

## **HITCHAM AND TAPLOW SOCIETY RULES**

This revised version of the Rules of the Society was approved at the Annual General Meeting held on 8<sup>th</sup> December 2017

### **1. NAME**

- 1.1 The name of the Society shall be “Hitcham and Taplow Society<sup>1</sup>”.

### **2. OBJECTS**

- 2.1 To promote and organise such action as may be desirable for securing the protection from disfigurement or injury of the countryside and rural surroundings and amenities of the Parishes of Hitcham and Taplow in the County of Buckingham and adjacent areas, the preservation of ancient buildings, monuments and the like therein and to safeguard improvement by supporting appropriate and desirable change and promoting high standards of design. To encourage local community spirit and responsibilities by promoting relevant events and other appropriate activities.
- 2.2 To act either directly or through its members as a centre for furnishing or procuring advice and information on matters affecting the above objects.
- 2.3 To arouse, inform and educate public opinion on matters affecting the above objects.
- 2.4 To take any such action and steps as may be desirable or conducive to securing the above-mentioned objects either alone or in conjunction with any other body or person.

### **3. MEMBERSHIP**

- 3.1 Membership shall be open to all persons or corporations interested in the objects of the Society.

### **4. SUBSCRIPTIONS AND VOTING**

- 4.1 The annual subscription for membership of the Society shall be as determined at the Annual General Meeting. Each member shall pay his first annual subscription in advance on joining and each subsequent annual subscription shall become due on the anniversary of the member joining.
- 4.2 Paid up members shall be entitled to one vote each, with a maximum of two votes per household or corporation.
- 4.3 Only votes cast at the meeting shall be valid, but paid up members may appoint a proxy in writing to vote on their behalf.
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## **5. OFFICERS**

- 5.1 The Officers of the Society shall consist of President, Chairman, Hon. Treasurer and Hon. Secretary. All of the above-mentioned officers shall be ex officio members of the Executive Committee and all other Committees and shall be elected at each Annual General Meeting of the Society.
- 5.2 The maximum term of office for each Officer shall normally be three years subject to annual re-election at the Annual General Meeting (see under 6 below).
- 5.3 The President or, in the absence of the President, the Chairman, shall preside at the General or Special Meetings of the Society, and the Chairman shall preside at meetings of the Executive Committee, or in his absence, the Chairman shall be elected by the Meeting.

## **6. EXECUTIVE COMMITTEE**

- 6.1 The affairs of the Society shall be managed by an Executive Committee which shall have powers to appoint sub-committees and delegate to them any particular matters, and with power to co-opt any person to a sub-committee for a specific purpose.
- 6.2 The Executive Committee shall consist of not more than fifteen nor less than seven members of whom four shall form a quorum.
- 6.3 The Executive Committee shall be elected annually at the Annual General Meeting of the Society and shall have the power to add to its members from time to time between Annual General Meetings.
- 6.4 Nomination for Membership of the Executive Committee shall be submitted in writing to the Hon. Secretary not less than 21 days before the Annual General Meeting. Each nomination shall bear the signatures of the proposer and seconder with the consent of the nominee to serve.

## **7. EXECUTIVE COMMITTEE MEETINGS**

- 7.1 The Executive Committee shall meet from time to time as may be determined by it and the Hon. Secretary shall at the request of the Chairman or any other two members call an emergency Executive Committee Meeting at any time.

## **8. VICE-PRESIDENTS**

- 8.1 The Executive Committee shall have the power to nominate and appoint any members to be Vice-Presidents of the Society. Such Vice Presidents shall be elected for their influence or interest in furthering the objects of the Society and they shall be in the nature of patrons. They shall be entitled to attend Meetings of the Executive Committee but shall not be entitled to vote.
- 8.2 Vice-Presidents shall be appointed for a year, but may be re-appointed from time to time for ensuing years.

- 8.3 The appointment of Vice-Presidents shall be subject to confirmation at the Annual General Meetings.

## 9. **GENERAL MEETINGS**

- 9.1 An Annual General Meeting of the Society shall be held once in every year when an audited Statement of Accounts for the past year to the 31<sup>st</sup> December<sup>2</sup> shall be submitted for approval.

- 9.2 The business of the Annual General Meeting shall include a Report on the activities of the Society from the Chairman, a Report from the Treasurer and the election of the Officers and the Executive Committee and an Hon. Auditor for the ensuing year, and any other business which may be determined by the Executive Committee or of which 21 days notice in writing shall have been given to the Hon. Secretary, or which may, by leave of the Chairman, be raised by any member at the Annual General Meeting.

- 9.3 Special General Meetings may be called at any time by direction of the Executive Committee, or any ten members.

- 9.4 All General Meetings may be called on 21 days written notice to members. Non receipt by any member of the written notice will not invalidate the Meeting.

## 10. **DISSOLUTION**

If an Executive Committee meeting decides that it is necessary to close down the Society it may call a Special General Meeting to do so. The sole business of this meeting will be to determine the dissolution of the Society. If it is agreed to dissolve the Society, all remaining money and other assets, once outstanding debts have been paid, will be donated to **another local group with concerns for Taplow and Hitcham**, to be determined at the Special General Meeting.

## 11. **MINUTES**

- 11.1 The Hon. Secretary shall keep the Minutes of all Meetings in a suitable book and such Minutes shall be read, and when approved, signed by the Chairman at the next Meeting.

## 12. **AFFILIATION**

- 12.1 The Society shall be affiliated to appropriate bodies as agreed by the Executive Committee.
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13. **RULES**

- 13.1 These rules may be rescinded, supplemented or altered at any General Meeting of the Society after due notice of the proposed alteration has been given to every member as in 9.4 above.