

CONSTITUTION OF HOLCOMBE MOOR HERITAGE GROUP

Group Title

Holcombe Moor Heritage Group

Abbreviated title:- HMHG

Chairperson:- Louise Coldrick

Contact:

E-Mail:- hmhg_membership@btinternet.com

HMHG Website:- <http://www.holcombemoorheritagegroup.org>

Aims of Group

Holcombe Moor Heritage Group is a group of volunteers with an interest in discovering the history of the Holcombe Moor area.

The main purpose of the group is to unlock the secrets hidden in the Holcombe Valley and Moor and to create a picture of what it was like to live in the valley hundreds of years ago, by investigating its history, people and archaeology with the guidance of archaeologists, archivists and other experts.

Many projects are undertaken including collecting old photos and recording memories of the older generation who lived in the area. Communication is through our website, social media, talks and exhibitions. All are aimed at increasing both our own and other people's understanding and enjoyment of the history and heritage of Holcombe Moor and the surrounding area.

The area is a most important historic landscape with 76 sites identified as being of archaeological significance. Dating back to Prehistory, it was a royal forest, then becoming a moorland farming area where domestic handloom weaving, iron smelting, stone quarrying and coal mining took place. It was at the forefront of the industrial revolution when steam powered the first textile mills. Now it is an army training area, but as such all the landscape, field boundaries and ruined farmsteads are still here, yet out of bounds to the general public until our group was formed.

Comprehensive records of the activities of the group are archived using archival quality paper and inks and deposited with Lancashire Archives at Preston. A catalogue of all records is kept.

Committee

1. The committee shall consist of five officers:-

Chairman

Vice Chairman

Hon. Secretary

Hon. Membership Secretary

Hon. Treasurer

In addition, other members may be co-opted as required.

2. Applications or nominations for election to the committee shall be notified to the Chairman no later than 14 days before the date of the AGM.

3. Duration of term of office will be for 12 months and require re-election every AGM. Any officer may be elected off the committee if he/she fails to attend 3 consecutive meetings without reasonable cause.

5. All committee members shall be paid up members of HMHG.
6. The committee shall have the power to co-opt additional, non-voting members for particular purposes and period of time.
7. At committee meetings 4 members shall constitute a quorum.
8. A committee member must absent himself/herself from discussions in where it is possible that a conflict of interest may arise and declare his/her interest.

Powers and Duties of the Committee

1. To administer the Group within the requirements of the membership as laid down at General Meetings and in accordance with the Group's constitution.
2. To hold four Committee meetings every year from the date of the AGM.
3. The committee must keep minutes of all Committee meetings. The minutes must give a clear and accurate account of the proceedings. These minutes must be made available to any member of the Group who has given seven days notice to the Secretary.
4. Operate group's bank account in the name of the Group
5. Raise funds but must not enter into permanent trading activity and must not enter into debt or loan arrangement.
6. Provide Public Liability Insurance to cover all members and guests.
7. Co-operate with other like-minded organisations.
8. Obtain and purchase goods and services as necessary to carry out the work of the group.
9. Pay the whole or part of the previously agreed expenses of any member in or about the execution of a function or duty on behalf of the Group
10. Organise additional help when required.
11. Nominate delegates to serve or represent the group on other bodies of mutual interest.
12. To review all actual and potential statutory requirements.
13. Ensure all copyright and license agreements pertaining to third party property and documentation is respected and upheld.
14. Encourage participation of new members by attending local and wider area social functions to advertise the aims and aspirations of the group.
15. Maintain a physical and intellectual asset register.

Membership

1. Membership is open to any person over the age of 18. If under 18, member must be accompanied by a parent or parent appointed guardian at all times.
2. Membership to run for 12 months from date of joining following payment of the prescribed subscription.

3. The committee will maintain an accurate register of members in accordance with Data Protection Acts.
5. Electronic Mailing will be restricted to the use of the Blind Carbon Copy (BCC) distribution method.
6. Notices of meetings and events will deem to be served by hand delivery, post or electronic mail to addresses registered with the membership secretary.
8. Membership personal information held in electronic format must be stored securely and in at least two independent locations to prevent loss of data. One location can involve a secure 'Cloud' or similar storage location. At least one other member of the Committee must have location and password details on how to access the information. (Securing stored data involves preventing unauthorized people from accessing it as well as preventing accidental or intentional destruction, infection or corruption of information.)

Subscriptions

1. The annual subscription shall be periodically reviewed by the Committee. Membership shall be considered to have elapsed if the annual subscription is unpaid three months after it is due.

Annual General Meetings (AGM)

1. The AGM to be arranged by the Committee to be held in February of each year. The day to be advised to members no later than 14 days before the stated date of the AGM.
2. AGM itinerary to be disseminated to qualifying members for comment no later than 14 days before the advised date of the AGM.
3. Points raised by members for discussion at the AGM to be presented to the Chairman no later than 14 days before the advertised date of the AGM.
4. A quorum of 4 members needs to be present before business can be conducted at the AGM.
5. The business of the AGM shall be-
 - (i) to receive the minutes of the previous AGM, the committee's report and accounts for the previous year
 - (ii) to elect officers and members to the committee
 - (iii) to transact such other business as may be necessary
6. Items necessitating a vote of members present shall be nominated, seconded and opened to the floor to vote either for or against the proposal by a show of hands. Any amendments must be passed by a simple majority of those present. Members are only allowed one vote per proposal. In the event of a tie break the Chairman, or Vice Chairman in absence of the Chairman, shall have a second casting vote.
7. The committee must keep minutes which give a clear and accurate account of the proceedings. These minutes must be made available to any member of the Group who has given seven days notice to the Secretary.

Extraordinary General Meetings (EGM)

1. The Committee may call an EGM at any time.
2. An EGM may be called at the request of at least 25% of the membership of the Group giving 30 days notice in writing to the Groups Secretary. This notice must contain details of

the business to be considered which will be advised to all members no less than 14 days prior to the date of the EGM

Accounts/Receipts and Expenditure

1. The Committee shall be responsible for a bank account in the name of the Holcombe Moor Heritage Group.
2. All moneys collected in the name of the Group shall be paid in to the designated bank account.
3. All cheques drawn on the account must be signed by at least two members of the committee. No signed blank cheques to be issued.
4. Any expenditure must be agreed by at least two other members of the Committee, one of whom must be the treasurer, prior to purchases being carried out if not previously agreed at a Committee meeting, AGM or EGM.
5. All expenditure must be evidenced by appropriate invoices and authorised, prior to payment, by the chair or the committee.
6. The committee must maintain a record of all income and expenditure, which shall be freely available to any member who has given seven days notice to the Treasurer.
7. The Treasurer shall prepare an account of the year's activities for the Annual General meeting at which all financial records must be presented and a copy circulated with the AGM agenda.
8. Accounts to be independently audited.

Amendments to the Constitution

1. No alterations may be made to the HMHG constitution other than by a resolution at an AGM or EGM called specifically for that purpose.
2. Any amendment must be passed by a two thirds majority of those present.

Dissolution

The group may be dissolved by a resolution supported by not less than two thirds of those present and voting at either an Annual General Meeting or a Special General Meeting. At least 21 days notice shall be given, to all active members, prior to the decreed AGM or SGM. Specific notification of the potential Dissolution motion must be made in this notification.