

# Friends of Heysham Heritage Centre - Constitution 2022

## 1. Nature of Organization

- 1.1 The name of the organisation is *Friends of Heysham Heritage Centre (FHHC)*.
- 1.2 FHHC is a social and cultural organization for people who are interested in heritage matters in general and about the heritage of Heysham in particular.
- 1.3 FHHC is an independent organization, and in particular has no party-political affiliation.
- 1.4 FHHC 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 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 the Heritage Trust for the North West, Heysham Neighbourhood Council, Lancaster City Council and other local organisations.
- 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 educational establishments.
- 2.7 To staff the Heritage Centre and, maintain displays and collect/collate donated artefacts.

## 3. Membership

- 3.1 Membership is open to all persons who share the aims of FHHC.
- 4.2 Each member has the rights to one vote, to attend members-only meetings either in person or by video link, to receive members-only communications, and to be eligible to take part in all the activities of FHHC.
- 4.3 It is a condition of membership to accept the Constitution and Rules and to cooperate with the other members.
- 3.4 Invitations to renew shall be sent to members annually.

## 4. Meetings

- 4.1 A The Association shall organise social meetings and events on heritage subjects. Social meetings are normally open to the public.
- 4.2 There shall be an Annual General Meeting 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 FHHC, after appropriate elections.
- 4.4 Any group of ten 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.

## **5. Conduct of Affairs**

5.1 All major decisions of FHHC shall be by vote of the members. Voting shall normally be by Postal Vote or by email so that all members can participate regardless of physical ability, age or location. Voting on some subjects may be taken at the Annual General Meeting-

5.2 FHHC requires a committee of volunteers to conduct its affairs on behalf of the membership as a whole.

5.3 It is a condition of membership of the committee to accept majority decisions of the committee, and to observe collective responsibility.

5.4 The principal duties of the committee include internal and external communications, arranging of meetings and events, and working so that FHHC will achieve its aims. It is the duty of the 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 committee shall keep members informed by newsletters, and at General Meetings, about their conduct of affairs and about local events of heritage concern.

5.5 Each member has an obligation to support the committee, and to reduce the burden on the committee by participating, according to individual circumstances, in the affairs of FHHC, 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 attendee at official and social meetings and taking part in the organized visits.

## **6. Finances**

6.1 Annual subscriptions will be requested; all contributions are essentially donations to cover expenses (for example, communications, hiring meeting rooms). Members are requested to help FHHC, with donations and services, according to individual circumstances.

6.2 Detailed accounts shall be kept by the Treasurer, in the books of FHHC, showing the receipts and expenditures of FHHC.

6.3 The Treasurer shall close the books of FHHC 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 FHHC 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 FHHC, 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 FHHC, which is/are deemed by the committee to be the most suitable for the purpose.