

# *The History of Reading Society*



## **CONSTITUTION (2022)**

### ***1 Title***

The Society shall be known as the History of Reading Society.

### ***2 Objects***

The objects of the Society are to:

- a) cultivate an interest in the History of Reading and the surrounding area.
- b) advise on the suitable placement of artifacts and documents that concern the history of Reading and the surrounding area, to ensure their availability to future generations. These are to be placed in a recognised local repository.

### ***3 Membership***

Membership shall be open to all those who have paid the appropriate subscription or who have been made honorary members. The annual membership subscription shall be determined from time to time by the Executive Committee and shall be due on the first day of the Society's financial year, as defined in Section 5. Any member three months in arrears shall be deemed to have resigned but membership can be reactivated by payment of the annual subscription.

### ***4 Executive Committee***

- a) The Executive Committee shall consist of four officers, Chairman, Vice-Chairman, who shall deputise in the Chairman's absence, Secretary and Treasurer, together with at least three other elected members, who, at the discretion of the officers, may be appointed to particular executive roles covering such matters as membership, programme, press relations and technical support.
- b) The Executive Committee shall administer the affairs of the Society and shall meet at least three times a year. A quorum shall consist of four, which shall include at least two officers.
- c) The Minutes of Executive Committee meetings shall be taken. They shall be confirmed at the next relevant meeting and signed by the Chairman as correct. Signed minutes will be held by the Minutes Secretary, and periodically placed in the Society's archives, held by the Society Archivist.
- d) Members of the Executive Committee shall be elected by the Annual General Meeting and shall retire annually. All retiring members shall be eligible for re-election.
- e) The Executive Committee may co-opt members as required and may appoint sub-committees which shall be responsible to the Executive Committee.

## ***5 Archives***

The Executive Committee shall keep full and proper records of their meetings. These records will be digitally recorded and kept by the Society Archivist and be available upon request in writing to the Society Secretary. Paper copies will be deposited in the Berkshire Record Office when they are 10 years old or older. Thereafter, periodic deposition, 5 yearly, will occur for records that have reached 10 years old. These paper depositions at the Berkshire Record Office will be available to view upon request to the Berkshire Record Office.

## ***6 Finance***

- a) The income and property of the Society, irrespective of source, shall be applied solely to the promotion of the objects of the Society and no part thereof shall be transferred to any person or organization without approval of the Executive Committee.
- b) The Treasurer, Chairman and Secretary shall be appointed cheque signatories and all cheques must be signed by any two of these officers.
- c) The Treasurer shall keep regular account of all receipts and payments in a manner approved by the Executive Committee and shall present to the Executive Committee an interim statement of the Society's finances,
- d) The Society's financial year shall end on 31 December. The examined accounts shall be submitted to the Executive Committee at least 14 days before the Annual General Meeting of the Society.

## ***7 Annual General Meeting***

The Annual General Meeting shall be held within three months of the end of the Society's financial year. Notification of the meeting shall be published at least one month prior to the meeting. A Quorum shall be two officers and one quarter of the membership of the Society.

The business of the meeting shall be to:

- a) Receive reports on the activities of the past year from the Chairman
- b) Receive and approve the annual accounts of the Society
- c) Elect the Officers and other members of the Executive Committee
- d) Appoint the Honorary Examiner of Accounts for the forthcoming year
- e) Transact any other business with the consent of the Chairman

## ***8 Extraordinary General Meeting***

- a) The Executive Committee shall have the power to call an Extraordinary General Meeting and shall be bound to do so no sooner than 30 days and not later than 60 days from the receipt of a request in writing specifying the proposed business and signed by no fewer than ten members of the Society.
- b) The business to be transacted must appear on the Agenda and no other business may be discussed.
- c) A Quorum shall be as for an Annual General Meeting.

## ***9 Society Meetings***

The Society will aim to run a series of nine indoor meetings (open to members and non-members upon payment of either a membership fee or visitors fee) and two visits (available to paid up members only). The Executive Committee reserve the right to move meetings online in the event that national or local circumstances prevent the holding of physical meetings, or if there is sufficient demand from the membership to warrant holding some meetings online.

## ***10 Amendments to the Constitution***

The Constitution can be altered or amended only at an Annual General Meeting or an Extraordinary General Meeting of the Society and then only if the proposed alteration or amendment, having been circulated to the

membership at least one month before the date of the meeting, shall receive two-thirds of the vote of the members of the Society present.

Any proposed alterations or amendments that fundamentally alter the nature and purposes of the Society shall be invalid.

### ***11 Dissolution of the Society***

A motion for the dissolution of the Society must be submitted to the Executive Committee three months before the date of the Annual General Meeting.

In the event of such a motion having been passed, any assets remaining following the dissolution, after satisfying any outstanding debts and liabilities of the Society, shall not be distributed among the members but shall be given to Reading Museum or such other organization with objects compatible with that of the Society as the members shall direct.