

# **The Burney Society**

## **Constitution**

### **Constitution of The Burney Society UK as a non-profit organisation.**

#### **Name:**

The Burney Society (UK) (indicated as the 'Society' throughout this document).

#### **Purposes:**

The Burney Society (UK)'s main objective is to promote the public awareness, study and celebration of the works of the Burney family, especially Frances Burney d'Arblay (1752-1840), her life, her contemporaries and her times.

#### **Committees:**

The Society is governed by an annually elected committee. The committee is elected at the AGM. It will consist of at least the following officers: President, Chair, Secretary, Treasurer.

#### **Management of the Society's purposes:**

In order to carry out the Society's purposes the Committee has the power to:

1. Raise funds, receive grants and donations
2. Apply funds to carry out the work of the Society
3. Co-operate with and support other charities with similar purposes
4. Do anything which is lawful and necessary to carry out the Society's purposes

#### **Membership:**

The Society shall have a membership: people who support the work of the Society and are aged 18 or over. Once accepted as a member, and on payment of the required membership fee, membership continues with the payment of the annual fee. The Committee will keep an up-to-date membership list.

The Committee may remove a person's membership if they feel it is in the best interests of the Society. The member has the right to be heard by the Committee and may be accompanied by a friend.

#### **Annual General Meeting – AGM:**

1. The AGM must be held every year with at least 14 days notice to Members. The Agenda and Accounts to be sent at the same time. Minutes must be kept of the meeting.

2. Every paid-up member has one vote.
3. The Committee shall present the annual report and accounts.
4. Any member can stand for election to the committee.
5. Members shall elect officers of the Committee members to serve for the next year. They will retire at the next AGM but can stand for re-election.

#### **Committee meetings:**

1. The committee must hold meetings as needed. The Committee may act by majority decision.
2. At least 3 Committee members must be present at meetings to be able to take decisions. Minutes must be kept of the meetings.
3. If Committee members have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed and decided.
4. During the year the Committee may co-opt new members. They will stand down at the AGM.
5. The Committee may make reasonable additional rules to help run the Society. These rules must not conflict with this constitution or the law.

#### **Money and property:**

1. Money and property must only be used for the Society's purposes.
2. The Committee must keep accounts. The most recent annual accounts can be seen by any member on request.
3. Committee members cannot receive any money or property from the Society, except to refund any reasonable out of pocket expenses.
4. Money must be held in the Society's bank account.

#### **Extraordinary General meetings:**

If the Committee considers it necessary to change the constitution, or wind up the Society, they must call a General Meeting so that the membership can make the decision. The Committee must also call a General Meeting if they receive a written request from the majority of members. All members must be given 14 days notice and told the reason for the meeting. All decisions require a two-thirds majority of members present. Minutes must be kept.

1. **Winding up** – any money or property remaining after payment of debts must be given to a society/charity with similar purposes to this one.

2. **Changes to the Constitution** – can be made at AGMs or Extraordinary General Meetings.

This revised Constitution was adopted on 31<sup>st</sup> July 2019 by the officers whose signatures appear below. They are the members of the Committee until the AGM, which must be held within one year of this date.

Signed

Print name and address

1.

2.

3.

Proposed: Gillian Webster

Seconded: Gillian Skinner

Agreed by members