

## **SALTAIRE HISTORY CLUB**

### **Annual General Meeting**

**Date:** 6 June 2019

**Time:** 20.15

**Place:** Shipley College Resource Centre, Exhibition Road, Saltaire

### **AGENDA**

1. Introductory remarks by the Club's Acting Chair
2. Financial report including presentation of accounts
3. Consideration of a Constitution proposed by the Club's working party and the current officers
4. Nominations for and election of the Coordinating Group
5. Any other business

Rachael Durrett

Acting Chair and Treasurer

23 May 2019

# **Saltaire History Club**

## **CONSTITUTION**

### **Final draft for discussion 6 June 2019**



#### **1 NAME and STATUS**

- The group's name will be the Saltaire History Club.
- It will act as an unincorporated, not-for-profit association.

#### **2 THE PURPOSES OF THE CLUB**

The Club's purposes are

- to promote the dissemination of historical information
- to encourage research relating to Saltaire
- to support the integrity of the World Heritage Site
- to support the development of the Saltaire Collection.

#### **3 MEMBERSHIP**

- Membership shall be free of charge.
- Membership will be accorded to anyone signing up for regular contact with the Club.

#### **4 CO-ORDINATING GROUP (CG)**

- The CG shall consist of the officers and additional members at the discretion of the AGM or the CG itself.
- The Club shall have the following officers: Chair, Secretary, Treasurer.
- With the exception of these three offices, a general meeting or the CG shall have the power to vary, add and allocate officer posts in the light of circumstances.
- The CG may appoint associate members to the CG.
- For a CG meeting to be quorate, at least 3 members of the CG must be present.
- A record of each CG meeting shall be kept and be accessible to members.
- The CG must keep accounts which may be viewed by any member on request.
- The CG may make reasonable additional rules for the proper conduct and management of the Club.

#### **5 ANNUAL GENERAL MEETING (AGM)**

- An AGM must be held each calendar year.
- Members must be given at least 14 days' notice of an AGM.
- For an AGM to be quorate, at least 8 members must be present.
- At the AGM, the CG shall present the annual report and accounts and CG elections shall be held.
- Every member shall have one vote.
- All CG members will retire at the AGM but may stand for re-election.

## **6 FUNDS**

- Funds must be held in the Club's bank account.
- All cheques must be signed by an authorised named officer.
- Club funds cannot be used to pay CG members except to refund legitimate expenses.
- Club funds and property must only be used for the purposes of the Club.

## **7 SPECIAL GENERAL MEETING (SGM)**

- An SGM may be called by the CG.
- All members must be given 14 days' notice and told the reason(s) for calling the SGM.

## **8 CHANGING THE CONSTITUTION**

- The constitution may only be changed at a general meeting.

## **9 WINDING UP**

- The Club may be wound up by a two thirds majority of members present and voting at a Special General Meeting.
- Any money or property. remaining after payment of debts must be given to an organisation with a similar status and purposes.

**Saltaire History Club  
Coordinating Group  
Indicative roles**

At the June 6 annual general meeting of the Saltaire History Club we will be seeking your support for a new Club constitution.

Subject to its approval we will be seeking members to join the Club Coordinating Group.

The Coordinating Group will pick up all things related to club leadership, development and delivery and it is essential to the club's continued success and vibrancy.

We would love to see a commitment from the membership to get involved and will be recruiting to both the three named officer roles and additional Coordinating Group members. We're delighted to report that five Club members have already expressed a willingness to get involved with the group – so if you're keen but a little nervous at the prospect, please do join us as you'll be part of a bunch of enthusiastic and supportive folk.

### **Named roles**

The following three officers are required under the proposed new constitution:

- **Chair** - Chairs meetings, public face of the Club, strategic leadership
- **Treasurer** - Manages and develops Club finances
- **Secretary** - Oversees Club communications, acts as programme secretary, records meetings

### **Possible roles for Group members**

Members ready to accept some of the following roles would greatly enhance the **Coordinating Group**.

- **Membership secretary** - Leads on member recruitment, members services and maintains membership list
- **Communications officer** – Develops conventional and digital media platforms, manages facebook account
- **Research officer** - Encourages and oversees member research
- **Meeting organiser** - Sets up meetings venue, manages equipment, manages hospitality
- **Representative on SWHEA (Saltaire Stories Collection)** - Represents the club at SWHEA board meetings, ensures effective communication between SWHEA and Club
- **Special events** - Leads on one-off events/exhibitions and Club contribution to wider, annual events

Rachael Durrett, Acting Chair and Treasurer  
Les Brook, Working Party lead