

The Ampthill and District Preservation Society Constitution (Draft May 2026)

The Society shall be known as “Ampthill and District Preservation Society” (hereinafter referred to as 'the Society').

OBJECTIVES

The objectives of the Society shall be:

- To promote the interest in and conservation of the heritage of Ampthill and its local environment.
- To provide a forum for discussion and co-operation between interested individuals and groups

MEMBERSHIP

- a) Membership of the Society shall be open to all those who have paid the due subscription.
- b) Subscription rates shall be determined by the Executive Committee of the Society, subject to the approval of members at a general meeting.
- c) **Honorary Membership** may be awarded to an individual in recognition of exceptional service or commitment to the Society's aims and activities. The decision to confer honorary membership rests with the Committee, and such membership shall be granted in recognition

MANAGEMENT

- a) An Executive Committee consisting of the Honorary Officers, together with no more than five additional Committee members, shall manage the affairs of the Society.
- b) The Honorary Officers shall consist of Chairperson, Vice-Chairperson, Secretary and Treasurer
- c) The Executive Committee can:
 - i. Fill vacancies by appointing temporary Officers and Committee Members;
 - ii. Co-opt up to three additional Committee Members, but only until the next Annual General Meeting;
 - iii. Form sub-committees.
- d) A draft programme of talks and visits will be drawn up by June for approval by the Executive Committee.
- e) The Officers will be nominated by the Executive Committee and submitted for approval at the Annual General Meeting. The nominations shall be distributed together with the notice of the Annual General Meeting.

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- f) An elected member of the Executive Committee of the Society who attends no committee meetings in the year following the Annual General Meeting will be deemed to have resigned from the Committee.
- g) Further committee nominations from the membership of the Society must reach the Secretary in writing, at least one week before the Annual General Meeting, at which an election will be held if necessary.

MEETINGS

- a) Executive Committee meetings shall normally be held a minimum of four times per year. A notice calling each meeting shall be distributed in the preceding week, accompanied by the agenda and unapproved minutes of the previous meeting. The quorum shall be four, including at least two Officers.
- b) The Annual General Meeting will normally be held in May.
- c) The Secretary shall be advised by the proposer and seconder of any matter for inclusion in the agenda at least six weeks before the date of the Meeting.
- d) All members shall receive at least twenty-one days notice in writing, accompanied by:
 - i. the agenda;
 - ii. the unapproved minutes of the previous Annual General Meeting and any Extraordinary Meetings that have been held since then;
 - iii. invitations for nominations to the Committee.
- e) The Chairperson will present an Annual Report,
- f) The Treasurer will present a statement of Accounts, which has been subject to an independent examination, for acceptance by the Meeting.
- g) An Extraordinary General Meeting may be convened at any time by the Executive Committee, which is obliged to do so at the written request of ten members. Members of the Society shall receive at least seven days notice of such a meeting and of the purpose for which it is being convened. This shall be the sole business of the meeting.
- h) The quorum for all General Meetings shall be 10% of the membership

FINANCE

- a) The funds of the Society shall be held in the name of the Society in a bank account or a form of investment approved by the Executive Committee. Any two of the Chairperson, Vice-Chairperson, Treasurer or Secretary shall sign any cheques or approve electronic payments.
- b) The Treasurer will be responsible for keeping accurate and complete accounts and will prepare an examined statement of accounts to the preceding 31st August, for approval at the Annual General Meeting.

- c) The accounts shall be independently examined annually by a person not on the Executive Committee, this person to be approved at the previous Annual General Meeting.

LEGAL PROCEEDINGS

No legal proceedings involving charges against the Society's funds shall be initiated or undertaken without the consent of a majority of the members present at a General Meeting. No liability in respect of legal proceedings shall attach to any member beyond the amount of such member's individual annual subscription or guarantee towards such proceedings.

ALTERATIONS TO CONSTITUTION

The Constitution may be amended only at a General Meeting of the Society after due notice. Any such amendments must be approved by two thirds of those members present.

DISSOLUTION OF THE SOCIETY

The Society may be dissolved only on the approval of three-quarters of those members present at an Extraordinary Meeting for which fourteen days notice will be given. Such a meeting shall have the power by the same majority to dispose of any assets held by the Society after all debts and liabilities have been paid, the balance left to be transferred to other organisations having similar objectives, and to appoint trustees for that purpose.

Adopted by the Society at the AGM held on 5 May 2026

Jo Leary (Chairperson)

Sandra Reed (Secretary)