

CONSTITUTION
FRIENDS OF ~~THE~~ SUFFOLK RECORD OFFICE ARCHIVES

NAME

1. The name of the Association shall be Friends of ~~the~~ Suffolk Record Office Archives. It is herein referred to as the 'Association'.

OBJECTS

2. The object of the Association is the education of the public by promotion, support, assistance and improvement of ~~the~~ Suffolk Record Office Archives through the activity of a group of Friends. The Association shall have power to:
 - a) encourage, promote and assist in the formation and development of a group of Friends of ~~the~~ Suffolk Record Office Archives;
 - b) generally furthering its charitable purpose by supporting the functions of ~~the~~ Suffolk Record Office Archives and encouraging the development of the facilities afforded by it;
 - c) appoint representatives and delegates to any other bodies with whom the Friends of ~~the~~ Suffolk Record Office Archives may be concerned;
 - d) engage in, support and co-ordinate voluntary assistance, publishing, education, advertising, fund raising for specific acquisitions and other work for the furtherance of the above object, providing that no activities of a permanent trading nature shall be undertaken by the Association;
 - e) take any other lawful action to promote the said object.

MEMBERSHIP

3. Individual membership of the Association shall be open to all individuals over the age of eighteen years. ~~There shall be a category of Corporate membership for any businesses, societies or organisations.~~

PRESIDENT

4. The Association may have a President at the invitation of the Committee, to be ~~ratified~~approved at the ~~next~~ Annual General Meeting.

VICE-PRESIDENTS

5. There may be Vice Presidents to be elected at an Annual General Meeting. ~~and to be eligible for re-election.~~

COMMITTEE

6. The Committee shall consist of the following officers and members: a Chair~~man~~, a Vice Chair~~man~~, a General Secretary, a Minutes Secretary, a Treasurer, a Membership Secretary, a Publicity Officer and ~~6 Ordinary~~ up to eight additional members. The Committee shall be elected at the Annual General Meeting and shall be eligible for re-election. All officers must be members of the Friends of the Suffolk Record Office Archives. A representative of ~~the Suffolk~~ Record Office Archives shall be an ex officio member of the Committee. The Committee shall have power to co-opt not more than four additional members. The Committee shall have the power to appoint honorary and life members.

SUBSCRIPTION

7. The annual subscription of the Association shall be such sum as may be fixed at the Annual General Meeting. Subscriptions shall become due on the first day of January in each year. Friends whose subscriptions are twelve months in arrears shall be automatically excluded from membership.

MEETINGS

8. General Meetings
The Annual General Meeting of the Association, of which at least twenty-one days' notice shall be given to all members ~~by the Secretary~~, shall be held during the month of (May) in each year with effect from the 1st January 2018 no later than ten months after the end of the accounting year (which runs from 1st January). The Committee may at any time, and shall within fourteen days after receiving a request in writing of any ten Friends, summon a Special General Meeting of which not less than fourteen days' notice shall be given by the General Secretary to each Friend, specifying the business to be transacted.

Annual General Meeting

The business of the Annual General Meeting shall be to receive a report from the Committee, to receive the annual accounts and to appoint an independent financial examiner, and to consider any proposal of which due notice has been given. The business shall also include the election of officers and other Committee members.

Committee Meetings

Committee Meetings shall be held not less than twice in every year. 5 members shall constitute a quorum. In the absence of the Chair~~man~~ and Vice Chair~~man~~ those present may elect a Chair~~man~~ for the meeting from among their number.

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ACCOUNTS

9. All funds and assets in the possession of the Association shall be held, paid and applied as the Committee may direct within the objects of the Association, and pending such direction all funds shall be held in ~~a separate bank accounts~~ in the name of the Association with such bankers as the Committee may from time to time direct. All cheques drawn on such bankers or any other payments from the bank accounts shall be signed or authorised by any two of the ~~Chairman~~, Vice ~~Chairman~~, General Secretary or Treasurer. All documents requiring endorsement shall be sufficiently endorsed if signed by any one of them.

COMMITTEE – POWERS AND DUTIES

10. The Committee shall have the general management and direction of the funds and affairs of the Association, and in particular (but without prejudice to the generality of the foregoing):
 - a) may nominate any of its members to serve on another body,
 - b) may pay the whole or any part of the expenses of any member in or about the execution of any of their functions and duties on behalf of the Association,
 - c) may make, and from time to time vary, rules not inconsistent with this constitution, etc.,
 - d) may fill casual vacancies from time to time in its membership.

AUDITORS

11. An independent financial examiner, who need not be a member of the Association, shall be elected at the Annual General Meeting.

ALTERATIONS

12. No alteration may be made to this constitution except by, and with the authority of, a resolution submitted in writing to the General Secretary either as in clause 8 or not less than 30 days before a General Meeting. No alteration shall be made which would affect the Association's charitable status. No amendment may be made to clause 2, clause 12 or clause 14 of this constitution without the prior approval of the Charity Commissioners.

NOTICES

13. Notices to Friends shall be deemed sufficiently served if sent by to the email address of the Friend who has authorised such communication or by ordinary prepaid post to the address of the Friend registered on their subscription form.

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WINDING UP

14. The Association may be dissolved by a Resolution passed by a two-thirds majority of those present and voting at a Special General Meeting convened for the purpose of which twenty-one days' notice shall have been given to the members. Such Resolution may give instructions for the disposal of any assets held by or in the name of the Association, provided that if any property remains after the satisfaction of all debts and liabilities such property shall not be paid to or distributed among the members of the Association but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of the Association as the Association may with the approval of the Charity Commissioners or other authority having charitable jurisdiction determine.