

## **1. Title**

- 1.1. The Organisation shall be called the Glenlyon History Society, hereafter to be referred to as "the Organisation".

## **2. Objects**

- 2.1. Promote a better understanding of Glenlyon's history.
- 2.2. Hold about three talks (including one field trip) each year.
- 2.3. Support research projects into the glen's history.
- 2.4. Support publication of information relevant to the glen's history.
- 2.5. Take an active interest in the preservation of Glenlyon's historical heritage.
- 2.6. Provide an information point for former residents or others who have an interest in Glenlyon.
- 2.7. Promote local businesses and provide a focal point for community information and communication.

## **3. Membership**

- 3.1. Membership of the Organisation shall be open to any person, regardless of race, gender, who is over the age of 18 years, who completes a membership application form and pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Organisation Members.
- 3.2. There shall be two classes of membership available. These are:
  - 3.2.1. Full – residents of the UK with a UK postal address
  - 3.2.2. International – all people not covered by Full

## **4. Officers**

- 4.1. The Executive Officers of the Organisation shall be as follows:
  - 4.1.1. Chairperson
  - 4.1.2. Secretary
  - 4.1.3. Treasurer

## **5. Election of officers**

- 5.1. All Officers shall be elected at the Annual General Meeting of the Organisation, from, and by, the Members of the Organisation.
- 5.2. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## **6. General Committee**

- 6.1. The affairs of the Organisation shall be controlled by a General Committee comprising the Executive Officers of the Organisation elected from, and by, the Full Members of the Organisation. The General Committee shall meet at agreed intervals and not less than two times per year.
- 6.2. The duties of the General Committee shall be:
- 6.3. To control the affairs of the Organisation on behalf of the Members.

- 6.4. To keep accurate accounts of the finances of the Organisation through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The Organisation shall maintain a bank current account and the following Officers shall be authorised to sign Organisation cheques: two from the Chairperson; Treasurer and Secretary.
- 6.5. To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
- 6.6. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **7. General meetings**

- 7.1. The Annual General Meeting shall be held not later than the end of March each year. 21 clear days' notice shall be given to Members of the Annual General Meeting by posting the notice on the Organisation's web site board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2. The business of the Annual General Meeting shall be to:
  - 7.2.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
  - 7.2.2. Receive the audited accounts for the year from the Treasurer.
  - 7.2.3. Receive the annual report of the Committee from the Secretary.
  - 7.2.4. Elect an auditor.
  - 7.2.5. Elect the Officers of the Club ie Chairperson; Secretary; Treasurer and other General Committee Members.
  - 7.2.6. Review subscription rates and agree them for the forthcoming year.
  - 7.2.7. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.
- 7.3. Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from greater than 25% of Full Members of the Organisation. At least 21 days' notice of the meeting shall be given.
- 7.4. Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
- 7.5. At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Organisation or by Full Members attending the meeting.
- 7.6. Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.7. A quorum for a General Meeting shall be one Full Member and two Officers of the Organisation including two from the Chairperson; Secretary and Treasurer.
- 7.8. Each Full Member of the Organisation shall be entitled to one vote at General Meetings.

## **8. Alterations to the Constitutions**

- 8.1. Any proposed alterations to the Organisation Constitution may only be considered at an Annual or Special General Meeting convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Organisation and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **9. Dissolution**

- 9.1. If, at any General Meeting of the Organisation, a resolution be passed calling for the dissolution of the Organisation, the Secretary shall immediately convene a Special General Meeting of the Organisation to be held not less than one month thereafter to discuss and vote on the resolution.
- 9.2. If, at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Organisation and discharge all debts and liabilities of the Organisation.
- 9.3. After discharging all debts and liabilities of the Organisation, the remaining assets shall not be paid or distributed amongst the Full Members of the Organisation, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Organisation.