

**LEATHERHEAD & DISTRICT LOCAL HISTORY SOCIETY**  
**Registered Charity No. 802409**

**RULES OF THE SOCIETY**

**1. NAME**

The name of the Society (hereinafter referred to as 'the Society') is the LEATHERHEAD & DISTRICT LOCAL HISTORY SOCIETY.

**2. OBJECTS**

Its objects are:-

- (a) to institute, promote and encourage for the public benefit, the study of local history in all its aspects, and
- (b) to own, maintain and manage the museum at Hampton Cottage, 64 Church Street, Leatherhead, the maintaining of artefacts, archives and the records of the History Society for the parishes of Ashted, Fetcham, Great and Little Bookham, Leatherhead and the surrounding district for current and future generations.
- (c) in furtherance of the above, to publish such historical/educational materials as may be desirable for the benefit of the public.

**3. MEMBERS**

- (a) There shall be four classes of members, viz. Honorary Members, Ordinary Members, Associate Members and Junior Members.
- (b) Honorary members shall be such persons as may accept an invitation by the Executive Committee to become Honorary Members of the Society.
- (c) Ordinary Members shall be persons or bodies who wish to support and participate in the work of the Society, who apply and are accepted for membership on payment of the annual subscription and the acceptance of the Rules of the Society.
- (d) Associate Members shall be such persons as are resident with an Ordinary Member and wish to support and participate in the work of the Society, who apply and are accepted for membership on payment of the annual subscription. They shall enjoy all the rights and benefits of ordinary members but they shall not receive issues of the annual Proceedings or other publications of the Society.
- (e) Junior Members shall be persons under the age of 18 who wish to support and participate in the work of the Society who apply and are accepted for membership on payment of the annual subscription. They shall enjoy all the rights and benefits of membership but shall not be eligible for membership of the Executive Committee, nor have a vote at General Meetings, nor receive free issues of the annual Proceedings or other publications of the Society.
- (f) The subscription for all classes of membership shall be such sums as shall be determined at the Annual General Meeting.
- (g) All subscriptions shall become payable on the first of January in each year, except that those Members joining the Society for the first time after 30 September in any year, shall be deemed to have paid to the end of the ensuing year. Any member who fails to pay the due subscription by 31 March in any year shall cease to be a member of the Society.

**4. GENERAL MEETINGS**

- (a) There shall be a general meeting in every year to receive the Accounts and the Report of the Executive Committee, and to elect officers and Committee members as specified in Rule 5. Such meeting shall be called Annual General Meeting. Special General Meetings shall also be convened whenever directed by the Executive Committee or at the request of at least ten members of the Society,
- (b) The President of the Society shall preside at all meetings. In the absence of the President or of a Vice-President then the Chairman of the Society shall preside. If none be present the Members present shall elect some other member of the Society to act as Chairman for that meeting. At all General Meetings the Chairman of the meeting shall have a second or casting vote in the event of an equality of votes.
- (c) The quorum necessary for any general meeting shall be ten members or one tenth of the membership whichever is the greater (excluding Officers of the Society) personally present. If at any meeting a quorum is not present within half an hour after the appointed time of the meeting, if convened at the request of members, it shall be dissolved, but in any other case it shall stand adjourned to the same day and time in the week following and, if practicable, at the same place. If at such adjourned meeting no quorum is present within half an hour from the appointed time, the members present shall form a quorum and may transact the business of the meeting.
- (d) The Chairman of the meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting) adjourn from time to time and from place to place but no business shall be transacted at any adjourned meeting other than business which might have been transacted at the meeting from which the adjournment took place. Members shall not be entitled to any notice of the adjournment of the business to be transacted at an adjourned meeting.
- (e) A member shall have one vote whether on a show of hands or on a poll. A poll may be demanded by the Chairman of the meeting or by any three members personally present. Proxies shall not be allowed.
- (f) Every resolution shall be decided by a simple majority of votes except as provided in Rule 9.
- (g) The Society shall appoint a person to audit or examine the financial records of the Society in accordance with the current legislation.
- (h) An Officer or any other member of the Executive Committee may be removed from his office at any time by a Resolution of the members at a Special General Meeting convened for that purpose.

## **5. EXECUTIVE COMMITTEE**

The Executive Committee shall consist of:-

- (a) The Chairman, Hon. Treasurer and Hon. Secretary.
- (b) Newsletter Editor, Proceedings Editor, Librarian, Records Secretary, Museum Manager, Curator Sales/Publicity Secretary, Archaeology Secretary, Programme Secretary and Lecture Secretary, Membership Secretary and Website Editor
- (c) Three ordinary Members of the Society to act as Committee Members
- (d) Not more than two persons who may be co-opted by the Executive Committee.

All members of the Executive Committee shall hold office until the next following Annual General Meeting but shall be eligible for re-election.

The Chairman shall preside at all meetings of the Executive Committee. If he be absent or unwilling to act, the Committee shall elect one of their number to act as Chairman for that meeting.

## **6. POWERS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall be responsible for:-

- (a) The appointment and re-appointment of a President and Vice-President.
- (b) The filling of such vacancies as are deemed necessary for the conduct of the Society's affairs during the year.
- (c) The management of the business of the Society, subject to these Rules, including the exercise of all the powers of the Society and the execution on its behalf of all acts and things as may be necessary to be done by the Society in order to carry out and further its objects.
- (d) The appointment of Sub-Committees for the furtherance of specific aims and objectives provided that:-
  - (i) one member of any sub-committee shall be an Executive Committee member, the remaining members to be member of the Society.
  - (ii) any sub-committee must report back on all its activities to the Executive Committee as soon as practicable.
- (e) Arranging for the keeping of minutes of all Special and Annual General Meetings, and of all Executive and Sub-Committee meetings.
- (f) Arranging for the keeping of proper books of account and the preparation each year of statements of the Society's accounts for the financial year ended 31st December examined in accordance with Rule 4(g). The Rules for Executive Committee meetings shall be as in 4(c) and 4(d) except that the quorum shall be five, including any two of the Chairman, Secretary and Treasurer.

## **7. NOTICES**

Subject to Rule 9 at least seven days' notice shall be given to all members of each Annual and Special General Meeting. Notices of lectures and similar activities shall be given at such time and in such a manner as the Executive Committee shall determine.

## **8. DISPOSAL OF PROPERTY**

The sole beneficiary of the History Society, the Museum and its contents, the property known as Hampton Cottage and all the artefacts housed in the museum and the records of the Society held elsewhere will in the event of the Society and the Museum together ceasing to exist in name as a Charity shall not be distributed among the members of the Society but shall be given to the Surrey Archaeological Society or its successor absolutely.

## **9. ALTERATION OF RULES**

Alterations to this Constitution shall receive the assent of two-thirds of the members present and voting at an Annual General Meeting. A resolution for the alteration of the constitution must be received by the Secretary at least 21 days before the meeting at which the resolution is to be brought forward. At least 14 days' notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. Provided that no alteration to Clause 2 (Objects) Clause 8 (Dissolution) or this Clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained: and no alteration shall be made which would have the effect of causing the Society to cease to be a charity at law.

## **10. DISTRIBUTION OF RULES**

Every member shall receive a copy of these Rules and of all amendments thereto; acceptance of Membership is acceptance of the Rules of the Society.