

Constitution of the Lenham Heritage Society

1 Name

The charity's name is the Lenham Heritage Society. The charity shall commence on 1st June 2024.

2 Purpose

The purpose of the charity is to promote an active interest in local history, archaeology, and heritage in the village of Lenham (Kent) and surrounding areas.

3 Trustees

The charity shall be managed by a committee of three (3) trustees who are appointed at the Annual General Meeting (AGM) of the charity.

4 Carrying out the purpose

To carry out the charitable purpose, the trustees have the power to:

- (1) Raise funds, receive grants and donations.
- (2) Apply funds to carry out the work of the charity.
- (3) Co-operate with and support other groups with a similar purpose.
- (4) Do anything which is lawful and necessary to achieve the purpose.

5 Membership

The charity shall have a membership. People who support the work of the charity and are aged 18 or over, can pay an annual membership fee. The membership fee shall be set by the trustees. The trustees will keep an up-to-date membership list.

Annual membership shall be from 1st September to 31st August in the following year.

The trustees may remove a person's membership if they believe it is in the best interests of the charity. The member has the right to be heard by the trustees before the decision is made and can be accompanied by a friend. The trustees decision shall be final.

6 Annual General Meeting - AGM

- (1) The AGM must be held every year, with 14-days' notice given to all members telling them what is on the agenda. Minutes must be kept of the AGM.
- (2) If the chair is unable to attend, the trustees shall appoint a chair for the meeting.
- (3) There must be at least six (6) members present at the AGM.

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 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 would make the organisation no longer a charity.
- (3) General Meeting - called on written request from a majority of members.
- (4) Trustees may also call a General Meeting to consult the membership.

10 Setting up the charity

This constitution was adopted on 25th April 2024 by the people whose signatures appear below. They are the first members of the charity and will be the trustees until the AGM, which must be held within eighteen (18) months of the date on which the charity commences.

Signed	Print Name	Address

(4) Every member has one vote. In the event of a tied vote, the chair has a deciding vote.

(5) The trustees shall present the annual report and accounts.

(6) Any member may stand for election as a trustee.

(7) Members shall elect between three (3) and five (5) trustees to serve for the next year. They will retire at the next AGM but may stand for re-election.

7 Trustee meetings

(1) Trustees must hold at least three (3) meetings each year. At their first meeting after the AGM, they will elect a chair, treasurer, and secretary. Trustees may act by majority decision, in the event of a tied vote, the chair shall have a deciding vote.

(2) At least three (3) trustees must be present at the meeting to be able to take decisions. Minutes shall be kept for every meeting.

(3) If the chair is unable to attend, the trustees shall appoint a chair for the meeting.

(4) If trustees have a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.

(5) During the year, the trustees may appoint up to two (2) additional trustees. They will stand down at the next AGM.

(6) The trustees may make reasonable additional rules to help run the charity. These rules must not conflict with this constitution or the law.

8 Money and property

(1) Money and property must only be used for the charity's purposes.

(2) Trustees must keep accounts. The most recent annual accounts can be seen by anybody on request.

(3) Trustees cannot receive any money or property from the charity, except to refund reasonable out of pocket expenses. Such expenses must be approved prior to expenditure.

(4) Money must be held in the charity's bank account. All cheques must be signed by 2 (two) trustees.

9 General meetings

If the trustees consider it is necessary to change the constitution, or wind up the charity, they must call a General Meeting so that the membership can make the decision. Trustees must also call a