

Peterborough Civic Society

CONSTITUTION – version 29 Nov 2020 Approved on 11 January 2021 at Annual General Meeting

Name

- 1 The name of the Society shall be The Peterborough Civic Society.

Objectives

- 2 The Society is established for the public benefit for the following purposes in the Peterborough area.
- 3 The purposes are to:
 - a. promote high standards of planning, civic amenity and architecture in or affecting the Peterborough area
 - b. educate the public in the geography, history, natural history and architecture of the Peterborough area
 - c. secure the preservation, protection, development and improvement of features of historic, cultural or public interest in the Peterborough area.
- 4 In furtherance of these purposes but not otherwise the Society, through its Executive Committee, shall:
 - a. promote civic pride in the Peterborough area
 - b. promote research into subjects directly connected with the objectives of the Society and to publish the results of any such research
 - c. co-operate with the local authorities, planning committees and all other statutory authorities, voluntary organisations, charities and persons having aims similar to those of the Society
 - d. promote or assist in promoting activities of a charitable nature throughout the Peterborough area
 - e. publish papers, reports and other literature
 - f. make surveys, prepare maps and plans and collect information in relation to any place, structure or building of beauty or historic interest within the Peterborough area
 - g. hold meetings, lectures and exhibitions
 - h. influence public opinion and give advice and information

- i. raise funds by way of subscription, donation and otherwise; but the Society shall not undertake any permanent trading activities in raising funds for its primary purpose
- j. do any other things necessary for the attainment of the purposes of the Society.

Membership

- 5 Membership will be most usually be that of individual or family/couple and shall be open to all who are interested in furthering the purposes of the Society. No member shall have the power to vote at any meeting of the Society if his or her subscription is in arrears at the time.
- 6 Corporate members shall be such societies, associations, educational institutions or businesses as are interested in furthering the purposes of the Society. A corporate member shall appoint a representative to vote on its behalf at all meetings but before the representative exercises his or her right to vote the corporate member shall give written particulars of the representative to the Secretary.
- 7 The option of entering into life membership of the Society is no longer offered, but existing life members will continue to enjoy full membership of the Society without any further obligation to pay subscriptions.
- 8 The Executive Committee may at its discretion award honorary membership of the Society to individuals who are deemed to have given exceptional service to the Society or City. Honorary members shall not be required to pay any subscriptions and shall not have voting rights at general meetings.

Subscriptions

- 9 Subscriptions for all classes of members shall be determined from time to time by the Executive Committee, after consultation with the wider membership. Subscriptions for existing members shall become due for payment on the first day of January each year. Initial subscriptions for new members will become due for payment at the time of their joining the Society. The initial subscription of a member joining the Society in September, October, November or December of any year shall cover the membership of the Society for the following year. Membership shall lapse if a subscription remains unpaid three months after it becomes due.

Meetings

- 10 An Annual General Meeting shall be held in or about October of each year to receive the Executive Committee's report and audited accounts and to elect Officers and members of the Committee. The Committee shall decide when ordinary meetings of the Society shall be held.
- 11 Special General Meetings of the Society shall be held at the written request of fifteen or more members whose subscriptions are fully paid-up.
- 12 Twenty members personally present shall constitute a quorum for a Meeting of the Society.

- 13 The Committee shall give at least seven days' notice to members of all Meetings of the Society.

Officers and the Executive Committee

- 14 Nominations for the election of Officers shall be made in writing to the Secretary at least fourteen days before the Annual General Meeting. Nominations shall be supported by a seconder and the consent of the nominee must first have been obtained. The elections of Officers shall be completed prior to the election of further Committee members.
- 15 It shall be the duty of every Officer or member of the Executive Committee or sub-committee and any nominees for election as Officers or Committee members who are directly or indirectly interested financially, professionally or personally in any items discussed at any Committee meeting at which he or she is present to declare the interest and he/she shall not take part in discussion of the item (except by invitation of the Chairman or Vice Chairman) or take part in any vote on it
- 16 The Officers of the Society shall consist of:

Chairman
Vice Chairman
Secretary
Treasurer
Data Protection Officer

All of whom shall relinquish their office every year and shall be eligible for re-election at the Annual General Meeting.

The Executive Committee

- 17 The Executive Committee shall be responsible for the management and administration of the Society. The Executive Committee shall consist of the Officers and not less than six and not more than twenty other members.
- 18 The Society is registered as a charity with the Charity Commission for England and Wales (re. no 279306). All members of the Executive Committee hold the status of charity trustees and are jointly responsible for the good governance and prudent management of the Society's affairs. Relevant personal details of Executive Committee members will be notified to the Commission in accordance with its requirements.
- 19 In the event of a tie in the votes cast, the Chairman shall have a second or casting vote.
- 20 Nominations for election to the Executive Committee shall be made in writing to the Secretary at least fourteen days before the Annual General Meeting. They must be supported by a seconder and the consent of the nominee must first have been

obtained. If the nominations exceed the number of vacancies, a ballot shall take place in such manner as shall be determined by the Committee.

- 21 Members of the Executive Committee shall be elected annually at the Annual General Meeting of the Society and outgoing members may be re-elected.
- 22 The Executive Committee shall meet not less than six times a year at intervals of not more than two months and the Secretary shall give all members not less than seven days' notice of each meeting.
- 23 The quorum shall, as near as may be, comprise one-third of the members of the Executive Committee.
- 24 The Executive Committee shall have the power to fill casual vacancies occurring among the members of the Executive Committee between General Meetings.

Sub-Committees

- 25 The Executive Committee may constitute such sub-committees from time-to-time as shall be considered necessary. The Chairman and Secretary of each sub-committee shall be appointed by the Executive Committee and all actions and proceedings of each sub-committee shall be reported to and be confirmed by the Executive Committee as soon as possible.
- 26 Members of the Executive Committee may be members of any sub-committee and membership of a sub-committee shall be no bar to appointment to membership of the Executive Committee. Sub-committees shall be subordinate to and may be regulated or dissolved by the Executive Committee.

Declaration of interest

- 27 It shall be the duty of every Officer or member of the Executive Committee or sub-committee who is directly or indirectly interested financially, professionally or personally in any items discussed at any Committee meeting at which he or she is present to declare the interest and he/she shall not take part in discussion of the item (except by invitation of the Chairman or Vice Chairman) or take part in any vote on it.

Expenses of administration and application of funds

- 28 The Executive Committee shall, out of the funds of the Society, pay all proper expenses of administration and management of the Society.
- 29 After the payment of the administration and management expenses and the setting aside to reserve of such sums as may be deemed expedient, the remaining funds of the Society shall be applied by the Executive Committee in furtherance of the purposes of the Society.

Investment

- 30 Money belonging to the Society and not required for immediate use shall be invested using the general power of investment available to the Society. In determining the type and choice of investments to be used, the Executive Committee shall comply with the duties set out in the investment guidance issued from time to time by the Charity Commission, and in particular, shall consider whether it is advisable to obtain expert advice from an external source.

Amendments

- 31 This Constitution may be amended by a two-thirds majority of members present at an Annual General Meeting or Special General Meeting of the Society, provided that twenty eight days' notice of the proposed amendment has been given to all members. No amendment shall cause the Society at any time to cease to be a charity in law.

Notices

- 32 Any notice required to be given by these Rules shall be deemed to be duly given if left at or sent by pre-paid post addressed to the address of any member last notified to the Secretary, or by email sent by the Secretary to the email address authorised by the member as being available to receive communications from the Secretary.

Winding-up

- 33 The Society may be dissolved by a two-thirds majority of members voting at an Annual General Meeting or Special General Meeting of the Society, confirmed by a simple majority of members voting at a further Special General Meeting held not less than fourteen days after the previous Meeting.
- 34 If a motion for the dissolution of the Society is to be proposed at an Annual General Meeting or a Special General Meeting this motion shall be referred to specifically when notice of the Meeting is given.
- 35 In the event of the dissolution of the Society the available funds of the Society shall be transferred to one or more charitable institutions having objectives similar or reasonably similar to those of the Society and shall be chosen by the Executive Committee and approved by the Meeting of the Society at which the decision to dissolve the Society is confirmed.
- 36 In the event of the dissolution the minute books and other records of the Society shall be deposited with the City of Peterborough Archives Service or equivalent successor body.

The Society became a registered charity in 1980.

A revised version of the constitution was issued by the Secretary to the Peterborough Civic Society, 8 May 2000.