGM and record and circulate the minutes of executive Committee meetings of the Society.
- 2 To inform members of the date, time place and agenda of AGM, SGM's and of ordinary meetings of the society...
- 3 To publicise meetings of the society.
- 4 To arrange for meetings, speakers and events as agreed by the society or executive Committee.
- 5 To handle and maintain records of the correspondence carried out on the societies behalf.
- 6 To maintain an up to date Membership list, including addresses and telephone numbers.
- 7 To generally administer the societies affairs.

17 Duties of the Treasurer

The duties of the treasurer shall be:-

- 1 To receive, hold, administer, dispense via authorised Bank account (s), and be accountable for all monies belonging to the Society.
- 2 To prepare and present at the AGM an annual Statement of Accounts for the Society.
- 3 To present the annual accounts for audit.
- 4 To bring for the executive committee's agreement, proposals for the longer term investments of the Societies funds.

18 Auditors

The Auditor(s) shall be responsible for checking the accounts, balances and “Statements of Accounts” prepared by the Treasurer and certifying that these are a fair representation of the Societies financial position or reporting otherwise to an AGM.

19 Amendments to the Constitution

The Constitution may only be altered by proposals passed at any AGM or SGM. Such proposed alterations supported signatures of a minimum of ten members of the Society, shall be received by the Secretary not less than six weeks prior to the date of any AGM or SGM.

Members shall be advised of such proposed alterations not less than four weeks before any meeting called to review them. A motion shall be passed if a simple majority of members of the Society vote in favour of the motion.

20 Temporary Chairman

In the event of the Chairman or Vice Chairman not being present at a meeting, members shall elect a Chairman of the meeting.

21 Chairman’s Powers

In the event of equal votes being cast, the Chairman of an AGM, an SGM, or an executive meeting shall have a deciding vote.

22 Cessation of the Society

In the event of the Society ceasing to function according to its aims and objectives it may be wound up by resolution at an AGM or SGM.

Subject to the approval of such a meeting, the Societies monies shall be realised. After payment of outstanding debts, any credit balance may be disposed of either by equal distribution per capita amongst paid up members or by donation to any other Society or Organisation having similar objectives to those of the Society.

Similarly, subject to the approval of such a meeting, any premises, artefacts or records, being the property of the Society, shall be offered to the appropriate Local Authority Museum Service in West Wales or other appropriate authority.