

## HHA Constitution 1996

### 1. Nature of Organization

- 1.1 The name of the organization is Heysham Heritage Association ("the Association"). The postal address is by courtesy of a member.
- 1.2 The Association is a social and cultural organization for people, mainly residents of Heysham, who are concerned about heritage matters and about the heritage of Heysham in particular.
- 1.3 The Association is an independent organization, and in particular has no party-political affiliation.
- 1.4 The Association is governed by the Constitution agreed by the members generally and by Rules and decisions derived from the Constitution. The Constitution is confirmed, or modified, for the coming calendar year at each Annual General Meeting.

### 2. Aims

- 2.1 To promote and help conserve the heritage of Heysham and its environs.
- 2.2 In particular, to help conserve and enhance the Heysham Conservation Area, the Heysham coastal landscape and Biological Heritage Sites, all of which have long been of public enjoyment and an important part of the regional heritage.
- 2.3 To cooperate with the National Trust and Lancashire Wildlife Trust (bodies of charitable status) in protecting the landscape, its flora and fauna, and the historical and archaeological remains.
- 2.4 To cooperate with Lancaster City Council and others in the Heysham Regeneration Project, from planning to implementation, with a special commitment to the Heritage Centre.
- 2.5 To cooperate with neighbouring communities on heritage matters.
- 2.6 To foster social and cultural interest in heritage subjects and to offer support on these subjects to local schools.

### 3. Associated Organizations

- 3.1 The Association cooperates with Heysham Neighbourhood Council, the official body for representing Heysham residents on all topics, and offers to Heysham Neighbourhood Council its specialist help on heritage topics.
- 3.2 The Association cooperates with Heysham Parish on heritage matters, especially research and exposition.
- 3.3 The Association has friendly links with Heritage Trust for the North West, the guiding body for heritage associations in Lancashire, with the benefit of charitable status.

### 4. Membership

- 4.1 Membership is open to all persons who share the aims of the Association, provided that at least two thirds of the members are residents of Heysham.
- 4.2 Rights. Each member has the rights to one vote, to attend members-only meetings, to receive members-only communications, and to be eligible to take part in all the activities of the Association.
- 4.3 Responsibilities. It is a condition of membership to accept the Constitution and Rules and to cooperate with the other members.
- 4.4 Membership is renewable for each calendar year. Invitations to renew shall be sent to members subsequent to any changes adopted to the Constitution at the Annual General Meeting, and no later than each 1 December.
- 4.5 There are special arrangements for institutions, such as schools and companies, to be Supporting Institutions.

### 5. Meetings

- 5.1 As often as practicable, there shall be social meetings and events on heritage subjects, and visits to other heritage associations and sites. Social meetings are normally open to the public.
- 5.2 There shall be an Annual General Meeting each calendar year, in October, at which members only are invited to attend and vote on resolutions. The proceedings of the Annual General Meeting shall include receiving of reports and financial statements, and confirmation of the Constitution, and of the officers of the Association, after appropriate elections.
- 5.3 There shall be ordinary General Meetings each year, for members only, to deal with the affairs of the Association. A General Meeting may have a social meeting attached.
- 5.4 Any group of twenty or more members may request an Extraordinary General Meeting, provided that they make clear their objectives, and have made reasonable attempts to resolve any difficulties.

### 6. Conduct of Affairs

- 6.1 Authority. All major decisions of the Association shall be by vote of the members. Voting shall normally be by Postal Vote so that all members, including the elderly and disabled, can participate. Voting on some subjects may be taken at the Annual General Meeting or at a General Meeting, provided that there is a voting quorum.
- 6.2 The Association requires a committee of volunteers to conduct its affairs on behalf of the membership as a whole. The volunteers are expected to give considerable time to the Association, and shall receive no form of recompense. The committee is designated the Executive Committee of the Association, and their Chairman and Secretary shall be the Chairman and Secretary of the Association. The duties of Secretary normally include those of Treasurer.
- 6.3 It is a condition of membership of the Executive Committee to accept majority decisions of the Executive Committee, and to observe collective responsibility.
- 6.4 The principal duties of the Executive Committee include internal and external communications, arranging of meetings and events, and working so that the Association will achieve its aims. It is the duty of the Executive Committee to write the Rules and procedures required to implement the Constitution, with any substantial changes being subject to a confirmatory vote of the members. The Executive Committee shall keep members informed by regular Newsletters, and at General Meetings, about their conduct of affairs and about local events of heritage concern.
- 6.5 Participation. Each member has an obligation to support the Executive Committee, and to reduce the burden on the Executive Committee by participating, according to individual circumstances, in the affairs of the Association, for example:
  - a) Responding to requests in the Newsletters to send in individual views on topics of the day.
  - b) Responding to requests for volunteers for Working Groups.
  - c) Responding to requests for help, for example in preparing for and running events.
  - d) Being a regular attender at official and social meetings and taking part in the organized visits.

### 7. Finances

- 7.1 Annual subscriptions will be requested; all contributions are essentially donations to cover expenses (for example, communications, hiring meeting rooms). Members are requested to help the Association, with donations and services, according to individual circumstances.
- 7.2 Detailed accounts shall be kept by the Treasurer, in the books of the Association, showing the receipts and expenditures of the Association.
- 7.3 All donations for the Heysham Heritage Centre shall be in a separate account, for deployment in accordance with the wishes of the donors.
- 7.4 The accounts of the Association shall be audited at least once each year and the auditor's report shall be shown to any member who so requests.
- 7.5 The Treasurer shall close the books of the Association at the end of each March, and shall present a financial statement for the preceding twelve months at the Annual General Meeting, for approval by members.

### 8. Dissolution

- 8.1 The Association shall not be dissolved unless so resolved at a General Meeting at which at least half the members are present, followed by a Postal Vote in which at least 75% of the total members vote for dissolution.
- 8.2 In the event of a vote for dissolution, all assets of the Association, after satisfaction of proper debts and liabilities, shall be transferred to an organization (or organizations) of charitable status, having similar objectives to those of the Association, which is/are deemed by the Executive Committee to be the most suitable for the purpose.