

6. SUB-COMMITTEES

- (a) The trustees may constitute such sub-committees, whether standing or ad hoc, which they may from time to time determine.
- (b) All sub-committees shall operate for the benefit of the Society as a whole and shall liaise with other sub-committees as appropriate.
- (c) Sub-committees shall work within terms of reference agreed with the trustees and shall if possible undertake such other tasks as the trustees may from time to time reasonably request.
- (d) The trustees shall consult sub-committees on matters falling within their terms of reference.
- (e) Members of sub-committees shall be appointed by the trustees. The Chairman and Secretary (if any) shall be appointed by the trustees. The Chairman of a standing sub-committee shall normally be chosen from among the trustees. The Chairman of the Society shall be ex-officio a member of all sub-committees and shall have power to vote.
- (f) All members of sub-committees shall be members of the Society.
- (g) Members of ad hoc sub-committees shall normally serve until their allotted task has been completed. Members of standing sub-committees shall normally serve until the Annual General Meeting following their appointment. They shall be eligible for re-appointment, normally at the first meeting of the trustees following the Annual General Meeting.
- (h) Each member of a sub-committee shall have one vote. In the event of an equality of votes cast the chairman of the sub-committee shall have a second or casting vote.
- (j) Sub-committees may invite other persons to attend meetings as follows:
 - (i) persons with relevant expertise on specific projects
 - (ii) persons who are potential members of the sub-committee
- (k) Persons so invited shall not necessarily be members of the Society, but shall not have power to vote. Persons invited under Clause (j)i above may attend as the sub-committee considers appropriate. Persons invited under Clause (j)ii above may attend for a maximum of two meetings.
- (l) Decisions made by sub-committees shall be ratified by the trustees as soon as possible. The Chairman of each sub-committee shall report to the trustees as necessary and not less than once in any three months.
- (m) The quorum at meetings of sub-committees shall be one third of its appointed membership or three, whichever is the greater.
- (n) Sub-committees shall not hold funds. All financial transactions shall be conducted through the Treasurer of the Society.



KNOWLE LOCAL HISTORY SOCIETY

Making History Live

Administration

September 2016

CHARITABLE STATUS

Since a change in the Charity Commission's rules in April 2008 small charities with an annual income of less than £5,000 are not eligible to become registered charities. We are, however, eligible to apply to Her Majesty's Revenue & Customs (HMRC) for tax relief.

THE CONSTITUTION

The Society is run in a relaxed manner, whilst maintaining an adequate administration. It is governed by a model constitution issued by the Charity Commission, which the Commission urges organisations to use to make registration easier. It is apparent that registration might be an advantage, especially when dealing with official bodies, and we would consider application if and when the Commission's rules change. Our documentation, particularly our objectives, has been written with this in mind.

We have made the necessary insertions to the Commission's model document and one minor alteration, as follows:

Name

The name of the society is KNOWLE LOCAL HISTORY SOCIETY

Objectives

- to acquire, preserve and make accessible for the public benefit historical documents and other items relating to Knowle
- to provide an enquiry service to the public, including family historians
- to educate the public in the history of Knowle
- to record the present for posterity

Quorum

The quorum at general meeting is fifteen

Resolutions by Absent Members

This is dealt with in Clause 14(2), which has been deleted as not required at present.

Although 16 pages long the constitution contains only what a well run organisation would normally do. It is available for inspection at meetings, and those with Internet access can download it from the Society's web site. If you would like a paper copy, please ask. The standard model can be found on the Charity Commission web site: go to www.charitycommission.gov.uk, click *Registering a Charity* on the *Quick Links* at the bottom of the page, then on *Model Documents* on the left. The model constitution number is GD3.

RULES

The constitution is a flexible document which allows for a set of binding rules to cover items such as subscriptions, etc. See opposite

FINANCE

The Society is financed solely by subscriptions and donations. We need only a simple receipts and payments account and a statement of assets, for which the Charity Commission issues a pro-forma. Nor do we need an independent examiner.

REGISTRATION WITH HMRC/GRANT AID

The Society is registered with HMRC for Gift Aid and will apply for grant aid if necessary.

INSURANCE

Public Liability Insurance and cover for loss and damage is for £5m through membership of the British Association for Local History

RISK ASSESSMENT

The Society has carried out a risk assessment, which mainly covers meetings, exhibitions and events at Knowle Park, etc.

KNOWLE LOCAL HISTORY SOCIETY: RULES

1. OFFICERS & COMMITTEE

- (a) In addition to the Chairman, Secretary and Treasurer a deputy chairman may also be elected.
- (b) The maximum number of trustees shall be ten.
- (c) Nominations for officers and committee shall be received by the Secretary in writing 14 clear days before the Annual General Meeting. They shall be signed by at least two members of the Charity and by the nominee indicating that he or she is willing to serve.

2. SUBSCRIPTIONS

- (a) Members shall pay an annual subscription payable on or before the first day of September each year. The subscription of a member joining the Charity after the 31st May in any year shall be deemed to cover membership for the year commencing 1st September following.
- (b) Subscriptions shall be as follows:

Single person aged over 18	£3
Couple at the same address, both aged over 18	£5
Organisations	£5

3. CHARGES AT MEETINGS

- (a) Entrance to meetings shall be free of charge for both members and non-members.

4. PROCEEDINGS OF TRUSTEES

- (a) The trustees shall meet at least eight times between successive Annual General Meetings and there shall be no more than eight weeks between meetings.
- (b) The quorum for meetings of the trustees shall be five.

5. AMENDMENTS AND ADOPTION OF RULES

- (a) Any proposed changes to these rules shall be notified to members of the Charity at least 14 clear days before the Annual General Meeting or Special General Meeting at which they are to be adopted.
- (b) The rules shall be adopted each year at the Annual General Meeting and if necessary at a Special General Meeting.