

# **Sussex Military History Society**

## **Constitution**

**Approved 17/04/24**

### **1. NAME**

1.1 The name of the society shall be Sussex Military History Society, herein referred to as SMHS.

### **2. AIMS AND OBJECTS**

The aim of SMHS shall be to promote and preserve the county's military heritage. To achieve the aim SMHS will endeavour to:

2.1 Organise monthly meetings and talks.

2.2 Undertake field activities.

2.3 Recommend to official bodies sites which need protection.

2.4 Appoint representatives to any other bodies with which SMHS may be concerned.

2.5 Raise funds through subscription, donation or otherwise, provided that SMHS shall not undertake any permanent trading activities.

2.6 Make charitable donations to organisations appropriate to SMHS.

2.7 Attend public events to promote the activities of SMHS.

2.8 Do other lawful things.

### **3. MEMBERSHIP**

3.1 Membership shall be open to individuals aged 18 or over.

3.2 Membership shall be by application and shall date from the date of payment of subscription or approval of application, whichever is later.

3.3 Membership shall be terminable by the Committee on a majority vote. In the event of a tied vote the decision of the Chairman shall prevail.

3.4 A member whose subscription is in arrears shall have no right to vote at a

General Meeting. Membership shall lapse when subscription is three months in arrears.

3.5 Honorary membership may be conferred by the committee at the Annual General Meeting (AGM) and shall endure for life unless membership is terminated pursuant to Clause 3.3 above. An Honorary members list shall be held by both the Chairman and Membership Officer.

#### **4. COMMITTEE**

4.1 All members of the Committee must be members of SMHS in good standing.

4.2 The Committee shall consist of the Chairman, the Treasurer and at least one but not more than five other members.

4.3 The Committee shall be elected at the AGM for one year.

#### **5. SUBSCRIPTION**

5.1 The subscription shall be the sum fixed at the AGM.

5.2 Subscriptions shall be due yearly and are payable in advance. No refund shall be due if a member leaves SMHS before the end of his or her subscription period.

#### **6. MEETINGS**

6.1 The AGM shall be held in April each year, upon thirty days' notice to members.

6.2 The business of the AGM shall be to:

- i. Receive reports from the Committee.
- ii. Receive the annual accounts.
- iii. Elect committee members, nominations for which must be received by the Treasurer no later than fourteen days before the AGM. Each member of the Committee shall be elected by simple majority vote after being proposed and seconded and indicating a willingness to serve. The proposer and seconder must be present for the vote. In the event of a tie between two or more candidates for Committee membership the decision of the Chairman shall prevail. Voting at the AGM must be in person.
- iv. Consider resolutions, for which fourteen days' written notice must have been received by the Treasurer.

- 6.3 An Extraordinary General Meeting (EGM) shall be called by the Committee upon twenty-one days' written notice to the Treasurer requiring it to do so, signed by twenty-five members. The Committee shall give fourteen days' notice by email or by post.
- 6.4 The Committee may call an EGM, of which it shall give fourteen days' notice by email or by post, stating the purpose of the meeting.
- 6.5 The quorum for all General Meetings shall be ten members.
- 6.6 The quorum for Committee meetings shall be three members.
- 6.7 In the absence of the Chairman the Committee will elect a chairman for the meeting.
- 6.8 Voting at any meeting must be in person.

## **7. ACCOUNTS**

- 7.1 All SMHS funds and assets shall be held, paid and applied by the Committee in furtherance of SMHS' aim. Funds shall be held in a bank account in the name of SMHS.
- 7.2 All cheques drawn on the account mentioned in Clause 7.1 shall be signed by any two of the nominated signatories.
- 7.3 All documents requiring endorsement shall be sufficiently endorsed if signed by any committee member who is a nominated signatory of cheques.

## **8. COMMITTEE POWERS AND DUTIES**

- 8.1 The Committee shall act in furtherance of SMHS' aims and objects.
- 8.2 The Committee shall be responsible for taking out an annual insurance policy to cover SMHS members, SMHS group activities and public liability.

## **9. AMENDMENTS TO THE CONSTITUTION**

- 9.1 Amendments to this constitution may only be made following a resolution submitted in accordance with Clause 6.2.iv and supported by a simple majority of members present and voting at a General Meeting.

## **10. NOTICES**

10.1 Notice to members shall be deemed sufficiently served if sent to either the email address or the postal address provided by the member on his or her application form or notified in writing to the Treasurer.

## **11. COMPLAINTS**

11.1 Any complaints in relation to SMHS or its members should be addressed through the chairman.

11.2 If this includes the chairman another committee member will address the issue.

11.3 See Clause 3.3 above if termination of membership is an outcome.

## **12. DATA PROTECTION**

12.1 SMHS will adhere to Data Protection principles, rights, and obligations to ensure personal information is stored and used appropriately at all times and will never share this with a third party, except the necessary details for our email platform to allow communication of our newsletter or event details.

## **13. WINDING UP**

13.1 The Committee shall on the winding up of SMHS pay any surplus funds of SMHS to such charities at the Committee may decide.

## **14. PUBLICATIONS**

14.1 No publication bearing SMHS' name shall be published without the prior written consent of the Committee.

14.2 Research by a member which is used by SMHS shall not be regarded as being the property of SMHS without the written consent of the member.

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