

# The Friends of Colchester Museums Constitution 2015

## **Name**

The name of the society is 'The Friends of the Colchester Museums and Art Galleries' hereinafter called 'the Society'.

## **Objects**

The objects of the Society are to stimulate interest in the Museums and Art Gallery by Meetings and Lectures and to promote a fuller knowledge of their contents and to further the work and well-being of the Museums and Art Galleries by:-

- a) The acquisition of objects and works of art.
- b) Assisting, where practicable, in the expansion of the Museums and Art Galleries and the development of the Castle.
- c) The promotion of special exhibitions.
- d) To encourage and foster in the younger generation the study of Local History, Archaeology and the Arts.

## **Membership**

The Society shall include the following classes of membership. Honorary Members, Individual Members, Couples and Families.

Honorary members shall be those eminent in Archaeology or Art or who have rendered distinguished service to the Society. They must be recommended for election from the Committee.

Membership shall be open to all who pay their relevant annual subscription. Subject to this they shall enjoy the privileges of the Society with power to vote.

## **President and Vice Presidents**

The President shall be the Mayor of Colchester Borough, nominated to the members and elected annually. Vice Presidents shall be nominated to the members and elected annually.

## **Officers**

The officers of the Society shall consist of a Chairman, Treasurer, Secretary and Membership Secretary who shall retire annually but shall be eligible for re-election at the Annual Meeting.

## **Committee**

The affairs of the Society shall be managed by a Committee elected from the Society's membership, comprising the Chairman, Treasurer and two Secretaries and not less than 8 other members. The Committee shall elect their own Deputy Chairman and have the power to appoint such sub-committees as they may consider necessary. The Committee and any sub-committees shall have the power to co-opt. These Officers and Committee members are together called the 'Trustees'.

Five members shall form a quorum.

The relevant Museum Officers will be invited to attend.

## **Finance**

The Financial Year shall commence on the 1st April and finish on the 31st March in each year.

Normally only the Committee shall authorize all expenditure other than administrative expenses and expenses associated with talks, fund raising and social events but, in an emergency, items such as purchases for the Museum, may be authorized by the Chairman in consultation with the Treasurer and Secretary or any other 2 committee members in their absence. All cheques must be signed by the Treasurer and one of three other members of the Committee, as agreed by the Committee and confirmed by the Society's bankers.

## **Subscriptions**

The subscriptions for each category, excluding Honorary membership, shall be considered annually and be payable on 1st January each year. There will be no limit to the amount but the minimum will be £10.00, £15.00 and £21.00 for each of the three categories.

## **Annual General Meeting**

The Annual General Meeting shall be held not later than 3 months after the close of the Financial Year. The ordinary business to be transacted shall be:-

1. To Elect the Mayor as President,
2. To receive the Financial Statement.
3. To receive the report of the Committee.
4. To elect Vice Presidents.
5. To elect Officers and Committee for the ensuing year.
6. To appoint the Honorary Auditor.
7. Data protection confirmation.

Formal notice of the meeting is to be given to members not less than 21 days prior to the meeting and any other business to be transacted is to be sent to the Secretary not later than 10 days before the Meeting.

**Extraordinary General Meetings** may be convened at the request of any 10 members of the Society or by the Committee. At every Annual and Extraordinary General Meeting every member shall have one vote and in the case of equity the Chairman of the Committee shall have a casting vote.

**The quorum** for all General meetings shall be 25 members and attendance should be registered.