

# **The Burney Society**

## **Constitution**

**Constitution of The Burney Society UK as a small charity with an income of under £5,000 per annum, with no ownership of property, no employees and not wishing to register with the Charity Commission.**

### **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.

### **Trustees:**

The Society is governed by an annually elected committee. The committee is elected at the AGM held on the first Saturday of October. It will consist of at least the following officers: President, Chair, Secretary, Treasurer, Communications Officer, Web and Newsletter Editor, and Events Officer (8 committee members) and will be known within the Society as the 'Committee'.

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

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

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, can apply to the Committee to become a member. Once accepted as a member, and on payment of the required membership fee, membership continues with the payment of the annual fee, or until otherwise notified by the Committee. 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 the members of the agenda. Minutes must be kept of the meeting.
2. There must be at least 66.6% \*of the total number of members present at the AGM.
3. Every member has one vote.
4. The Committee shall present the annual report and accounts.
5. Any member can stand for election to the committee.
6. Members shall elect between 3 and 10 Committee members to serve for the next year. They will retire at the next AGM but can stand for re-election.

\*Another copy of the Constitution states, '2. There must be at least 33% of the total number of members present at the AGM.'

### **Committee meetings:**

1. The committee must hold at least 3 meetings each year. At their first meeting after the AGM they must select a Chair, Secretary and Treasurer. The Committee may act by major 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 appoint up to 2 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 anybody 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.

### **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. 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 General Meetings. No change can be made that compromises the Society’s charitable status.
3. General Meeting – called on the request of the majority of members.
4. The Committee may also call a General Meeting to consult the members.

Acceptance of the Constitution and establishment of the Society as a small charity in accordance to the guidelines of the Charity Commission:

This Constitution was adopted on \_\_\_\_\_ 2013 by the people 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.
- 4.
- 5.
- 6.
- 7.
- 8.