



Wickham Market Area Archive Centre

Constitution

1. Name

- 1.1. The name of the group shall be the Wickham Market Area Archive Centre, hereafter referred to as WMAAC.

2. Objectives

- 2.1. The objectives of WMAAC shall be:

- 2.1.1. To encourage people of all ages and abilities to learn more about and take an interest in the history and knowledge of the area;
- 2.1.2. To hold documents, photographs, maps and books on buildings, families, the environment, events, etc of Wickham Market and surrounding area;
- 2.1.3. To enable people to visit the Centre to research any of the above;
- 2.1.4. To provide a limited service to those unable to visit the Centre;
- 2.1.5. To hold regular, full scale, public exhibitions on a variety of topics.
- 2.1.6. To foster good relationships with all key Wickham Market organisations and stakeholders and those within the Deben Valley area (e.g. schools, clubs and societies, libraries, other archive / historical groups, the Suffolk Record Office).

3. Powers

- 3.1. In order to further the objectives of WMAAC, and for no other reason, the Management Committee may exercise the power to:
 - 3.1.1. Invite and receive contributions and raise funds where appropriate, to finance the work of WMAAC, and to open a financial account to manage such funds.
 - 3.1.2. Publicise and promote the work of WMAAC and organise meetings, training courses, events, seminars, etc.
 - 3.1.3. Work with groups of similar nature and exchange information, advice and knowledge with them, including cooperation with other voluntary bodies, charities, statutory and non-statutory organisations.
 - 3.1.4. Engage people as necessary to conduct activities to meet the objectives of WMAAC.
 - 3.1.5. Purchase or rent property or equipment necessary to conduct the activities of WMAAC.
 - 3.1.6. Take any form of action that is lawful, which is necessary to achieve the objectives of WMAAC.
 - 3.1.7. Affiliate to national or regional associations who have common objects and purposes.
 - 3.1.8. Obtain, process and store data in accordance with the Data Protection Act.

4. Membership

- 4.1. Membership is open to anyone who would like to support the WMAAC in its objectives, and is willing to adhere to its constitution.
- 4.2. Membership will commence on payment of the annual or life membership subscription.
- 4.3. The membership year will run from 1st January to 31st December.

- 4.4. Annual members will be entitled to a reduction in the annual subscription in the first year of joining – of 25% if joining after 1st April, 50% after 1st July, and 75% after 1st October.
- 4.5. Members will be entitled to such benefits as may be determined by the Management Committee.
- 4.6. Annual membership must be renewed between 1st January and 31st March, and will cease if not renewed during that period.
- 4.7. The Management Committee shall have the power to refuse membership, or may suspend or terminate the membership of any member, by resolution passed at a Management Committee meeting.
- 4.8. Members shall have the right to appeal against a refusal, suspension or termination of membership, via an independent adjudicator determined by mutual agreement.
- 4.9. Any member may resign their membership by giving written or email notice to the Secretary.

5. Management Committee and Officers

- 5.1. The WMAAC shall be administered by a Management Committee which shall consist of not more than 12 members, including the Chairman, Secretary, Treasurer and Archive Custodian.
- 5.2. Appointment to the posts of Chairman, Secretary, Treasurer and Archive Custodian will be made at the Annual General Meeting, where possible.
- 5.3. Appointment to the remaining 8 Management Committee posts will be made at the Annual General Meeting, where possible.
- 5.4. The Management Committee shall have the power to co-opt further Management Committee members, up to the maximum, by resolution at a meeting.
- 5.5. The Management Committee shall have the power to appoint a Chairman, Secretary, Treasurer and Archive Custodian, during the course of the year, where necessary, by resolution at a meeting.
- 5.6. A quorum of the Management Committee shall be 4 members, of which one shall be the Chairman. In the absence of the Chairman, the Management Committee shall appoint one of their number to chair the meeting.
- 5.7. Voting shall normally be by show of hands on a majority basis, but may be by secret ballot, at the discretion of the Chairman. In the case of a tied vote, the Chairman shall have an additional vote.

6. Meetings

- 6.1. The Management Committee shall meet not less than three times a year.
- 6.2. The Annual General Meeting shall be held between 1st October and 31st December each year.
- 6.3. A quorum of the Annual General Meeting shall be 10 members.
- 6.4. It shall be the responsibility of the Chairman to chair all meetings, or a designated person in his/her absence.
- 6.5. Minutes of all meetings shall be kept, circulated as soon as possible after the meeting, and agreed at the following meeting.
- 6.6. Except in an emergency, at least 7 days' notice must be given, before a meeting takes place, by the distribution of an agenda for the meeting.

6.7. All members are entitled to vote at Annual General Meetings. Voting shall be by show of hands on a majority basis. In the case of a tied vote, the Chairman shall have an additional vote.

6.8. An Extraordinary General Meeting may be called at any time, by the Management Committee, or by written request to the Secretary signed by at least 10 members, or 25% of the membership, whichever is the greater.

7. Finance

7.1. The accounts of WMAAC shall be administered by the Treasurer, who will maintain a record of all income and expenditure.

7.2. The Treasurer and two other persons shall be appointed as account signatories, and two signatures are to be required on cheques.

7.3. The Treasurer may hold a bank account debit card, which may only be used after consultation with one of the other account signatories.

7.4. The Treasurer may make online bank account transfers, but only after consultation with one of the other account signatories.

7.5. The Treasurer shall present a financial report to each meeting.

7.6. The annual accounts are to be inspected, and a report produced for the Management Committee, by a suitably qualified, independent person who is not a member of, and who is not related to any member of, the Management Committee.

8. Alteration of the Constitution

8.1. Changes to the Constitution may only be agreed at an Annual or Extraordinary General Meeting.

8.2. Members are to be given at least 14 days' notice of a meeting at which changes to the Constitution are to be proposed, together with details of the proposed changes.

8.3. The Constitution may only be amended by a two thirds majority of members present at an Annual or Extraordinary General Meeting.

8.4. A copy of the constitution shall be permanently displayed at any premises occupied exclusively by WMAAC and copies shall be made available to any member on request. A copy shall be displayed at every Annual or Extraordinary General Meeting.

9. Dissolution

9.1. WMAAC may be dissolved by a two thirds majority of members present at an Annual or Extraordinary General Meeting, the objects of which shall have been stated in writing at least fourteen days in advance of the meeting.

9.2. In the event of WMAAC being dissolved:

9.2.1. All outstanding debts are to be paid;

9.2.2. The archive records are to be passed to the Suffolk Record Office;

9.2.3. Relevant data and electronically stored material is to be passed to the Suffolk Record Office; other data is to be destroyed;

9.2.4. Surplus financial assets are to be passed to the Friends of the Suffolk Record Office;

9.2.5. The buildings and furnishings are to be passed to Wickham Market Village Hall Management Committee.